

REQUEST FOR **QUALIFICATIONS (RFQ)**

Evaluation, Design, and Implement the
Aquifer Storage and Recovery (ASR),
Progressive Design/Build Project

To the City of Stayton



**CITY OF STAYTON,
MARION COUNTY,
OREGON**

DATED THIS April 07, 2026

THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

RFQ – AQUIFER STORAGE AND RECOVERY (ASR) PROJECT

Issued by: City of Stayton, Public Works, Engineering Department

RFQ No.: Water/26/01

Issue Date: April 07, 2026

Statements of Qualifications Due: May 04, 2026

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1 INTRODUCTION

The City of Stayton (“City”), located in Marion County, relies on the North Santiam River as its primary potable water source. This source is subject to seasonal and environmental constraints, including harmful algal blooms, elevated winter turbidity, potential upstream contamination, and reduced summer flows that limit available water rights during peak demand.

To improve system reliability and resilience, the City is advancing development of an Aquifer Storage and Recovery (ASR) system. A 2022 feasibility study and test well program confirmed technical viability at the City-owned Mill Creek Park site, and a Seasonal Varying Flow analysis has been completed in coordination with the Oregon Water Resources Department. The ASR system will store treated potable water in a deep aquifer during periods of surplus and recover it during high-demand or emergency conditions.

The purpose of this RFQ is to identify and shortlist the most qualified teams with demonstrated expertise in ASR systems, municipal water infrastructure, and integrated Progressive Design-Build delivery.

2 GENERAL

2.1 Qualification-Based Selection (QBS) Statement

The City of Stayton, Oregon (“City”) invites qualified and experienced Design-Build teams to submit **Statements of Qualifications (SOQs)** for the delivery of a proposed **Aquifer Storage and Recovery (ASR) Project**.

The City intends to utilize a **Progressive Design-Build (PDB)** project delivery method with a Target Price contracting approach for this project.

This RFQ is the first step in a two-step procurement process. The City will evaluate SOQs and shortlist up to **three (3) of the most qualified teams**, who will then be invited to participate in a subsequent Request for Proposals (RFP).

2.2 Limitations

The City assumes no responsibility or liability for costs incurred by the Proposer in the preparation, submission, or presentation of an SOQ, or in making the necessary studies for the preparation thereof in response to this RFQ. The Proposer agrees to bear all costs incurred or related to the preparation, submission, and selection process for an SOQ. All SOQs submitted will become part of the City’s public record, without obligation to the city.

This RFQ does not commit the City to award a Contract. The City reserves the right, in its sole and absolute discretion, to accept or reject any or all SOQs, or alternative SOQs, in whole or in part,

with or without cause. The City also reserves the right to cancel this RFQ or the RFP contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award prior to its execution.

The city also expressly reserves the right to:

- A. Waive, or not waive, informalities or irregularities in SOQs or SOQ submittal procedures, and to accept or further negotiate scope, schedule, terms, or conditions of any SOQ determined by the City based on qualifications, technical approach, and overall best value to the City.
- B. Request additional information or interviews from any or all Proposer.
- C. Not consider any SOQ which they determine to be unresponsive and deficient in any of the information requested within the RFQ.
- D. Determine whether the scope of the project will be entirely as described in the RFQ, a portion of the scope, or a revised scope be implemented.
- E. Select one or more Proposers to perform the services.
- F. Disqualify SOQs that fail to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents outlined within the RFQ.
- G. Request references and other data to determine responsiveness.
- H. The city may perform, at its sole option, investigations of any Proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by the City, become part of the public record and may be disclosed accordingly.
- I. Retain all SOQs submitted and use any ideas presented in an SOQ regardless of whether that SOQ is selected.

Should any doubt or difference of opinion arise between the City and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this RFQ, the decision of the City shall be final and binding upon all parties.

2.3 Pre-Submittal Conference

There will not be a pre-submittal conference. However, at the request of the proposers, as designated in Section 8, questions and site visitation may be arranged.

2.4 Public Records

Any material submitted by the proposer shall become the property of the city unless otherwise specified. The evaluation of SOQs shall be confidential. After the selection process has been completed, the SOQs shall be open to public inspection. SOQs should not contain any information which the Proposer does not wish to become public. If it is necessary to submit

confidential information to comply with the terms and conditions of this RFQ, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS". The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public record request for such information shall be at the proposer's expense.

