



**ADVERTISEMENT**  
**CITY OF ASHLAND PUBLIC WORKS – REQUEST FOR PROPOSALS**  
**QUALIFICATIONS BASED SELECTION**  
**for**  
**PROFESSIONAL ENGINEERING SERVICES**

The City of Ashland (City) is seeking Proposals for professional engineering services for Project **2024-02 WWTP HEADWORKS UPGRADE**. The purpose of this project is to upgrade the City’s wastewater treatment plant headworks process. This project includes validation of replacement recommendation in the recent Facilities Assessment, evaluate and propose alternatives with a preferred solution, design of a new or upgraded Headworks system, provide oversight during construction phase to ensure compliance with design, perform SCADA programming, testing of equipment and develop final O & M plan. **The goal of this project is to upgrade the Headworks process to meet future demands while decreasing maintenance needs and operational costs.** This project may be funded by the Oregon Department of Environmental Quality Clean Water State Revolving Fund.

Project No. 2024-02 will include but is not specifically limited to the following primary work elements:

- Phase 1: Validate need, evaluate alternatives, and recommend preferred solution.**
- Phase 2: Preliminary Engineering of preferred alternative.**
- Phase 3: Final Engineering & Bidding Services.**
- Phase 4: Construction Administration and Programming Services, System Testing and O & M Plan.**

Proposals must be physically received by **July 30, 2024, not later than 2:00 PM PST** (main lobby clock), in the City of Ashland Public Works Engineering Office located at 51 Winburn Way, Ashland OR 97520, or by mail at 20 E. Main Street, Ashland, OR 97520. Proposers mailing Proposals should allow normal delivery time to ensure the timely receipt of their Proposals. Any Proposal received after the date and time set for receipt of Proposals will not be considered and will be returned to the proposer unopened. For further information, contact the City’s Project Manager, Chance Metcalf, PMP at 541-488-5587 or by email at [chance.metcalf@ashland.or.us](mailto:chance.metcalf@ashland.or.us). Consultant selection is anticipated to result in the issuance of a contract for professional engineering services in a form substantially similar to the one provided in this RFP.

Proposal documents may be downloaded from the OregonBuys eProcurement system. Any addenda that may be issued relating to this RFP will be available from OregonBuys, and potential proposers are cautioned to continuously monitor the site for updates and addenda.

All Proposals shall be submitted as set forth in Section 7 - Instructions to Proposers. The City is not responsible for Proposals submitted in any manner, format, or to any delivery point other than as required by this RFP. Proposals shall be limited to six (6) pages, including cover sheet, and must include the services of a Professional Engineer registered in Oregon.

Consultant selection will be based upon weighed criteria as set forth in this Solicitation Document and will include criteria including, but not limited to: similar project experiences, general experience, staffing availability, schedule and response time.

The City of Ashland reserves the right to cancel this procurement or reject any and all Proposals in accordance with ORS 279B.100.

  
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Scott Fleury PE, Public Works Director

First date of solicitation:  
RFP for Project #2024-02: **June 26, 2024**