



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2018-111

Issue Date: October 31, 2018

Project Name:	Mount Talbert Flow Monitoring		
Quote Due Date/Time:	November 29, 2018, 2:00 PM		
Procurement Analyst:	Tralee Thorn	Phone:	503-742-5453
		Email:	tthorn@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“2018-111 MOUNT TALBERT FLOW MONITORING” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. SCOPE

The purpose of this RFQ is to conduct flow metering within the sewer systems for twelve (12) flow monitoring stations during the 2018/2019 winter and summer of 2019.

Major Project Components include:

Contractor shall supply, install, program, calibrate, maintain, download, and report on up to twelve (12) sanitary sewer flow monitoring stations for a term of approximately ten (10) months in Happy Valley, Oregon.

1. Contractor to install flow meters with redundant sensors, including a Doppler-based area-velocity sensor in the flow as well a radar-based velocity and ultrasonic sensor above the flow. Contractor to record velocity and depth data a minimum of every 5 minutes or more frequently as needed (i.e., downstream of force main discharges) to collect high quality data.
2. Contractor shall be responsible for regular routine maintenance on flow monitors, including verification of level, velocity, and confirmation of unobstructed sensors and weirs. Maintenance shall occur on a bi-weekly basis, at a minimum.
3. Contractor shall provide installation reports within 1 week of completion of initial installation and at any time changes to the monitoring site are made.

4. Contractor is responsible for quality control of data, including hydrograph and scatter graph analysis, flow meter balancing, flow meter response to rainfall, and identifying if maintenance visits or additional monitoring equipment (e.g., ultrasonic sensors) are required.
5. Contractor shall deliver final flow data in Microsoft Excel (CSV) format on a bi-weekly basis or within 24 hours of any significant rain event (greater than 1 inch in a 24-hour period).
6. Contractor shall provide 90% uptime of validated flow data during the three largest wet-weather events during the metering period and for the 24-hour period following those wet weather events. Reconstructed data during these events will not be considered a substitute for measured depth and velocity. A non-compliant meter will have a reduction in payment according to the data uptime (e.g., only 2 of 3 largest storms collected will result in 66% of the payment for that meter).
7. Contractor is responsible for obtaining all required business permits, certificates and licenses before any work is conducted even though the Contractor's business may be located outside the project site, or have business permits, certificates and licenses from other agencies/entities.
8. Contractor is responsible for the costs of any traffic control beyond the initial installation and monitor decommissioning, or as determined during the initial site selection walk. Contractor shall provide detailed traffic control invoices for any third-party traffic control used. Any minor traffic control that does not require flaggers is considered incidental to the work.
9. Contractor is responsible for the security and damage or loss of its equipment due to actions of the Contractor (improper installation accident, etc.); others (vandalism, theft, etc.); acts of nature (wet weather event, flooding, etc.).
10. Contractor shall submit a final monitoring report within 3 weeks of completion of monitoring.
11. Contractor shall inform WES Contact Person immediately if they observe a surcharge event in the field.
12. Contractor shall provide notice within two business days prior to installing meters. Any additional costs not included in this task order and submit in writing to WES for approval. Any second-tier Contractor costs shall not have greater than a 5% markup.

Site locations:

Flow meter locations are proposed as shown in the attached Figures. Contractor shall be responsible for independent verification of each location such that the data delivery requirements as listed in this Scope of Work can be appropriately met.

Table 1. Proposed Flow Meter Locations				
Meter	Proposed Manhole ID	Pipe Diameter (in)	Approximate MH Depth (ft)	Nearest Intersection
1	KT 1	10	8	SE Sunnybrook Blvd and Se 97 th Ave.
2	MT 2.2-1	8	5	End of SE Spruce View Ln.
3	MT 2-7	8	10	East of SE Sunnybrook Blvd and SE Sunnyside Rd.
4	S 208	12	13	Behind property SE 118 th Dr. and SE Market Dr.
5	S 10-6	8	14	SE 119 th Dr. just N of SE Falbrook Dr.
6	S 197	8	12	Behind property between SE 122 nd and SE 124 th Ave's South of SE Sunnyside Rd.
7	HV 1-1A	8	8	South Side of SE Sunnyside Rd. just East of SE 117 th Ave.
8	HV 5	18	9	In greenspace north of SE Sunnyside Rd. just east of SE 117 th Ave.
9	HV 51	15	6	Behind property between SE Waterford Ct and SE Mountain Gate Rd. South of SE King Rd.
10	HV 53	15	6	Behind property between SE Waterford Ct and SE Mountain Gate Rd. South of SE King Rd.
11	HV 68	12	9	SE Dunlin Dr, just East of SE Plover Dr.
12	HV 20-1	8	8	SE Plover Dr. and SE Warbler Pl.

The following items are included and incorporated within this RFQ:

Location Aerial Maps Figure 1- Figure 11.

3. Sample Contract

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below contract, which can be found at:

<http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Goods & Services Contract (unless checked, item does not apply)

☐ Travel Expense Reimbursement is Authorized

The following insurance requirements will be applicable:

☐ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.

☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.

☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

4. Quote

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Samples of monitor installing reports, and sample monitoring maintenance reports;
- C. Sample data analysis and final monitoring report;
- D. Three (3) References; of similar work product
- E. Clackamas County Certifications Form; and
- F. Any additional information that Clackamas County should take into consideration for the project or qualifications.

5. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, samples of work, not-to-exceed price for the inventory, references, and proposal to complete the inventory (including timeline).

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2018-111

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

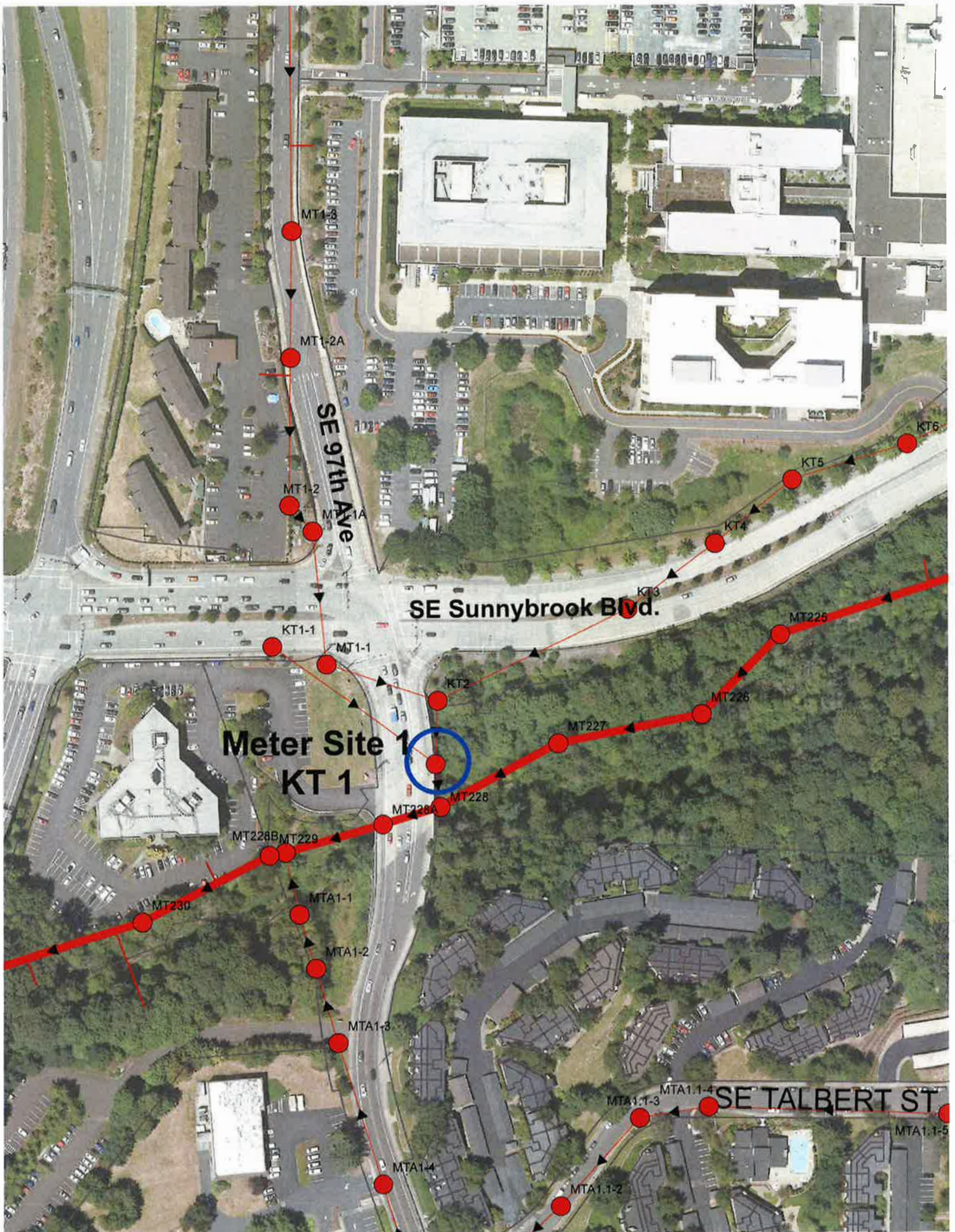


Figure 1

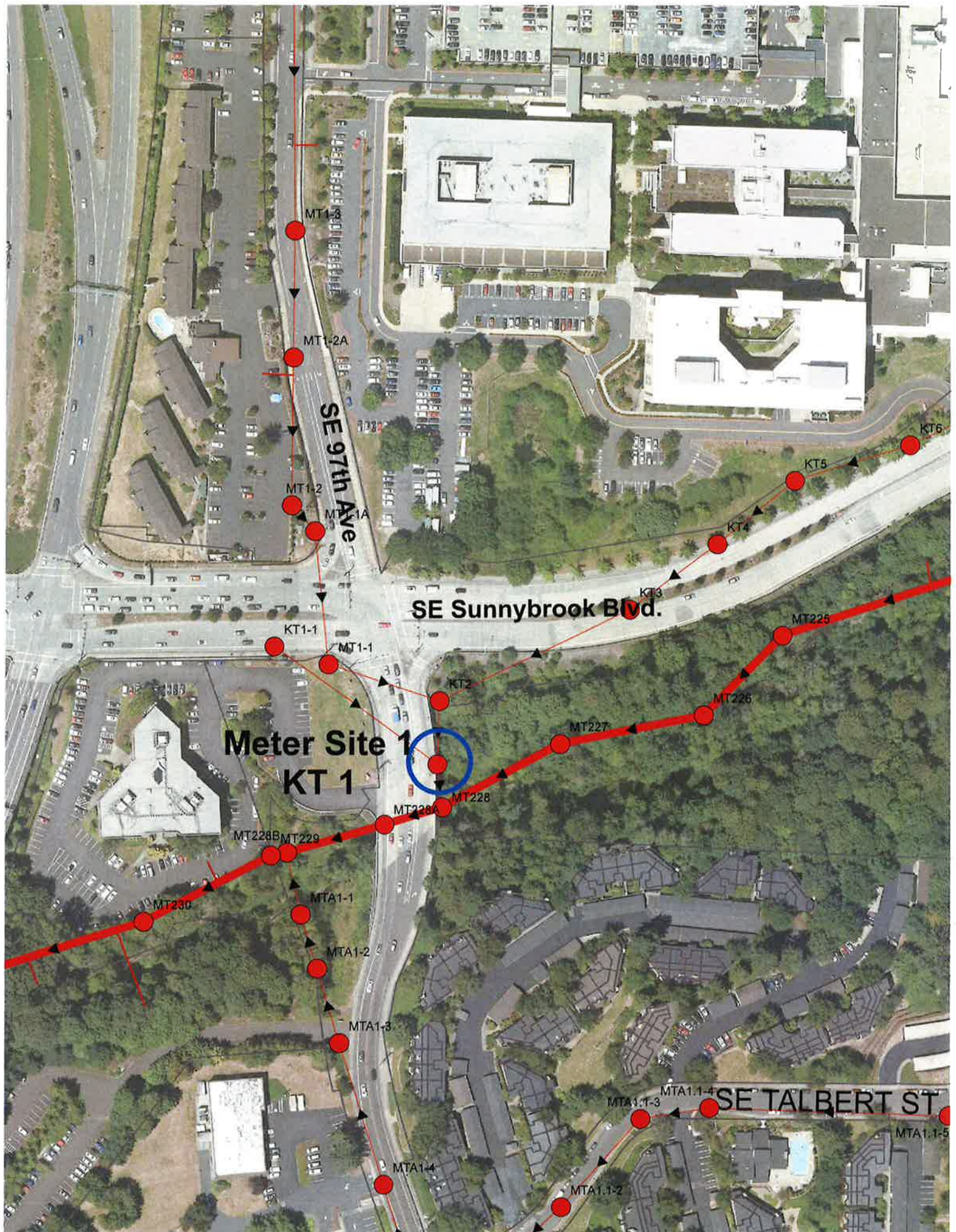


Figure 2

