



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

Addendum No. 1

to the Request for Qualifications (RFQ) Evaluation, Design, and Implement the Aquifer Storage and Recovery (ASR), Progressive Design/Build Project

Issue Date: April 30, 2026

To: All Proposers

From: George Kuznetsov/City of Stayton Public Works

RE: Addendum to the Request for Qualifications (RFQ)

The following Addendum to the Request for Qualifications (RFQ) for Evaluation, Design, and Implement the Aquifer Storage and Recovery (ASR), Progressive Design/Build Project is to answer questions received. This Addendum shall be incorporated into the original RFQ and all Proposers shall acknowledge receipt of this Addendum in their Proposal as stated in Section 9.2 – Questions.

CHANGES, ADDITIONS, AND/OR DELETIONS – The following changes, clarifications, additions, and/or deletions are hereby made to the RFQ:

Question No. 1:

There does not appear to be a specified time for submittal on May 4th, the deadline for the SOQ. What is the intended deadline for the 4th ?

Answer:

Make the following changes to section 6.11 Submittal Format.

- Statements of Qualifications (SOQs) must be **received by the City no later than 11:59 p.m. (local time).**
- **Deadline: The RFQ deadline has been extended to May 11, 2026**

Additional clarifications of SOQ Submittal Deadline and Method:

For purposes of this RFQ, “received” means the SOQ has been successfully delivered to, or is accessible by, the city at the designated point of receipt identified in this RFQ.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

SOQs shall be submitted in electronic format. Electronic submissions may be transmitted via email or other electronic means identified by the Proposer, provided the City is able to fully access and download the complete SOQ prior to the deadline.

The City does not prescribe a specific hour during normal business operations for electronic submissions; however, the Proposer bears sole responsibility for ensuring timely delivery and accessibility of its SOQ.

Alternative Delivery (Physical Media)

If a Proposer elects to submit its SOQ via physical electronic media (e.g., flash drive), the submittal must be physically delivered to the City no later than 5:00 p.m. (local time), May 11, 2026, during normal business hours.

Any physical submittal received after this time will be considered late and will not be accepted.

Electronic Access / File Transfer Systems

Proposers may, at their discretion, provide the City with access to an external file transfer or document management system (e.g., secure download link), provided that:

- Full SOQ is accessible and downloadable without restriction prior to the submission deadline
- No special permissions, approvals, or post-deadline actions are required by the Proposer
- The City is not required to create accounts, accept terms, or undertake additional steps that could delay access

Provided links submitted prior to the stated deadline will be considered a timely submittal.

Failure of the City to access or download the SOQ due to Proposer-controlled systems, permissions, or technical issues shall be considered a failure to submit timely.

Late Submittals

SOQs received after the stated deadline, or not fully accessible at the time of the deadline, shall be considered non-responsive and shall not be evaluated, in accordance with applicable Oregon public contracting requirements.

No Exception Clause

The City shall not be responsible for delays caused by:



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

- Transmission errors
- File size limitations
- Spam filters or cybersecurity systems
- Third-party hosting or file transfer issues

Question No. 2:

There appears to be a discrepancy between the proposal requirements outlined in Section 6 of the RFQ and the evaluation criterion of Section 8 of the RFQ. Can the City provide any clarity on requested information and scoring?

Answer:

The following content is intended to provide clarification for Sections 6 and 8 of the RFQ.

Clarification for Section 6 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT:

Statements of Qualifications (SOQ) shall be organized and presented in a manner that directly responds to, and aligns with, the evaluation criteria set forth in Section 8. Proposers are advised that scoring will be based solely on the criteria and weighting defined in Section 8, and therefore the SOQ is intended to clearly demonstrate capability in each scored category.

Administrative, legal, and compliance elements required herein are mandatory for responsiveness but are not scored independently unless explicitly incorporated within the evaluation criteria.

SOQs shall demonstrate alignment with lifecycle value, asset management principles, and long-term operational performance, consistent with the evaluation priorities outlined in Section 8.6.

Clarification paragraph for Section 6.1 General Information:

SOQs shall be prepared in a clear, concise, and focused manner that directly addresses the evaluation criteria.

