# REQUEST FOR QUALIFICATIONS (RFQ)

Evaluation, Design, and Implement the Replacement of SBR Wastewater Treatment Plant MICAR System, Progressive Design/Build Project.

## To the City of Stayton

**CITY OF STAYTON,**

**MARION COUNTY,**

**OREGON**

**DATED THIS April 13, 2026**

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

# RFQ - Evaluation and Replacement of SBR Wastewater Treatment Plant MICAR System

**Issued by:** City of Stayton, Public Works, Wastewater Treatment Plant

**RFQ No.**: WWTP/26/01

**Issue Date:** April 13, 2026

**Statements of Qualifications Due:** May 27, 2026

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# 1 GENERAL

## 1.1 Qualification-Based Selection (QBS) Statement

The City of Stayton is utilizing a Qualifications-Based Selection (QBS) process to solicit Statements of Qualifications (SOQs) for their Wastewater Treatment Facilities. The purpose of this effort is to support the upgrade of the Sequencing Batch Reactor (SBR) Wastewater Treatment Plant MICAR (Monitoring, Instrumentation, Control, Automation, and Reporting) system, including potential integration of the existing unused SBR Selector Basin, through this Progressive Design-Build project.

The objective is to evaluate the existing Wastewater Treatment Facilities electrical and control systems and to upgrade the existing SBR MICAR system to optimize its current operations, improve reliability, and provide a scalable platform for future expansion and asset renewal.

The City intends to use **Progressive Design-Build (PDB)** project delivery method with a Target Price contracting approach for this project. The process is illustrated in the diagram provided in Appendix A and described in more detail through this RFQ solicitation and the RFP documentation.

The procurement will be conducted using a Qualifications-Based Selection (QBS) process in accordance with ORS 279C.110–125. At the Request for Qualifications (RFQ) stage, firms will be evaluated solely on their qualifications, demonstrated experience with similar processes/systems, and relevant operational reference experience; pricing, rates, and other cost information shall neither be submitted nor considered. This RFQ represents the first step in a two-step procurement process. The City will review Statements of Qualifications (SOQs) and shortlist up to three (3) of the most qualified teams, who will then be invited to submit proposals in response to a subsequent Request for Proposal (RFP). Following completion of the RFP evaluation and selection process, the City will enter negotiations with the highest-ranked proposer to establish scope and compensation for stage 1 the Study and Conceptual design followed by negotiation to establish the design build for the SBR MICAR design build upgrade.

## 1.2 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 the RFQ. The Proposer agrees to bear all costs incurred or related to the preparation, submission, and selection process for their 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 Proposers.
C. Not to 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 a 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.

## 1.3 Pre-Submittal Conference

There will not be a pre-submittal conference. However, at the request of the proposers, as designated in Section 7, questions and site visitation may be arranged.

## 1.4 Public Records

Any material submitted by the proposer shall become the property of the city unless otherwise specified. During the evaluation of SOQs and the selection of the Proposer, the 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.

## 1.5 SOQ Withdrawal

A SOQ may be withdrawn at any time before June 15, 2026, by providing a written request for the withdrawal of the SOQ to the person and at the place indicated in Section 11.1. A duly authorized representative of the firm shall carry out the request. Withdrawal of a SOQ will not prejudice the right of the Proposer to file a new SOQ on this or future RFQs by the City.

## 1.6 SOQ Protests

All SOQ protests must be in writing and filed with the City. 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 award protests submitted before the deadline within a reasonable time following receipt of the protest. The City will promptly issue a written decision on the protest to the Proposer who submitted the protest. If the City's written decision on the protest results in a change to the RFQ, the City shall cancel the Notice of Intent to Award, revise the RFQ documents accordingly, and solicit for new SOQs. The City's decision regarding the protest is final and concludes with the administrative appeals process.

## 1.7 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.

## 1.8 Preliminary Schedule

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

| Activity/Event | Anticipated Date |
|---|---|
| RFQ Issued | April 13, 2026 |
| SOQ Due | May 27, 2026 |
| Shortlist Approved | June 17, 2026 |
| Notice of Intent to Issue RFP | June 18, 2026 |
| RFP Issued | July 1, 2026 |
| Proposals Due | August 26, 2026 |
| Selection Complete | September 23, 2026 |
| Notice of intent to award | September 24, 2026 |
| Council Approval | Oct 5, 2026 |

| | |
|---|---|
| Contract Executed | Oct 21, 2026 |
| Notice to Proceed (NTP) | October 28, 2026 |

# 2 PROJECT OVERVIEW

The **City of Stayton** is soliciting Statements of Qualifications (SOQs) from qualified firms to **Evaluate** the existing Wastewater Treatment Facilities electrical and MICAR systems and to**, Design, and Implement the Replacement of the MICAR system, Monitoring, Instrumentation, Control, Automation, and Reporting,** for the municipal **Sequencing Batch Reactor (SBR) wastewater treatment plant and associated facilities**, currently operating under a Jet Tech SBR control platform. The successful proposal will formulate the basis for a Design Build contract with the City of Stayton.