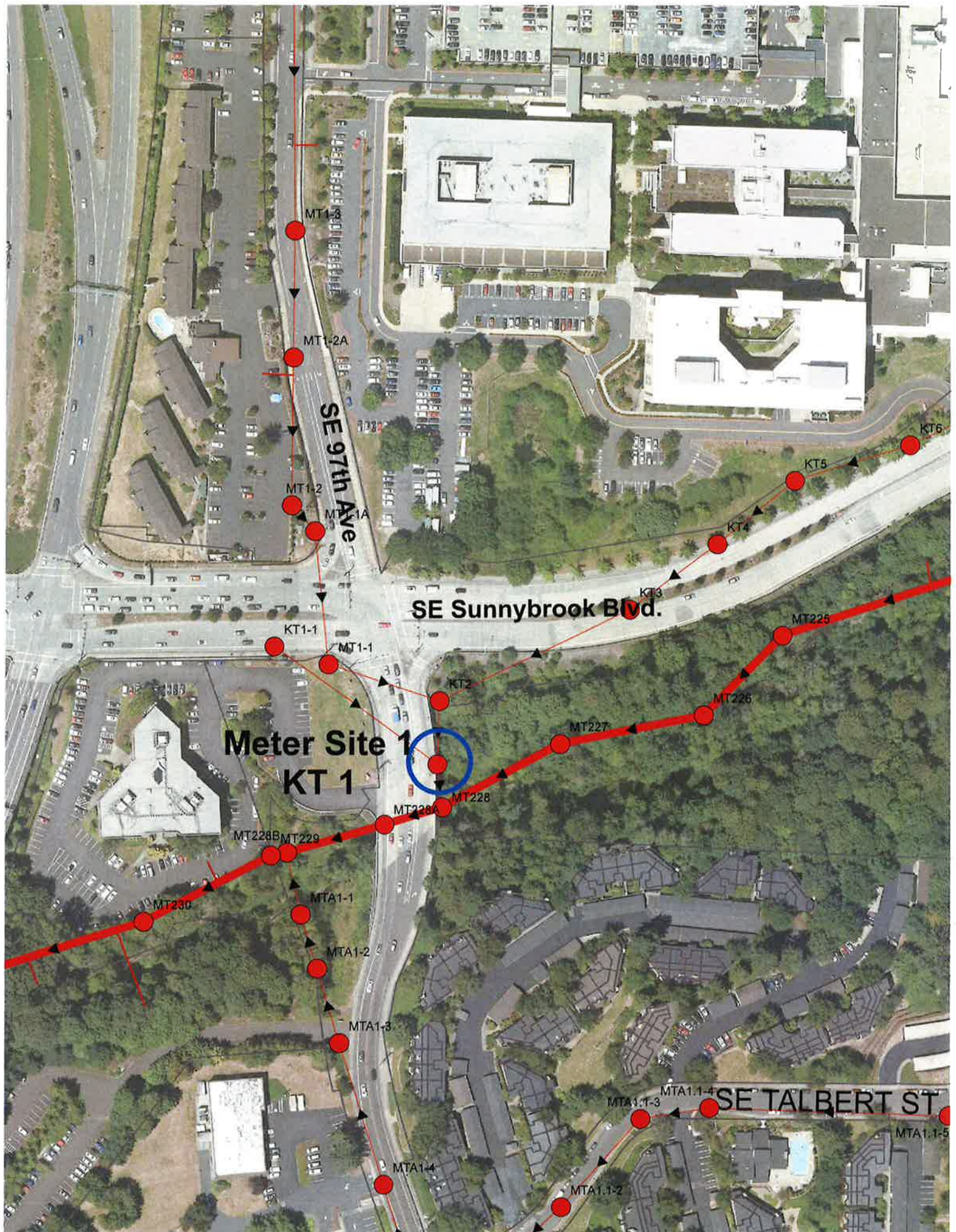


Figure 3

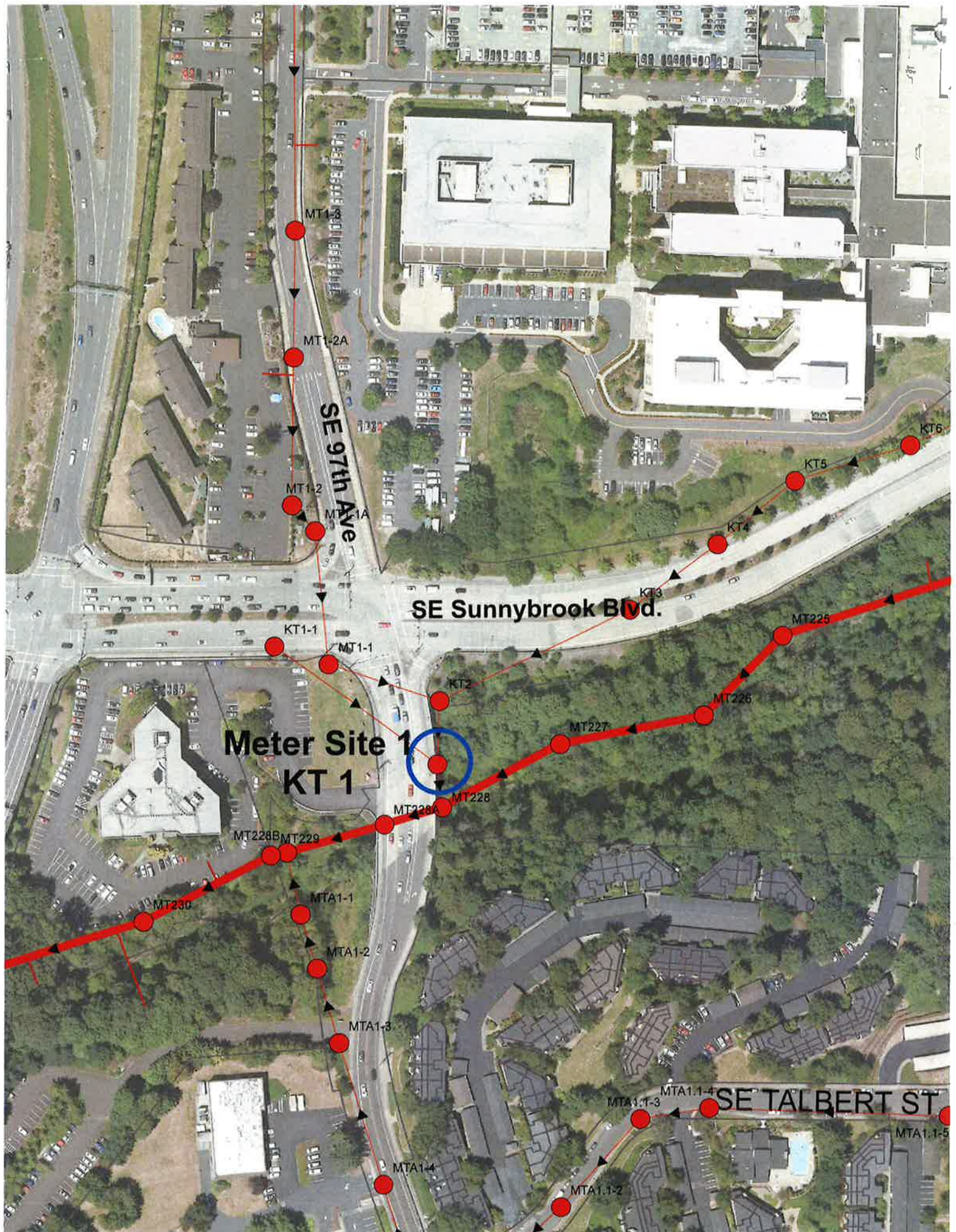


Figure 4

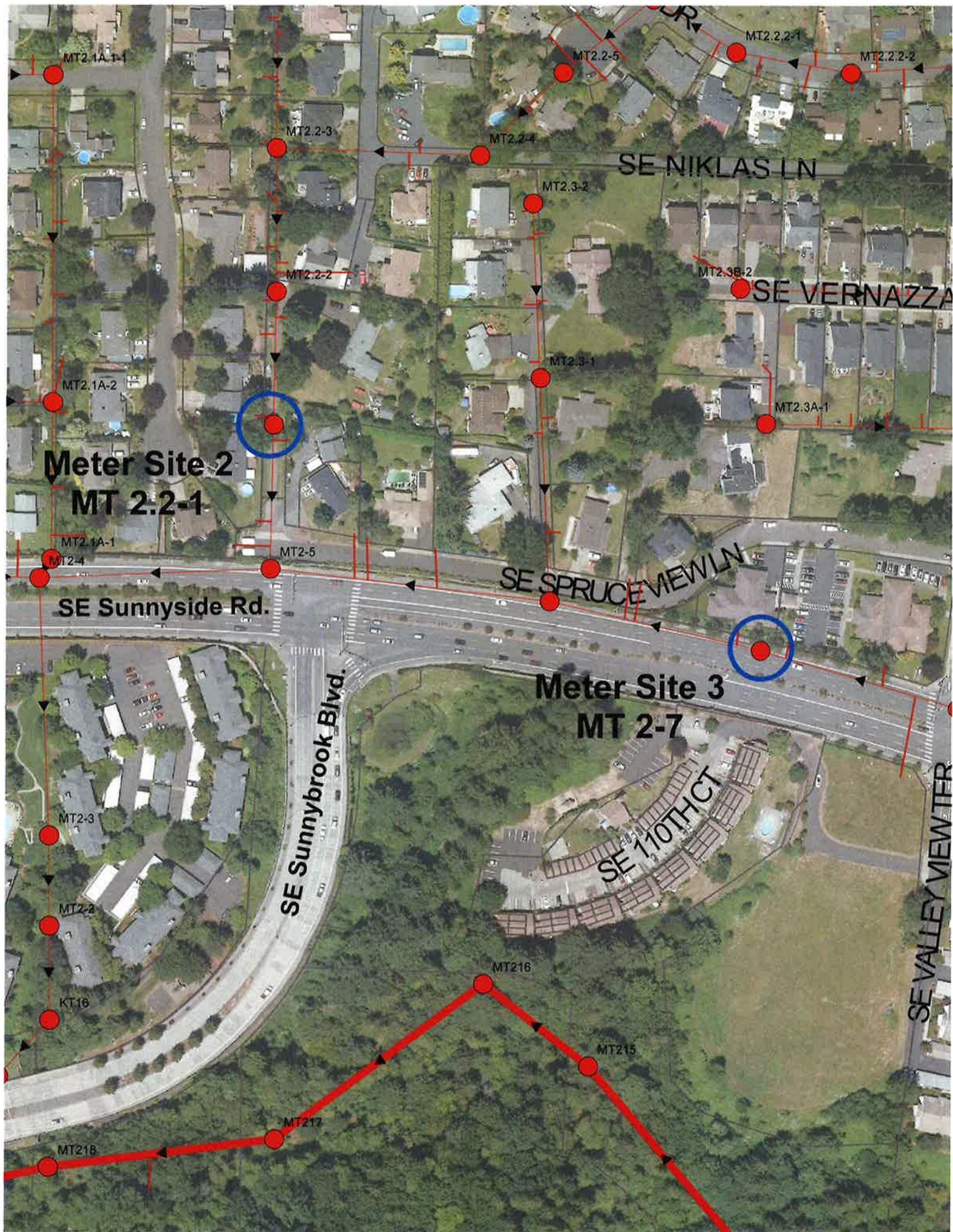


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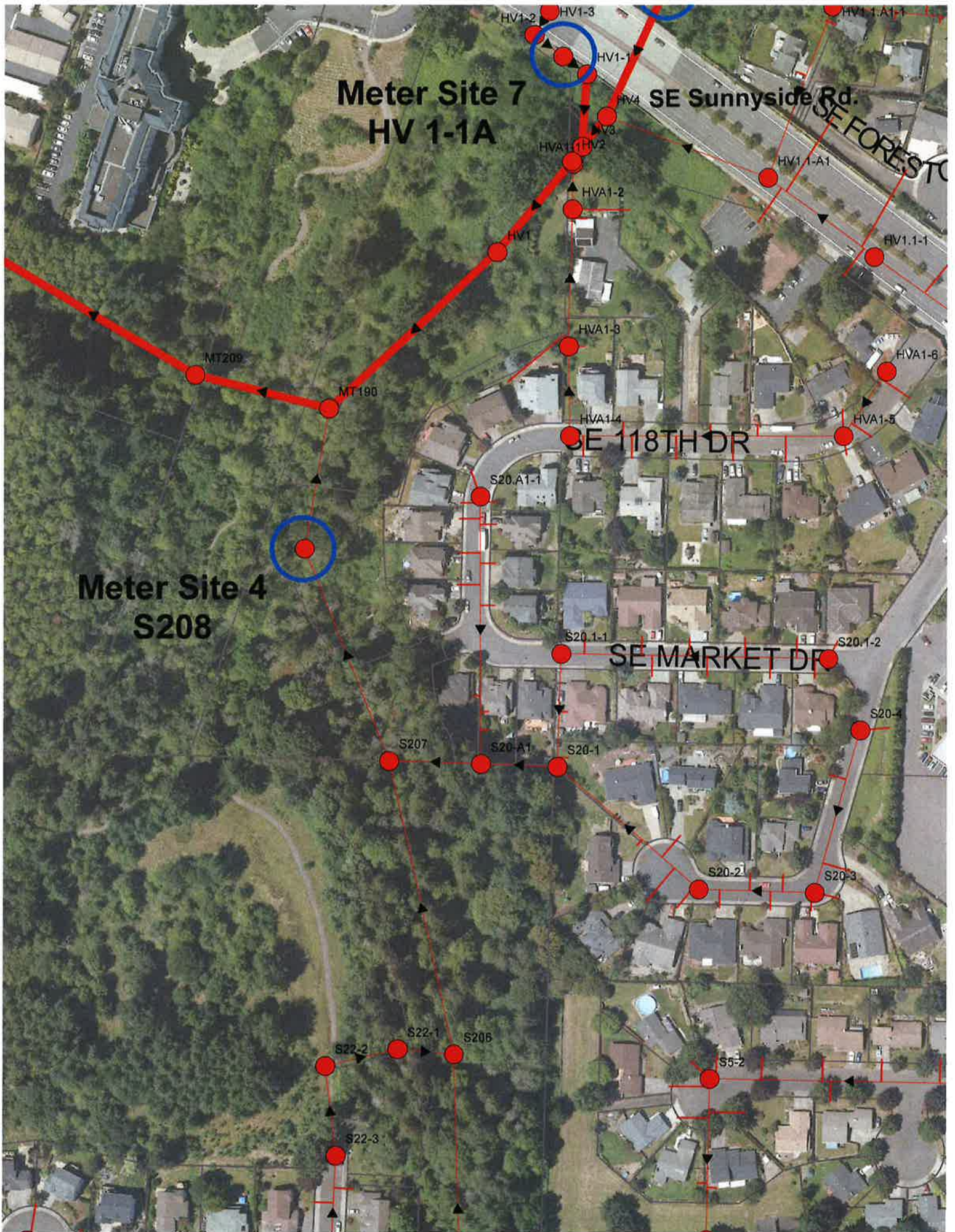


