

ADDENDUM NO. 2

TO THE REQUEST FOR PROPOSALS FOR

ZONE 1 PUMPING & TRANSMISSION DESIGN CONSULTING SERVICES

AUGUST 7, 2025

Item No. Specification Location and Description of Change

1. Page 1 under proposal due date
Remove: Tuesday, August 26, 2025, 3:00 p.m. Local Time
Replace with: Tuesday, September 9, 2025, 3:00 p.m. Local Time

2. Page 3 under REQUEST FOR PROPOSALS
Remove: will receive electronic pdf proposals until 3:00 p.m., Local Time, Tuesday, August 26, 2025, for the following services:
Replace with: will receive electronic pdf proposals until 3:00 p.m., Local Time, Tuesday, September 9, 2025, for the following services:

The schedule has been revised to reflect the updated dates, which are highlighted in yellow:

3.	Page 4 under Schedule	Task	Date
		RFP Available	Tuesday, July 29, 2025
		Last Date to Protest Specification or Submit Questions (in writing)	Friday, August 8, 2025 – 5:00pm
		MW's Response to Specification Protest or Questions	Wednesday, August 13, 2025
		MW's Deadline to Issue Addenda	Tuesday, August 19, 2025 – 5:00pm
		RFP Due Date/Time	Tuesday, August 26 September 9, 2025 – 3:00pm
		Interviews of Top 3 Proposers	Week of September 8 22 , 2025
		Notice of Highest-Ranking Proposer	Tuesday, September 16 30 , 2025
		Notice of Intent to Award	Tuesday, September 30 October 21 , 2025
		Last Date to Protest Award (in writing)	Tuesday, October 7 28 , 2025 – 5:00pm
		MW's Response to Protest	Thursday, October 9 30 , 2025
		Award Contract	Wednesday, October 15 November 5 , 2025
		Notice of Award	Thursday, October 16 November 6 , 2025
		Notice to Proceed	Upon execution of contract

All Proposers shall acknowledge receipt and acceptance of this Addendum by signing and dating in the space provided on Page 2 and submitting this signed Addendum with their Proposal.

BOARD OF WATER COMMISSIONERS
CITY OF MEDFORD, OREGON

By: BT
Brad Taylor, General Manager

Receipt acknowledged and conditions agreed to this
_____ day of _____, 2025.

Proposer: _____

By: _____
(Signature)

(Print Name)



REVISED RFP FOR ZONE 1
PUMPING & TRANSMISSION
DESIGN CONSULTING SERVICE

WITH ADDENDUM 2 CHANGES

REQUEST FOR PROPOSALS

QUALIFICATION-BASED SELECTION (QBS) PROCESS

FOR

ZONE 1 PUMPING & TRANSMISSION DESIGN CONSULTING SERVICES

RFP NO.: 02-2025

PROPOSALS DUE: Tuesday, September 9, 2025, 3:00 p.m. Local Time

DESCRIPTION: Medford Water (MW) is seeking proposals from a qualified professional firm to provide consultation support to provide pre-design, design, and services during construction for a new Zone 1 pump station at the existing Pierce Heights pump station and transmission pipeline from Pierce Heights pump station to Stanford Reservoir. This pump station and piping will be sized to serve current and future demand conditions as prescribed by hydraulic and system demand analysis.

SUBMISSION INSTRUCTIONS: Submit proposals via email, including Exhibit B - Proposal Submission Form, as a portable document file (pdf) to Matthew Scott at matthew.scott@medfordwater.org. File sizes should be no larger than 20 megabytes. ***All proposal submittals must be electronic; no hard copy submittals will be accepted.***

SINGLE POINT OF CONTACT: There will be only one point of contact for the entire Request for Proposals process. Any questions or issues that may arise shall be directed in writing via email to Matthew Scott, Staff Engineer, at (541) 774-2469 or matthew.scott@medfordwater.org. MW's official response to any questions or requests will be in writing following the Addendum process.

I. REQUEST FOR PROPOSALS

Notice is hereby given that Medford Water (MW), by and through its Board of Water Commissioners, will receive electronic pdf proposals until 3:00 p.m., Local Time, Tuesday, September 9, 2025, for the following services:

ZONE 1 PUMPING & TRANSMISSION DESIGN CONSULTING SERVICES

This solicitation and selection will be conducted using the Qualification Based Selection (QBS) process. Proposals packages received after the time established for receiving proposals will not be considered. Facsimile packages are not acceptable. All proposals shall be submitted as set forth in the General Specifications, Proposal Instructions, and must contain a signed Proposals Submission Form. MW is not responsible for proposals presented in any manner, format or to any delivery point other than as required by the Request for Proposals (RFP) Document. **NOTE:** on Tuesday, July 29, 2025, RFP Documents will be available electronically for download at no charge at <http://www.medfordwater.org>. Follow the link on the homepage, under Doing Business & RFPs marked **ZONE 1 PUMPING & TRANSMISSION DESIGN CONSULTING SERVICES**, then select 'click here for documents' in the Plans row. Contact Matthew Scott, Staff Engineer, at matthew.scott@medfordwater.org or (541) 774-2469 to register and obtain the login password. Respondents shall be responsible for all costs related to printing and reproduction of RFP Documents. Respondents should check the website regularly until closing to avoid missing any Addenda, which will only be available online. Printed RFP documents will not be mailed by MW.

Respondents who obtain their RFP documents only from plan centers, or by means other than the MW website, are responsible for ensuring they have all addenda; they will not be registered or appear on the list of plan-holders and will not receive notifications from MW regarding this RFP. The single point of contact for questions regarding the RFP proposal process, clarification, award process, protests, or any other issues that arise, is Matthew Scott, Staff Engineer Manager, at (541) 774-2469 or matthew.scott@medfordwater.org.

Each Proposer must sign and submit the Proposal Submission Form which contains a statement as to whether the Consultant is a resident, as defined in ORS 279A.120. Consultants will be selected to provide services based upon proposals evaluation. MW does not guarantee any amount of work as a result of this RFP. MW reserves the right to reject any or all Proposals and to waive irregularities or informalities in a Proposal or in the opening and may cancel the procurement in accordance with ORS 279B.100. A sample contract is included as Exhibit A; award of the contract will be subject to approval of the Board of Water Commissioners.

Dated this 29th day of July, 2025.

BOARD OF WATER COMMISSIONERS
CITY OF MEDFORD, OREGON

**REVISED RFP FOR ZONE 1
PUMPING & TRANSMISSION
DESIGN CONSULTING SERVICES**

WITH ADDENDUM 2 CHANGES

Brad A. Taylor, General Manager

II. SCHEDULE

WITH ADDENDUM 2 CHANGES

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