The City seeks an independent, objective evaluation of its wastewater treatment system to provide an impartial analysis on current performance and future needs. The intent is to optimize day-to-day operations and inform strategic interventions across the full asset lifecycle, including operations, maintenance, repair, refurbishment, redesign, replacement, expansion, and eventual decommissioning, thereby maximizing system availability, reliability, and utilization.

The City does not have a preference regarding which party leads the project; the project may be led by the design engineer, construction contractor, or system integrator. However, the proposed **team structure must be clearly defined** in the Statement of Qualifications, and the team shall demonstrate that its members **are currently working together and have successfully delivered similar projects in the past**.

The existing system has reached **functional and technological obsolescence**, creating increasing operational, maintenance, and lifecycle risk. The City intends to replace it with a **modern, open-architecture, non-proprietary, and expandable MICAR system** that provides:

- Integrated monitoring, instrumentation, control, automation, and reporting
- Full visibility and operational control of all wet-process and solids-handling systems
- Comprehensive data management, reporting, and regulatory support
- Reliable support for the current treatment capacity of approximately **6.5 MGD**
- Scalable expandability to an **ultimate build-out capacity of 10.0 MGD**
- High reliability, redundancy, cybersecurity resilience, and long-term lifecycle flexibility

This RFQ will be used to **identify and shortlist the most qualified firm(s) who will be invited to respond to the subsequent request for proposal from which the best value respondent will be invited to negotiate of a final scope, schedule, and fees**, consistent with Oregon Qualifications-Based Selection (QBS) requirements.

# 3 EXISTING CONDITIONS

The wastewater treatment plant utilizes an SBR-based secondary treatment process with associated headworks, solids handling, disinfection, pumping, and auxiliary oxygen systems. The existing Jet Tech control system is approaching functional and technological obsolescence, with increasing limitations related to:

- Vendor lock-in and proprietary dependencies
- Hardware and software end-of-life risks
- Limited expandability and scalability
- Inconsistent process visibility and reporting
- Increasing operational and maintenance risk

The City of Stayton seeks a replacement solution that **reduces long-term lifecycle risk**, improves operator effectiveness, and enables **future process and capacity expansion without wholesale system replacement**.

# 4 PROJECT OBJECTIVES

The objective of this project is to assess the current condition and performance of the existing electrical and MICAR system at the City's wastewater treatment facility, and to define a replacement MICAR platform (Monitoring, Instrumentation, Control, Automation, and Reporting) for the existing SBR process. The upgraded system will support reliable day-to-day plant operations while serving as the foundational asset information system for long-term infrastructure management.

The project will also evaluate the feasibility and benefits of incorporating and automating the currently non-operational SBR selector cell into the treatment process. If demonstrated to be advantageous, the selector cell will be upgraded and integrated into the operational sequence.

The system shall generate reliable, structured data that supports **operational decision-making, maintenance planning, capital forecasting, and regulatory accountability** over the full lifecycle of plant assets.

## 4.1 Monitoring, Data Management, and Reporting

Provide plant-wide monitoring and data platform that:

- Collects, stores, and visualizes real-time and historical process and equipment data
- Supports operator dashboards, alarms, trends, and analytics
- Provides condition indicators for critical equipment and early warning of abnormal conditions
- Enables automated and manual reporting for:

    - Operations
    - Maintenance
    - Regulatory compliance
    - Performance tracking and optimization
- Supports data export and integration with third-party systems (e.g., CMMS, asset management, regulatory reporting tools)

Monitoring and reporting shall improve **situational awareness, decision-making, regulatory defensibility**, and long-term asset health visibility. Reports shall be reproducible, auditable, and suitable for record retention.

## 4.2 Instrumentation (Data Quality as an Asset)

Instrumentation shall be evaluated and designed as **long-lived assets**, not disposable components. Respondents shall address:

- Measurement accuracy, drift, and calibration requirements
- Accessibility, maintainability, and lifecycle cost
- Redundancy where data is operationally or regulatory critical

Instrumentation data shall be suitable for both **process control** and **asset condition assessment**.