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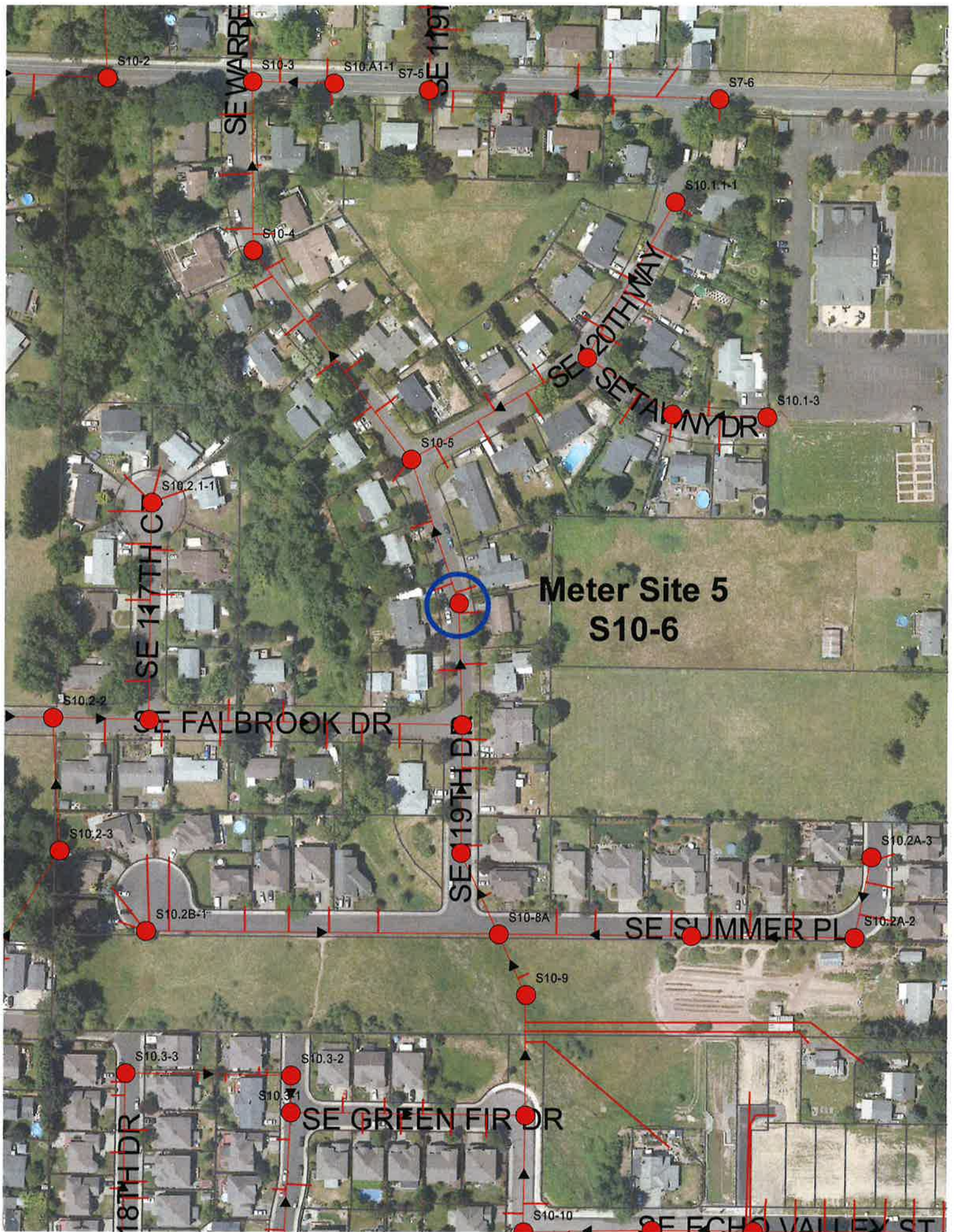


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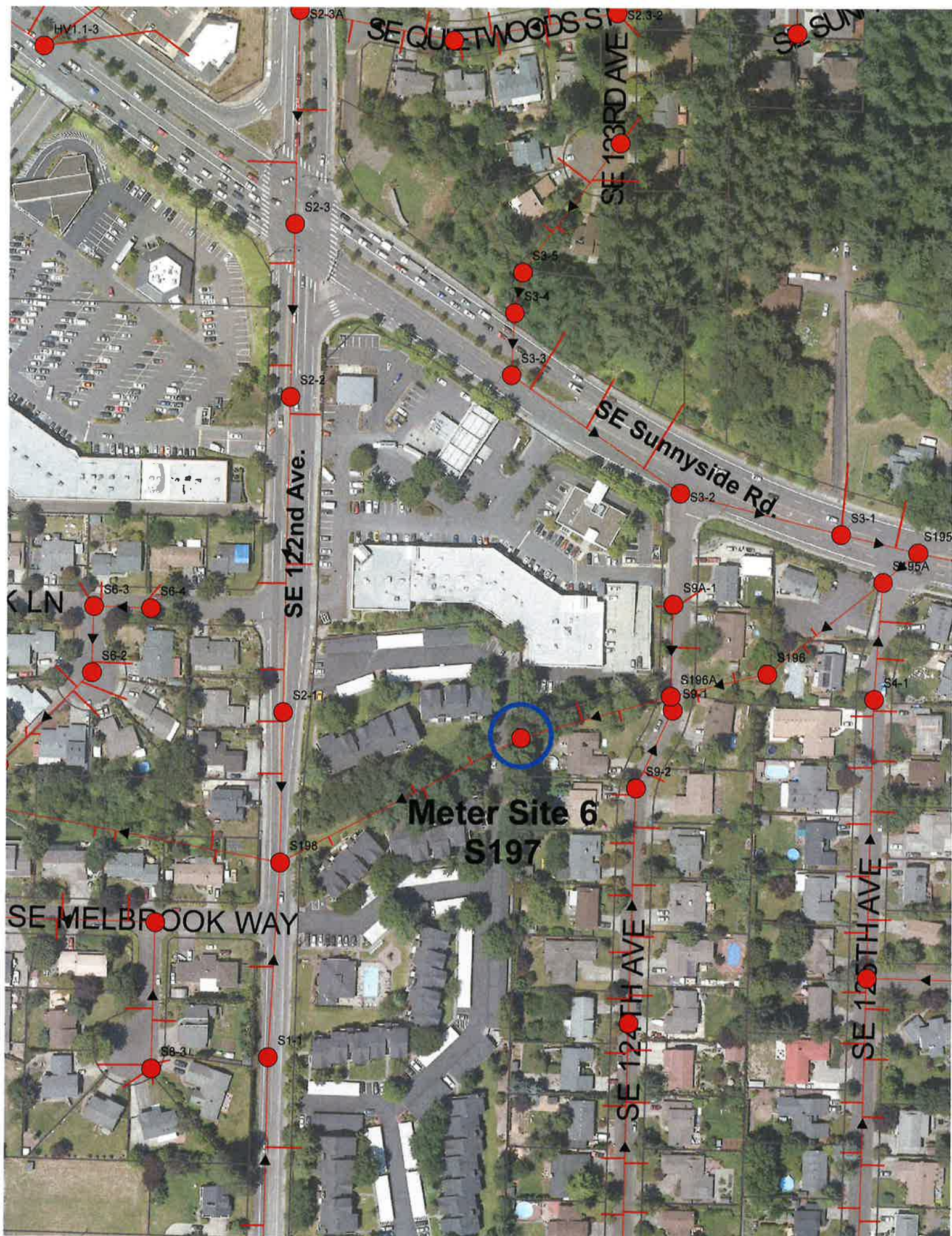