No page limit is prescribed; however, the City places a high value on **brevity, clarity, and relevance**. Proposers shall include only information that is directly responsive to the RFQ.

Extraneous, repetitive, or non-relevant information may negatively impact scoring, as it may obscure key qualifications and reduce the clarity of the Proposer's response to specific evaluation criteria.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

The responsibility rests solely with the Proposer to present a well-structured, efficient, and targeted SOQ.

Clarification for Section 6.6 (Technical Approach) to include lifecycle emphasis:

6.6 Technical Approach

Provide a narrative describing the firm's proposed technical approach addressing:

- Well construction
- Implementation strategy
- Water system integration
- Regulatory requirements
- Operations and Maintenance (O&M)

In addition, the Proposer shall demonstrate:

- Lifecycle planning, including maintenance, rehabilitation, and replacement considerations
- Ability for integration with asset management systems and CMMS where applicable
- Long-term operational reliability and resilience
- Adaptability to variable source water conditions and demand fluctuations
- Strategies to optimize lifecycle cost and overall system value

The City will evaluate the extent to which the proposed approach supports long-term performance, risk reduction, and operational sustainability.

Clarification for Section 6.10 References:

6.10 References (CRITICAL SCORING COMPONENT)

Proposers shall provide a minimum of three (3) references for comparable projects.

Each reference shall include:

- Owner organization
- Project description
- Contact details for:
 - Client Project Manager
 - Operations Representative
 - Maintenance Representative



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

IMPORTANT:

References are a determinative component of the evaluation process.

As described in Section 8, reference scoring will be used as a multiplier applied to the Proposer's total evaluated score. Specifically:

- The lowest score from each reference category (Project Manager, Operations, Maintenance) will be used
- These scores will directly influence the Proposer's final overall ranking

Accordingly, Proposers are strongly advised to:

- Select references that are directly relevant to the scope of this project
- Ensure references are knowledgeable of the Proposer's performance
- Ensure references are available and willing to provide complete and accurate evaluations

Failure to provide strong, relevant, and responsive references may significantly reduce the Proposer's final score regardless of the quality of the SOQ

Clarification for category "Technical Capability & System Understanding" in Section 8.2:

Technical Capability & System Understanding (25%)

Demonstrated technical capabilities and understanding of ASR systems, including hydrogeologic characterization, well design, water treatment integration, system implementation, regulatory compliance, and long-term operations and maintenance (O&M).

Evaluation will explicitly consider the Proposer's Technical Approach as described in Section 6.6, including:

- Well construction methodology
- Implementation strategy
- Water system integration
- Regulatory approach and compliance strategy
- Operations and Maintenance considerations

The Proposer shall demonstrate a clear, practical, and implementable approach that integrates design, construction, and long-term operation of a resilient ASR system.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 767-2134

Clarification for category “Collaboration Approach” in Section 8.2:

Collaboration Approach (10%)

Demonstrate an ability to work collaboratively within a Progressive Design-Build environment.

Evaluation will explicitly consider all elements required under Section 6.5.2, including:

- Prior experience working together as an integrated team
- Existing Design-Build or Progressive Design-Build partnerships
- Defined collaboration strategies across:
 - Preconstruction (Phase 1)
 - Target Price development
 - Final design and construction
- Communication protocols, transparency, and decision-making processes
- Approach to issue resolution and stakeholder engagement
- Integration with City staff, operations, and regulatory agencies

Proposers who fail to address all required elements of Section 6.5.2 may receive reduced scores.

All questions and inquiries concerning only this Addendum shall be directed to:

George Kuznetsov (Project Manager)
Public Works Engineering Technician City of Stayton
Phone: 503-769-2919 Email: gekuznetsov@staytonoregon.gov

Michael Schmidt (Secondary)
Public Works Engineering Associate
City of Stayton
Phone 503-769-2919
Email: mschmidt@staytonoregon.gov

To avoid any miscommunications, each Proposer shall in their SOQ submittal acknowledge any City issued addenda. Failure of a Proposer to receive or acknowledge receipt of any addenda shall not relieve the Proposer of the responsibility for complying with the terms thereof.

End of Addendum No. 1