2.5 SOQ Withdrawal

An SOQ may be withdrawn at any time by the Proposer before June 02, 2026, by providing a written request for the withdrawal of the SOQ to the person and at the place indicated in Section 8.1. A duly authorized representative of the firm shall carry out the request. Withdrawal of an SOQ will not prejudice the right of the Proposer to file a new SOQ on this or future RFQs by the City.

2.6 SOQ Protests

All SOQ protests must be in writing and filed with the City project manager. SOQ Due Date and Issuing Office within seven (7) calendar days of the "Notice of Intent to Award". The Proposer must clearly state the reasons for the protest. Proposers are directed to the protest procedures set forth in OAR 137-048-0240. Protests received after the submittal deadline will not be considered.

No RFP will be issued until all protests have been resolved. The City will evaluate and resolve all timely protests within a reasonable period following receipt. The City will promptly issue a written decision to the protest. If the City's decision results in a change to the RFQ, the City will cancel the Notice of Intent to Award, revise the RFQ documents as necessary, and re-solicit Statements of Qualifications (SOQs). The City's decision on all protests is final and concludes with the administrative appeals process.

2.7 Recycled Products Statement

Vendors should use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document, including the preparation of the SOQs, and the selected Proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

Note: presentation to the City shall be electronic only. No hard copies of documentation shall be presented.

2.8 Preliminary Schedule

The following is a preliminary schedule. The City reserves the right to modify this schedule at the City's discretion.

<u>Activity/Event</u>	<u>Anticipated Date</u>
Invitation to receive RFQ	March 13, 2026
RFQ Issued	April 07, 2026
SOQ Due	May 04, 2026
Shortlist Approved	May 25, 2026
Notice of Intent to Issue RFP	May 26, 2026
RFP Issued	June 04, 2026
Proposals Due	July 28, 2026
Selection Complete	August 25, 2026
Notice of intent to award	September 16, 2026
Council Approval	October 05, 2026
Contract Executed	October 20, 2026
Notice to Proceed (NTP)	October 28, 2026

3 PROJECT OVERVIEW

The City of Stayton (“City”) is located in Marion County, Oregon. The City’s primary potable water supply is derived from the North Santiam River. This source is periodically subject to harmful algal blooms, high turbidity during winter months, upstream contamination risk, and reduced summer flows that limit available water rights during peak demand periods.

To improve system reliability and resilience, the City has undertaken planning and feasibility efforts to develop an Aquifer Storage and Recovery (ASR) system. **A feasibility study and test well drilling program completed in 2022 confirmed the technical viability of implementing an ASR system at the City-owned Mill Creek Park site.** Also, a Seasonally Varying Flows determination technical study has been performed and completed by the Oregon Water Resources Department (OWRD). The ASR system is intended to allow treated potable water to be injected into a deep aquifer during periods of excess supply and recovered during high-demand or emergency conditions.

The City has secured grant funding from the OWRD and has dedicated System Development Charge (SDC) funds to support the design and construction of the ASR system.

4 ANTICIPATED SCOPE OF SERVICES

The anticipated scope of work may include, but is not limited to:

- ASR production and injection well(s)
- Well pump and mechanical systems
- Injection and recovery piping
- Evaluate water distribution systems
- Quantify and Confirm ASR utilization potential

- Water treatment integration (as required)
- Monitoring wells and instrumentation
- SCADA / control integration
- Electrical and site improvements
- Permitting and regulatory coordination
- Commissioning and operational testing

The final scope will be developed collaboratively during the Phase 2 – Primary Stage 1 Initial Design period.

5 TEAMING AND JOINT VENTURES

The City encourages **multi-disciplinary teams**, including consultants and contractors, to form joint ventures or teaming arrangements as necessary to demonstrate the required expertise.

A single entity must be identified as the **prime proposer**, with clearly defined roles and responsibilities for all team members.

6 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

Statements of Qualifications (SOQ) shall clearly demonstrate the firm’s capability to deliver a resilient **Aquifer Storage and Recovery (ASR) System** that supports long-term operations, asset management, and regulatory compliance. Proposing teams should demonstrate relevant experience in the following areas:

- Municipal water supply infrastructure
- Well design, drilling, and hydrogeology with Aquifer Storage and Recovery (ASR) systems
- Water treatment system integration
- Progressive Design-Build or Design-Build project delivery
- Regulatory permitting (state and federal), including Oregon-specific processes
- Construction, startup, and commissioning of potable water facilities

Experience with similar-sized municipal projects and collaborative delivery methods is strongly preferred.

At a minimum, SOQs shall include the following information.