## 4.3 Control and Automation (Operational Consistency & Risk Reduction)

Provide complete, integrated control and automation of all existing and future wastewater treatment processes, including but not limited to:

- Influent pumping and headworks
- SBR basin sequencing, aeration, mixing, decanting, and wasting
- Blowers and air distribution systems
- Chemical storage, feed, and dosing systems
- Sludge wasting, thickening, dewatering, and hauling interfaces
- Valves, gates, pumps, instruments, and ancillary equipment

Control and automation strategies shall:

- Provide consistent, repeatable operation
- Reduce reliance on operator intervention during normal conditions
- Clearly define manual, semi-automatic, and automatic operating modes
- Maintain transparency and operator situational awareness
- Support safe, manual operation during abnormal or emergency conditions

Control logic shall be modular and structured to accommodate **future process additions**, including biological and/or physical-chemical treatment processes, without system rework.

## 4.4 Capacity and Expandability

The MICAR architecture shall be:

- Designed to reliably support the current hydraulic treatment capacity of approximately **6.5 MGD, Process capability 2.7 MGD**
- Sized and structured for a hydraulic **capacity of 10.0 MGD, process capacity of 4.5 mgd**
- Modular and scalable without major reconfiguration
- Designed with spare I/O, network capacity, and processing headroom
- Structured to allow phased implementation aligned with capital improvements

Expansion readiness shall be clearly demonstrated in the proposed system approach.

## 4.5 Reliability, Redundancy, and Cybersecurity

The MICAR system shall incorporate industry best practices for:

- System reliability and fault tolerance
- Redundancy of critical components and communications
- Controlled failure modes, safe-state, and fail-safe operation
- Secure remote access (if applicable)
- User authentication, role-based access control, and auditability
- Network segmentation and protection of critical infrastructure

Cybersecurity measures shall align with applicable guidance for **municipal critical infrastructure** and support long-term operational resilience.

# 5 ANTICIPATED SCOPE OF SERVICES

Final scope will be refined through negotiation; however, services are anticipated to include the following elements.

## 5.1 Existing System Evaluation

### 5.1.1 Jet Tech

Evaluate the existing Jet Tech–based MICAR system and associated facilities, for capacity, condition, compliance and efficiency and not limited to:

- Inventory of existing monitoring, instrumentation, control, automation, and reporting components
- Review of hardware and software, I/O, networks, logic, sequencing, and data flows

- Identification of operational, cybersecurity, obsolescence, and lifecycle risks

Evaluation shall consider how existing system limitations affect operations, maintenance, regulatory defensibility, and long-term asset management.

### 5.1.2 Electrical System

Evaluate the current electrical system for capacity, condition, compliance and efficiency.

### 5.1.3 Wastewater Treatment Process

Evaluate the current wastewater treatment process for capacity, condition, compliance and efficiency.

### 5.1.4 Sludge Treatment and Disposal System

Evaluate the current sludge treatment and disposal system for capacity, condition, compliance and efficiency.

## 5.2 MICAR Architecture & System Design

Develop a modern, open, non-proprietary MICAR architecture that includes:

- PLC, HMI, and automation platform selection
- Communications protocols and network topology
- Historian, reporting, and data management framework
- Cybersecurity, backup, and disaster recovery strategies

Design shall prioritize transparency, expandability, maintainability, and long-term lifecycle flexibility.

## 5.3 Implementation, Migration & Knowledge Transfer

Implement the MICAR system using a phased approach that maintains continuous plant operation, including:

- Phased migration and cutover planning
- Control and automation logic development, testing, and validation
- Factory Acceptance Testing (FAT) and Site Acceptance Testing (SAT)
- Operator and maintenance staff training
- Complete documentation, including control narratives, I/O lists, network diagrams, and O&M manuals

Implementation shall emphasize knowledge transfer to avoid long-term reliance on proprietary systems or single vendors.

## 5.4 Asset Management & CMMS Integration

Design and implement the MICAR system to support integration with the Owner's **asset management and Computerized Maintenance Management System (CMMS)**. At a minimum, the system shall:

- Associate instrumentation, control points, and automation logic with physical asset identifiers
- Support data exchange with CMMS platforms (e.g., run hours, starts, alarms, condition indicators)
- Enable maintenance triggers based on condition, usage, or performance thresholds
- Preserve data continuity across asset replacement, upgrades, or system expansion

The intent is to treat operational data as a **strategic asset**, enabling data-driven maintenance planning, lifecycle cost analysis, and capital improvement planning.

