



# Notice of Intent to Award

Date: October 22, 2019

**Project:** Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan

**Owner:** City of Stayton

**Contract:** Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan

**Bidder List:** Jacobs Engineering Group of Portland, Oregon  
Keller Associates of Salem, Oregon

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## BACKGROUND

The Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan will include a detailed analysis of current conditions and future needs, recommendations to meet these needs, and cost estimates for the recommended improvements. The consultant will focus their review on the wastewater treatment plant, lift stations and collection systems and private service laterals.

The project was advertised competitively on August 26, 2019, in the Daily Journal of Commerce. The City received two (2) proposals for the master plan consulting services. Jacobs Engineering Group (Jacobs) of Portland, Oregon and Keller Associates (Keller) of Salem, Oregon both submitted proposals that met the minimal qualifications for performing the services requested.

City staff formed a committee to review and score the proposals independently. The scoring criterion was outlined in the RFP and is shown below:

CONTENT AND EVALUATION CRITERIA		MAXIMUM SCORE
1.	Introductory letter	5
2.	Key personnel qualifications	40
3.	Project scope and understanding	40
4.	Project schedule (11" x 17" allowed)	10
5.	Additional supporting information	5
<b>TOTALS</b>		<b>100</b>

Below is a compilation of the six (6) reviewer scores combined into one overall score.

**Wastewater Master Plan Proposal Scoring Matrix Worksheet**

<b>Keller Associates Proposal</b>		September 30, 2019						
		1	2	3	4	5	6	
	<b>Content and Evaluation Criteria</b>	<b>Maximum Possible Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	
1	Introductory Letter	5	3.5	4	5	4	4	
2	Key Personnel Qualifications	40	32	38	40	36	37	
3	Project Scope and Understanding	40	36	35	40	36	35	
4	Project Schedule	10	8	8.5	10	7	8	
5	Additional Supporting Information	5	5	5	5	4	4	
6	<b>Total Score</b>	<b>100</b>	<b>84.5</b>	<b>90.5</b>	<b>100</b>	<b>87</b>	<b>88</b>	
							<b>546</b>	<b>Total</b>

<b>Jacobs Proposal</b>		September 30, 2019						
		1	2	3	4	5	6	
	<b>Content and Evaluation Criteria</b>	<b>Maximum Possible Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	
1	Introductory Letter	5	3.5	3.5	4	2	4	
2	Key Personnel Qualifications	40	38	35	38	34	36	
3	Project Scope and Understanding	40	38	35	38	34	38	
4	Project Schedule	10	8	8	10	7	8	
5	Additional Supporting Information	5	4	4	5	3	4	
6	<b>Total Score</b>	<b>100</b>	<b>91.5</b>	<b>85.5</b>	<b>95</b>	<b>80</b>	<b>90</b>	
							<b>539</b>	<b>Total</b>

After reviewing the scores and discussing the proposals in detail, the group recommended the City move forward with negotiating a contract with Keller to perform the work.

**INTENT TO AWARD**

The City Council voted to award the contract for the Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan to Keller Associates at their October 21<sup>st</sup>, 2019 City Council Meeting. The contract shall be officially awarded to Keller Associates after a seven (7) day waiting period per ORS 279A.065.

By:   
 Lance S. Ludwick, Director of Public Works

c: Jacobs Engineering Group  
 Keller Associates