6.1 General Information

The SOQ must be signed (wet or digitally) by an official authorized person to bind the Proposer to its provisions.

Each SOQ must remain valid for at least ninety (90) days from the due date of this RFQ.

SOQ shall be prepared simply and economically providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFQ. Each SOQ will be judged on the completeness and quality of the content, and as a demonstration of the Proposer's qualifications.

SOQ has no page limit. The document font size shall not be less than 11pt. Font size for non-substantive text such as tables, graphics, etc. shall be at the Proposer's discretion to ensure the material is presentable and readable. Each page shall be 8-1/2"x11", unless otherwise noted.

6.2 Introductory Letter/Narrative

The Proposer may use this section to introduce the SOQ, summarize the Proposer's range of capabilities, and to summarize the key provisions of the SOQ.

The SOQ shall be led by an introductory Letter/Narrative

The introductory letter/narrative shall include, but not limited to, the following information:

- A. The name of the firm, as well as the signature, printed name and title, telephone and email of the employee authorized to represent Proposer in any correspondence, negotiations and sign any contracts with the City. The legal representative shall be authorized to bind the entity in contractual matters.
- B. The address of the office that will be providing the service, the professional engineer who will be providing the Engineering Services name, phone numbers, email address, and professional engineering license number.
- C. A statement that the Proposer meets the minimum qualifications stated in Section 6, and that the SOQ complies with the terms and conditions of this RFQ.
- D. A statement that certifies the following:

"Proposer has received, reviewed, and examined, as part of the RFQ, Addenda No. __ through __. Proposer in responding to this RFQ do so solely at their expense, and the City of Stayton is not responsible for any Proposer's expenses associated with this RFQ. Proposer accepts all terms and conditions contained in the RFQ except as otherwise specifically noted as an Exception in the submitted SOQ. The submitted SOQ will be valid for a period of ninety (90) days following the submission deadline. All materials and documents acquired or produced by the Proposer shall be delivered to and become property of the City of Stayton, without restriction or limitation of future use."

- E. All Exceptions to the RFQ shall be noted in a Section entitled "Exceptions" and submitted with the Proposer's SOQ.

- F. Written affirmation that the firm(s) has a policy of nondiscrimination in employment, and employment positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.
- G. The Federal and State tax identification numbers, and the State of incorporation, as applicable.
- H. If applicable, identify ownership status and/or employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses.

6.3 SOQ Table of Contents

Include a clear identification of the material by sections and page numbers.

6.4 Relevant Project Experience

- Description of at least three (3) comparable projects involving municipal water treatment facilities
- Experience with Progressive Design-Build or Design-Build
- Project summaries including scope, cost, schedule, and outcomes

6.5 Key Personnel, Experience and Qualifications

6.5.1 Team Organization, Qualifications

Identify the team members (include working titles, certificates and licenses), describe the roles and responsibility of each team member (including sub consultants), and why each team member is critical to the success of the overall contract. Describe the team's experience and capacity for providing the services being requested in this RFQ. Indicate the Proposers firm represented by each key team member.

- Provide an organizational chart, demonstrating the Proposers' relationships and hierarchy of the team described above. Identify key members by name, position, discipline and firm, as well as key back up personnel. Key back-up personnel shall be provided for all staff in the organizational chart.
- At a minimum, the proposed team shall include: Design-Build Project Manager, Design Manager/Engineer of Record, Construction Manager, Hydrogeologist/ASR Lead, Regulatory and Permitting Lead, Cost Estimator/Preconstruction Lead, and Commissioning/Startup Lead

6.5.2 Team Integration & Collaboration

The City is specifically seeking a highly integrated team. Respondents shall:

- Describe prior experience working together as a team

- Identify any previous Design-Build partnerships among team members
- Explain how collaboration will be managed during:
 - Preconstruction (Phase 1)
 - Target Price development
 - Final design and construction
- Participation in projects involving regulatory permitting and public agency coordination

6.6 Technical Approach

Provide a narrative describing the firm’s proposed technical approach addressing;

- Well construction
- Implementation
- Water system integration
- Regulatory requirements
- O&M’s

6.7 Additional Supporting Information

Supporting materials should include only resumes, references and client project lists.

6.8 Pricing Prohibition

Statements of Qualifications shall not include any pricing, rates, fees, or cost information. Inclusion of such information may result in disqualification at the City’s discretion.