## 5.5 Expansion & Future Integration Planning

Provide a MICAR system roadmap that supports:

- Expansion to an ultimate treatment capacity of **10.0 MGD**
- Modular logic, automation, and visualization development
- Integration of future biological and/or physical-chemical treatment processes
- Compatibility with future enterprise systems and technologies

# 6 MINIMUM QUALIFICATIONS

Responding firms shall demonstrate:

- Experience with **municipal SBR wastewater treatment plants**
- Familiarity with **Jet Tech or equivalent SBR platforms**
- Proven delivery of **WWTP control system upgrades or replacements**
- Experience with **live-plant cutovers**
- Qualified controls engineering, programming, and field staff

# 7 QUESTION and SITE VISITATION

Prospective proposers are encouraged to submit questions, which will be treated as **confidential and addressed individually**. Questions and responses will **not be shared with other proposers**.

In addition, proposers may request a **two-hour individual appointment** during the week of **May 4** to visit the wastewater treatment plant and discuss project-specific questions. Responses to questions raised during these meetings will be provided **in writing to the individual proposer**.

# 8 STATEMENT OF QUALIFICATIONS (SOQ) CONTENT

Statements of Qualifications (SOQs) shall clearly demonstrate the firm's capability to deliver a **resilient, expandable MICAR system** that supports long-term operations, asset management, and regulatory compliance. At a minimum, SOQs shall include the following information.

## 8.1 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.

SOQs 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.

SOQs 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.

## 8.2 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 the Request for Qualifications do so solely at their expense, and the City of Stayton is not responsible for any Proposer's expenses associated with the Request for Qualifications. Proposer accepts all terms and conditions contained in the Request for Qualifications, except as otherwise specifically noted as an Exception to the RFQ. The submitted SOQ is valid for a period of ninety (90) days following the SOQ 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 on 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.

## 8.3 SOQ Table of Contents

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

## 8.4 Team Profile and Organization

- Team background, size, and organizational structure
- Identification of subconsultants or specialty partners, if applicable
- Description of experience with municipal wastewater utilities

## 8.5 Relevant Project Experience

- Description of **at least three (3) comparable projects** involving municipal wastewater treatment facilities showing:
    - Project summary & scope

    - Project initial budget & final cost
    - Project schedule and if completed within this schedule
    - Project outcomes
- Experience with SBR processes and/or equivalent biological treatment systems
- Experience with MICAR-scale system evaluation, replacement, or upgrade
- Experience performing live-plant cutovers and phased migrations

### 8.5.1 Team Organization, Qualifications

Identify the team members (include working titles, certificates and licenses), describe the roles and responsibility of each team member (including potential 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

### 8.5.2 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

## 8.6 Technical Approach (MICAR & Asset Focus)

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

- Evaluation of existing MICAR components and mapping to physical assets
- Approach to monitoring, instrumentation, control, automation, and reporting
- Data management strategy supporting maintenance, asset tracking, and regulatory defensibility
- Identification and mitigation of lifecycle, operational, and cybersecurity risks

## 8.7 MICAR Architecture, Data Design & CMMS Alignment

Describe the firm's approach to MICAR architecture and data design, including:

- Use of open, non-proprietary platforms
- Standardized naming conventions aligned with asset registers
- Data structures suitable for export to CMMS and asset management systems
- Clear separation of real-time control data and historical asset data

## 8.8 The Proposers Team, Key Personnel, and Knowledge Transfer

- Clearly identify the proposer's team and the team members
- Identification of key personnel and their roles in an org chart and in a narrative
- Provide relevant qualifications and experience of the project manager, controls engineers, and key field staff
- Approach to documentation, training, and knowledge transfer
- Methods to avoid long-term reliance on any single vendor or individual

Training shall emphasize **use of data for operations and maintenance**, not solely system operation.