Figure 8

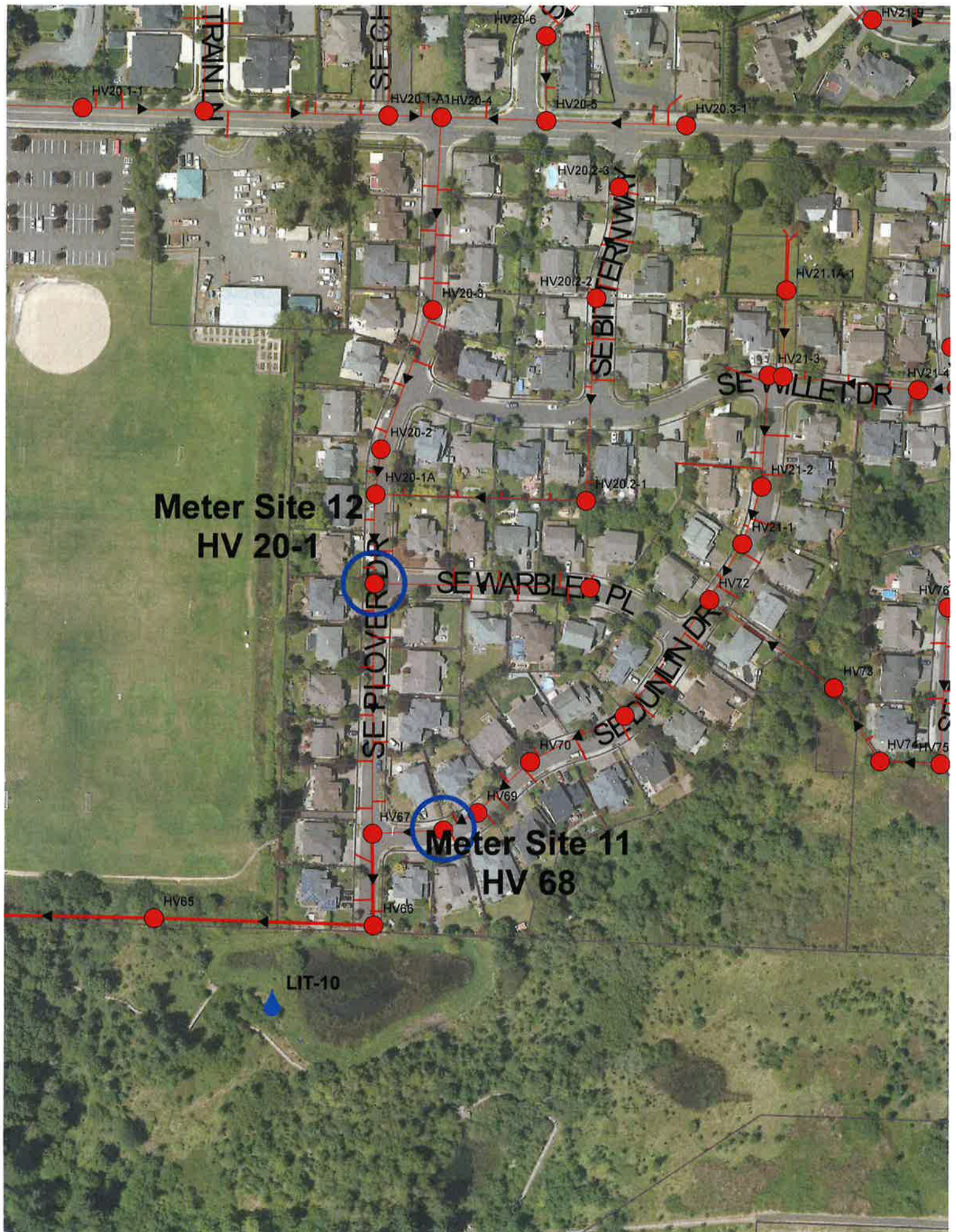


Figure 11