6.9 Local/State/Federal Requirements

The selected Proposer shall comply with all local, state, and federal laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the applicable provisions of ORS 279C and the following, as amended:

- A. Title VI of the Civil Rights Act of 1964.
- B. Section V of the Rehabilitation Act of 1973.
- C. The American with Disabilities Act of 1990 and ORS 659A.142.
- D. All regulations and administrative rules established pursuant to the foregoing laws; and
- E. All other applicable requirements of State and Federal civil rights and rehabilitation statutes, rules and regulations.

The selected Proposer is subject to the Oregon Worker’s Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker’s Compensation coverage for all employees working under this contract. The City of Stayton's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

6.10 References

- Minimum of **three (3) references** for comparable projects
- Include owner and brief project descriptions
- References shall include the name and contact details of the Client Project Manager, Operations Superintendent, and Maintenance Coordinator.

6.11 Submittal Format

Format: PDF

Length: No limit is placed on the proposal length, however, brevity in this material is key.

Submission Method: One copy (1) electronic via e-mail or hand delivered flash drive; printed copies of the qualification will not be accepted.

Titled: Aquifer Storage and Recovery (ASR) RFQ Qualification Statement

From: Proposers Name, title, company name, authority to represent, and contact details

Deadline: May 04, 2026

6.12 Submitted to:

Name: George Kuznetsov

Title: Engineering Technician II

E-mail: gkuznetsov@staytonoregon.gov

Phone: (503) 769-2919

7 PROCUREMENT PROCESS

This RFQ is intended to:

- Shortlist qualified firms, 1-3 firms.
- Support a subsequent RFP
- Preserve Owner flexibility in delivery method

The Owner reserves the right to request interviews, additional information, or to modify or cancel this RFQ

8 SELECTION & SCORING PROCESS

8.1 Evaluation Framework (Oregon QBS-Compliant)

The evaluation process is structured to ensure compliance with Oregon Qualifications-Based Selection (QBS) requirements and to maintain a clear separation between qualifications evaluation and subsequent compensation negotiation.

Selection shall be conducted in accordance with ORS 279C.110–279C.125 and applicable City procurement rules governing Qualifications-Based Selection (QBS) for professional services.

This RFQ does **not** include cost proposals. Compensation, pricing, and rates shall not be submitted or considered at the RFQ stage.

Statements of Qualifications will be evaluated using the weighted criteria described below. The Owner may invite the highest-ranked firm(s) to participate in interviews prior to final ranking.

8.2 Evaluation Criteria & Weighted Score

A team of at least 3 City chosen personnel shall participate in the evaluation process.

The proposers' response to this RFQ will be evaluated using the 0–5 scoring methodology described in Section 8.3.

Each proposer's references will be contacted by the City and asked a standardized set of questions regarding their experience with the proposer. Reference personnel, including the client project manager, an Operational representative, and Maintenance representative, shall score the questions using the same 0–5 scale.

The reference Project Manager's, Operation's, and Maintenance personnel's lowest reference score shall be combined and used as a multiplier to the city's evaluated score to calculate the proposer's final overall score.

Proposer selection is not a guarantee of a contract award, nor is the award of a contract for any portion of the Work guarantee of award of a contract for any subsequent work. All work is subject to the budgetary and funding constraints of the city.

Category	Evaluation Criteria	Weight
Relevant Experience & Past Performance	Demonstrated successful delivery of projects involving municipal ASR water systems. Experience must include work of comparable scale and complexity, supported by verifiable references demonstrating performance in maintaining schedules, ensuring operational continuity, and achieving post-commissioning reliability.	25%
Key Personnel & Team Qualifications	Demonstrated qualifications, certifications, and experience of key team members, including the project manager, engineers, hydrogeologists, and field staff. Evaluation will consider experience on similar ASR or municipal water projects, the team's ability to work well together, and the availability of key personnel for the entire project. Expertise in designing, building, and operating complex water systems is especially important.	15%
Risk Management - Reliability & Cybersecurity	Demonstrated approach to risk identification, assessment, and mitigation, including system redundancy, cybersecurity aligned with industry standards, and strategies for resilience, recoverability, and minimal operational disruption.	15%
Technical Capability & System Understanding	Demonstrated technical capabilities and understanding ASR systems, including hydrogeologic characterization, well design, water treatment, and system integration. Exhibit a clear understanding of aquifer behavior, injection and recovery performance, and water quality considerations necessary to ensure regulatory compliance and long-term system reliability. Evaluation will consider the Proposer's experience with pilot testing, data-driven design refinement, and adaptive management approaches to address subsurface uncertainties. The ability to effectively integrate multidisciplinary expertise and deliver a constructible, operable, and resilient ASR system.	25%
Collaboration Approach	Demonstrated ability to work collaboratively within a Progressive Design-Build environment, including transparent decision-making, open-book approach, structured communication protocols, and integration with City staff and operators. Includes approach to issue resolution, stakeholder engagement, and maintaining alignment throughout design and implementation.	10%
Safety Record	Demonstrated safety performance, and effectiveness of safety programs. Experience working safely within active water treatment facilities, including clear procedures to protect workers, the public, and ongoing operations during construction and system tie-ins.	5%
Project Management/ Implementation Capacity	Demonstrated ability to plan and execute the project across all phases, including scope control, schedule management, cost awareness (within a QBS/PDB framework), quality assurance, risk management, procurement coordination, and documentation. Includes ability to deliver training, support operations transition, and achieve successful commissioning with minimal disruption to ASR performance.	5%
Total		100%