Provide a summary that portrays how the qualifications and experience of the Proposer's key personnel relate to the work described. The Proposer shall at minimum address the following:

A. Identify the name and qualifications of the individual who will serve as the Project Manager, Engineer and identify their workload capacity and level of experience commensurate with the level of service required for the project.
B. Provide a summary of each key personnel's education, training, qualifications, registrations, certifications, and relevant individual work experience that will the projects work.
C. Provide a summary of the Proposer's facilities and the availability of support staff.
D. Provide a summary of Proposer's familiarity with laws and regulations governing public wastewater systems, including operations, construction and maintenance.
E. Provide a description of Proposer's expertise in the following areas:
    - Civil, Electrical, Mechanical, and MICAR Engineering.
    - Permitting.
    - MICAR construction, and implementation.
F. Provide a list of at least two (2) references from government clients of similar sizes for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
G. Include proof of insurance and proof of insurance endorsement requirements currently required by the contract, as indicated in Section 2.4 of this RFQ, within 3 working days if selected.

## 8.9 Conflict of Interest

The proposer shall include a statement defining what they believe to be conflicts of interest and how they will manage those conflicts while performing City Engineering Services for the city and performing other services for the city, a customer, or developer in the city.

## 8.10 Additional Supporting Information

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

## 8.11 Compensation

Compensation shall not be included in the Statement of Qualifications.

Following completion of the qualifications-based selection process, the City will enter into negotiations with the highest-ranked Proposer to establish a mutually agreeable scope, schedule, and compensation in accordance with ORS 279C.110–125.

If an agreement cannot be reached, the City reserves the right to terminate negotiations and proceed with the next highest-ranked Proposer

## 8.12 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.

## 8.13 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 279B 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.

## 8.14 Cybersecurity, Reliability & Risk Philosophy

- Firm philosophy and approach to system reliability, redundancy, and fault tolerance
- Cybersecurity practices applicable to municipal critical infrastructure
- Experience in addressing operational risk in live wastewater treatment facilities

## 8.15 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.

## 8.16 Submittal Format

| | |
|---|---|
| **Format:** | PDF |
| **Length:** | No limit is placed on the proposal length, however, Brevity in this material is key. No proprietary promotional documentation/literature shall be included; glossy marketing materials will be counted as a negative. If found in the SOQ it will lead to noncompliance and disqualification from participation. |
| **Submission Method:** | One copy (1) electronic via e-mail or hand delivered on a thumb drive. |
| **Titled:** | WWTP MICAR RFQ Qualification Statement |
| **From:** | Proposers Name, title, company name, authority to represent, and contact details |
| **Deadline:** | May 27, 2026 |
| **Time:** | 14:00 |

## 8.17 Submitted to:

| | |
|---|---|
| **Name:** | Barry Buchanan, OR-P.E. |
| **Title:** | Interim PW Director |
| **E-mail:** | bbuchanan@staytonoregon.gov |
| **Office Phone:** | (503) 769-2919 |
| **Direct line:** | (503) 767-4517 |
| **Cell Phone:** | (360) 901-1564 |

# 9 PROCUREMENT PROCESS

This RFQ is intended to:

- Shortlist qualified firms, 3 firms.
- Support subsequent negotiation of scope, schedule, and compensation with the highest-ranked Proposer
- Preserve Owner flexibility in delivery method

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

# 10 SELECTION & SCORING PROCESS

## 10.1 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.

## 10.2 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 0–10 scoring methodology described in Section 10.3**.**

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 0–10 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 it 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 SBR wastewater treatment systems, MICAR/control system replacements, and live-plant cutovers without unplanned service interruption. Experience shall include projects of similar scale and complexity, with verifiable references documenting performance in schedule adherence, operational continuity, and post-commissioning reliability. | **25%** |
| **Key Personnel & Team Qualifications** | Qualifications, certifications, and relevant experience of the proposed project manager, controls engineers, programmers, integrators, and field staff. Evaluation will consider direct experience on comparable live operational facilities, demonstrated team cohesion, and availability/commitment of key personnel for the duration of the project | **20%** |
| **Risk Management - Reliability & Cybersecurity** | Demonstrated approach to identifying, assessing, and mitigating risks associated with live-plant operations, including system redundancy, fault tolerance, fail-safe design, and cutover planning. Includes cybersecurity architecture aligned with industry standards, and strategies to ensure system resilience, recoverability, and minimal operational disruption. | **15%** |
| **Technical Capability & System Understanding** | Demonstrated understanding of the existing Jet Tech SBR system and associated controls. Clarity, feasibility, and completeness of the proposed MICAR replacement approach, including phased migration strategy, system integration, testing/commissioning methodology installation qualification, operations qualification, operations transfer, and performance testing. Maintainability of the final system. Alignment with City objectives for open architecture, scalability, and long-term operability. | **20%** |
| **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 | **10%** |

| | | |
|---|---|---|
| | engagement, and maintaining alignment throughout design and implementation. | |
| **Safety Record** | Demonstrated safety performance, including EMR, OSHA recordable rates, and effectiveness of safety programs. Experience working safely within active wastewater treatment facilities, including procedures for protecting workers, the public, and ongoing plant operations during construction and cutover activities. | **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 plant performance. | **5%** |
| **Total** | | **100%** |