8.3 Scoring Methodology

Each evaluation criterion shall be scored using the standardized scale below:

Score	Descriptor	Definition
5	Exceptional	Far exceeds requirements; superior approach with low risk and high added value
4	Very Good	Exceeds requirements; strong approach with minimal risk
3	Satisfactory	Meets requirements; adequate approach with manageable risk
2	Marginal	Partially meets requirements; notable weaknesses or risk
1	Deficient	Does not meet requirements; unacceptable risk or lack of qualification
0	Non-Responsive	Criterion not addressed or inadequately addressed

The proposers final score shall be calculated as follows:

Score = Sum of (Category Weight x Score) x (sum of Reference Question scores: Lowest Client Project Managers Score + Lowest Operations Superintendent Score + Lowest Maintenance Supervisors Score)

Note: It is possible to get a zero score at which time the proposer would be disqualified.

8.4 Interviews (If conducted)

At the Owner’s discretion, shortlisted (max 3) firms may be invited to participate in interviews to:

- Clarify technical approaches
- Assess team communication and coordination
- Validate understanding of ASR System, risks, and constraints

Interview results may be used to confirm or adjust rankings but shall **not** introduce new evaluation criteria.

8.5 Final Ranking & Negotiation

Following evaluation (and interviews, if conducted):

1. Firms shall be ranked in order of qualifications
2. The top 3 ranked qualified firms shall be invited to respond with a proposal to the subsequent Request for Proposal (RFP).

8.6 Council Approval, Lifecycle Value & Public Interest Determination

Upon completion of the evaluation process, final selection and contract award shall be subject to approval by the City Council. Consistent with Oregon public contracting requirements, the City will make a determination that the use of a Progressive Design-Build delivery method and the selected Proposer are in the best interest of the City, based on a comparative assessment of project complexity, risks, and the benefits of early contractor involvement.

In making its selection, the City will prioritize approaches that demonstrate:

- High technical competence and operational reliability
- Effective management and mitigation of project risks, particularly those related to subsurface uncertainty and water quality
- Optimization of lifecycle cost and overall value to the City, rather than lowest initial cost
- Clear lifecycle planning, including maintenance, rehabilitation, and replacement considerations
- Integration of design, construction, and operations to improve constructability, cost certainty, and schedule performance
- Compatibility with the City's asset management practices and CMMS systems
- Strong regulatory compliance, defensibility, and documentation practices
- Resilience to variable source water conditions, seasonal demand fluctuations, and long-term system needs

9 RFQ QUESTIONS AND CLARIFICATIONS

9.1 POINT OF CONTACT

All questions and inquiries concerning this RFQ shall be directed at the following:

George Kuznetsov (Project Manager)

Public Works Engineering Technician

City of Stayton

Phone: 503-769-2919

Email: gkuznetsov@staytonoregon.gov

Michael Schmidt (Secondary)