## 10.3 Scoring Methodology

Each evaluation criterion shall be scored using the standardized scale below to ensure consistency, transparency, and defensibility:

| Score | Descriptor | Definition |
|---|---|---|
| **10** | Exceptional | Far exceeds requirements; superior approach with low risk and high added value |
| **8** | Very Good | Exceeds requirements; strong approach with minimal risk |
| **6** | Satisfactory | Meets requirements; adequate approach with manageable risk |
| **4** | Marginal | Partially meets requirements; notable weaknesses or risk |
| **2** | 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***:

1) If respondent's reference fails to submit a response to the questionnaire, the SOQ will be deemed non-responsive/incomplete and will be disqualified. Irrespective, it is possible to receive a zero score at which time the proposer would be disqualified.

2. Respondent references do not need to be limited to electrical/MICAR-specific projects. The intent of the reference checks is to confirm that the respondent:
    1. Established and maintained a strong, collaborative contractual relationship with the client throughout design and construction.
    2. Effectively engaged the client's operations team in decision-making, commissioning, and training, resulting in operational confidence, ownership, and long-term buy-in.
    3. Delivered systems that are practical, maintainable, and sustainable post-construction, with appropriate consideration for lifecycle performance, ease of maintenance, and operational reliability.
3. Reference will be given two weeks to respond. Three days prior to the deadline the City will send a reminder to both the reference people and the respondent if responses have not been received.
4. An example of the scoring method is illustrated in Appendix B.

## 10.4 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 plant operations, risks, and constraints

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

## 10.5 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).

## 10.6 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 decide 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 Owner will prioritize approaches that demonstrate:

- High technical competence and operational reliability
- Reduction of long-term operational and maintenance risk
- Improved lifecycle visibility of critical infrastructure assets
- Compatibility with asset management and CMMS systems
- Protection of public investment through modular, expandable MICAR design
- Strong regulatory defensibility and documentation practices

The MICAR framework is expressly intended to ensure that this project delivers **measurable long-term public value**, not merely short-term functional replacement.

# 11 RFQ QUESTIONS AND CLARIFICATIONS

## 11.1 POINT OF CONTACT

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


**Name:** Barry Buchanan, P.E. – Project Manager
**Title:** Interim Public Works Director
**Email:** bbuchanan@staytonoregon.gov
**Phone Direct:** (503) 767-4517
**Phone Office:** (503) 769-2919
**Phone Cell:** (360) 901-1564


## 11.2 Questions

All questions and inquiries regarding this RFQ shall be submitted via email on or before 2:00 pm (local time) May 20, 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 ***WWTP MICAR RFQ Question***).