Public Works Engineering Associate

City of Stayton

Phone 503-769-2919

Email: mschmidt@staytonoregon.gov

9.2 Questions

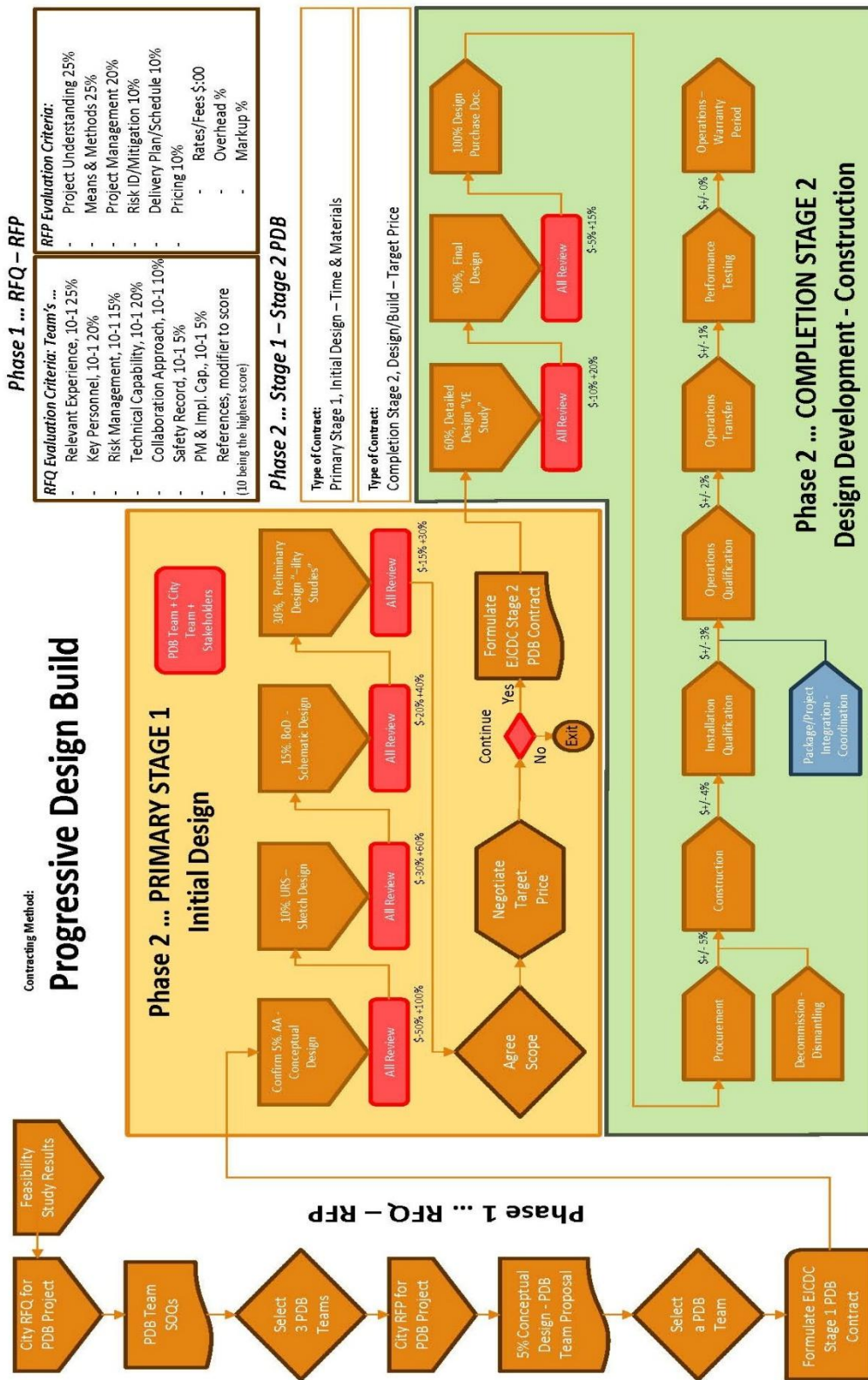
All questions and inquiries regarding this RFQ shall be submitted via email on or before 2:00 pm (local time) April 27, 2026, to the Project Manager. Should any Proposer be in doubt as to the true meaning of any portion of this RFQ, or should the Proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official clarification or correction (e-mail is acceptable titled **ASR RFQ Question**).

Unauthorized contact with other City employees may result in disqualification. The city will not be bound by oral responses to inquiries or written responses other than the official written addenda.

Any clarifications, corrections, or additions to this RFQ by the City will be made only as an official written addendum that will be posted as a link on the City of Stayton's Request for Proposal website at https://www.staytonoregon.gov/page/docs_RFP. It shall be the Proposer's responsibility to ensure they have received all addenda before submitting their SOQ. Any addendum issued by the City shall become part of the RFQ and shall be incorporated in the SOQ where applicable.

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.

10 APPENDIX A – PROGRESSIVE DESIGN BUILD FLOW CHART



11 APPENDIX B – FEASIBILITY STUDY

Available on City of Stayton website: https://www.staytonoregon.gov/page/pw_home

12 APPENDIX C – 2025 SEASONALLY VARYING FLOWS DETERMINATION

Available on City of Stayton website: https://www.staytonoregon.gov/page/pw_home