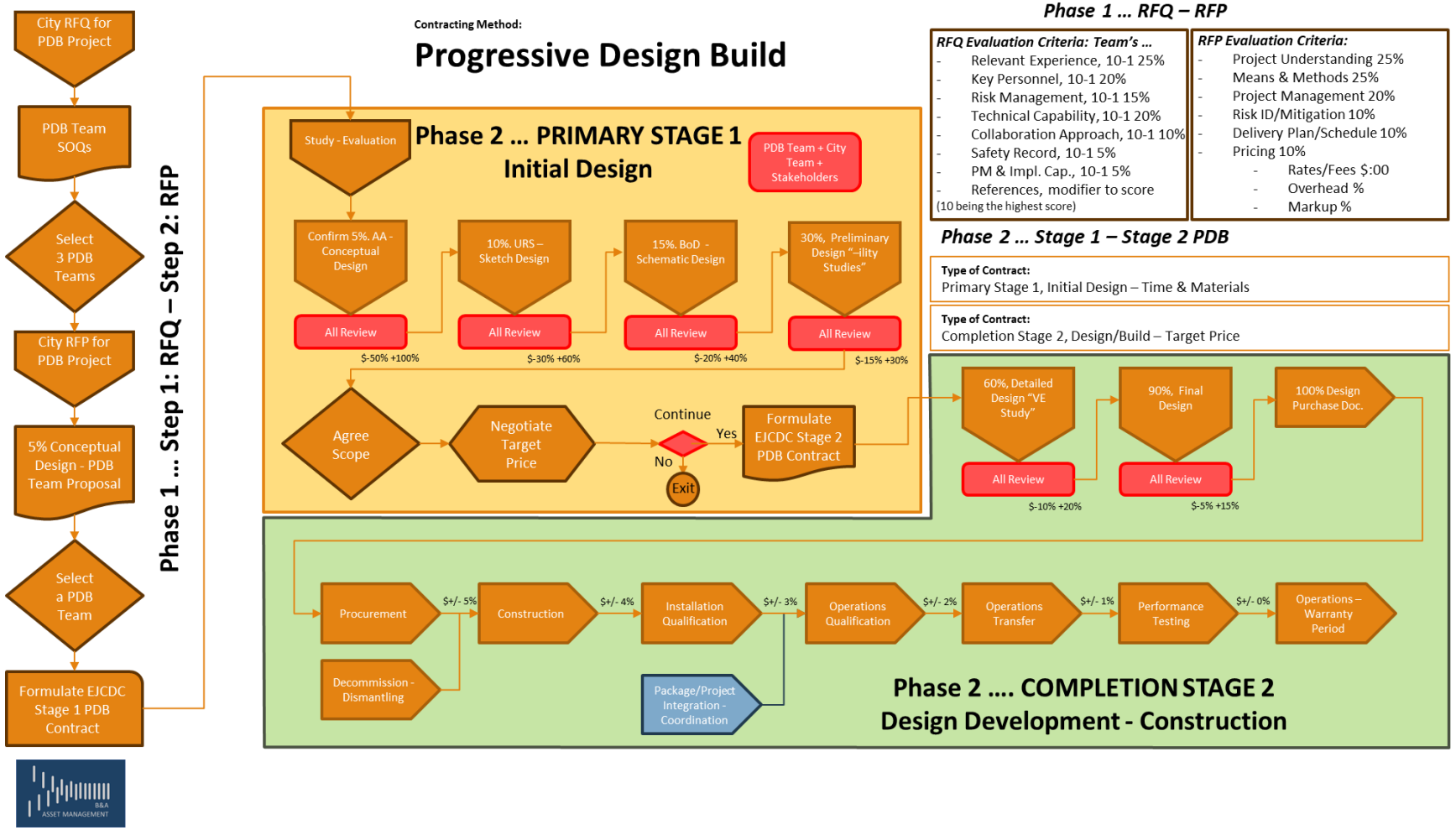
Unauthorized contact with other City employees may result in disqualification. The city will not be bound by oral responses to inquiries or written responses other than the official written addenda.

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 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.

# 12 APPENDIX A – Progressive Design Build Flow Chart.

The Progressive Design Build (PDG) process for the procurement of a best value contractor to implement studies at the City of Stayton's Wastewater treatment Facility and execute the upgrade of the Sequence Batch Reactor (SBR Monitoring, Instrumentation, Control, Automation, and Reporting (MICAR) system.


Contracting Method:
Progressive Design Build
Phase 1 ... Step 1: RFQ – Step 2: RFP
City RFQ for PDB Project
PDB Team SOQs
Select 3 PDB Teams
City RFP for PDB Project
5% Conceptual Design - PDB Team Proposal
Select a PDB Team
Formulate EJCDC Stage 1 PDB Contract
Phase 1 ... RFQ – RFP
RFQ Evaluation Criteria: Team's ...
- Relevant Experience, 10-1 25%
- Key Personnel, 10-1 20%
- Risk Management, 10-1 15%
- Technical Capability, 10-1 20%
- Collaboration Approach, 10-1 10%
- Safety Record, 10-1 5%
- PM & Impl. Cap., 10-1 5%
- References, modifier to score
(10 being the highest score)
RFP Evaluation Criteria:
- Project Understanding 25%
- Means & Methods 25%
- Project Management 20%
- Risk ID/Mitigation 10%
- Delivery Plan/Schedule 10%
- Pricing 10%
- Rates/Fees $:00
- Overhead %
- Markup %
Phase 2 ... Stage 1 – Stage 2 PDB
Type of Contract:
Primary Stage 1, Initial Design – Time & Materials
Type of Contract:
Completion Stage 2, Design/Build – Target Price
Phase 2 ... PRIMARY STAGE 1
Initial Design
PDB Team + City Team + Stakeholders
Study - Evaluation
Confirm 5%. AA - Conceptual Design
10%. URS – Sketch Design
15%. BoD - Schematic Design
30%, Preliminary Design "–ility Studies"
All Review
$-50% +100%
$-30% +60%
$-20% +40%
$-15% +30%
Agree Scope
Negotiate Target Price
Continue
Yes
No
Exit
Formulate EJCDC Stage 2 PDB Contract
60%, Detailed Design "VE Study"
90%, Final Design
100% Design Purchase Doc.
$-10% +20%
$-5% +15%
Procurement
$+/- 5%
Construction
$+/- 4%
Installation Qualification
$+/- 3%
Operations Qualification
$+/- 2%
Operations Transfer
$+/- 1%
Performance Testing
$+/- 0%
Operations – Warranty Period
Decommission - Dismantling
Package/Project Integration - Coordination
Phase 2 .... COMPLETION STAGE 2
Design Development - Construction

# 13 APPENDIX B – Scoring example.

| Respondent | | Category | | | | City Reviewer | | | Weigthed Score | Responents Rank |
|---|---|---|---|---|---|---|---|---|---|---|
| No.: | | No.: | Title | Weight | | No.: | Score (0-10) | Average | | |
| 1 | City Review | 1 | Relevant Experience & Past Performance | 25% | | 1 | 4 | 4.67 | 1.17 | 3 |
| | | | | | | 2 | 5 | | | |
| | | | | | | 3 | 5 | | | |
| | | 2 | Key Personnel & Team Qualifications | 20% | | 1 | 7 | 6.67 | 1.33 | |
| | | | | | | 2 | 6 | | | |
| | | | | | | 3 | 7 | | | |
| | | 3 | Risk Management - Reliability & Cybersecurity | 15% | | 1 | 1 | 1.67 | 0.25 | |
| | | | | | | 2 | 3 | | | |
| | | | | | | 3 | 1 | | | |
| | | 4 | Technical Capability & System Understanding | 20% | | 1 | 5 | 6 | 1.2 | |
| | | | | | | 2 | 9 | | | |
| | | | | | | 3 | 4 | | | |
| | | 5 | Collaboration Approach | 10% | | 1 | 3 | 4.33 | 0.43 | |
| | | | | | | 2 | 6 | | | |
| | | | | | | 3 | 4 | | | |
| | | 6 | Safety Record | 5% | | 1 | 2 | 3.33 | 0.17 | |
| | | | | | | 2 | 6 | | | |
| | | | | | | 3 | 2 | | | |
| | | 7 | Project Management/ Implementation Capacity | 5% | | 1 | 9 | 5.33 | 0.27 | |
| | | | | | | 2 | 6 | | | |
| | | | | | | 3 | 1 | | | |
| | | | | 100% | | | | | 4.82 | |
| | | | | | | | | | | |
| | | Refernces | | | | | | | | |
| | | No.: | Responder | Qu. No.: | | | Score (0-10) | Lowest Score | | |
| | Reference Review | 1 | Project Manager | 1 | | | 4 | 1 | | |
| | | 2 | | | | | 1 | | | |
| | | 3 | | | | | 7 | | | |
| | | 1 | Operation Super. | | | | 10 | 5 | | |
| | | 2 | | | | | 8 | | | |
| | | 3 | | | | | 5 | | | |
| | | 1 | Maintenance Super. | | | | 2 | 2 | | |
| | | 2 | | | | | 3 | | | |
| | | 3 | | | | | 4 | | | |
| | | 1 | Project Manager | 2 | | | 9 | 0 | | |
| | | 2 | | | | | 7 | | | |
| | | 3 | | | | | 0 | | | |
| | | 1 | Operation Super. | | | | 0 | 0 | | |
| | | 2 | | | | | 1 | | | |
| | | 3 | | | | | 7 | | | |
| | | 1 | Maintenance Super. | | | | 0 | 0 | | |
| | | 2 | | | | | 9 | | | |
| | | 3 | | | | | 6 | | | |
| | | 1 | Project Manager | 3 | | | 6 | 3 | | |
| | | 2 | | | | | 9 | | | |
| | | 3 | | | | | 3 | | | |
| | | 1 | Operation Super. | | | | 8 | 2 | | |
| | | 2 | | | | | 2 | | | |
| | | 3 | | | | | 2 | | | |
| | | 1 | Maintenance Super. | | | | 10 | 1 | | |
| | | 2 | | | | | 1 | | | |
| | | 3 | | | | | 6 | | | |
| | | | | Total | | | | 14 | | |
| | | | | Responents Score | | | | | 67.48 | |

There will be a scoring sheet identical for each respondent. The rank will be determined by the **Respondents Score**.