



TILLAMOOK ESTUARIES PARTNERSHIP

Mill Creek Septic Inspection and Repair Pilot Program REQUEST FOR PROPOSALS (RFP)



RFP Submission Response Deadline: July 31st, 2025, 5:00 pm

Submit Proposals via email to:

Race Stryker

(503)-374-1434

race@tbnep.org

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SECTION 1: GENERAL INFORMATION

Notice is hereby given pursuant to this Request for Proposals (“RFP”) for the project described below (the “Project”) will be received by Tillamook Estuaries Partnership 501(c)3 non-profit (“TEP” or “Owner”) up to the hour of **5:00 p.m. Pacific Time on July 31st 2025** following which the proposals will be evaluated by TEP. TEP and its project partners are requesting proposals from qualified contractors to inspect up to 30 residential septic systems and repair a smaller subset of the inspected systems.

1.1. Introduction

The Tillamook Estuaries Partnership (TEP) is a non-profit National Estuary Program with a focus on environmental restoration projects throughout Tillamook County, as outlined in the TEP Comprehensive Conservation and Management Plan (CCMP). Specific tasks outlined in the CCMP include: conserve and restore key habitats in the watershed; maximize ecosystem connectivity to ensure landscape array of ecosystem processes and ease of species movement; assess, prioritize, and enhance key native species populations, emphasizing contribution to ecological function.

TEP has started a pilot program to repair failing septic systems and converting septic systems to sewer where possible. The pilot program utilized data from TEP’s Volunteer Water Quality Monitoring Program (VWQMP) and Microbial Source Tracking studies (Shank et al., 2006), conducted in partnership with OSU and EPA, to identify the Mill Creek Watershed as an area of concern due to high bacterial levels documented in the waterway and a significant rural residential population. TEP partnered with the Tillamook County Onsite Sanitation Manager to create a database of septic installation records in the Mill Creek area. TEP and its partners have developed a decision matrix to prioritize which septic systems are most at risk of failure. This prioritization is based on factors such as distance to waterways, age, construction material, and other indicators that suggest certain septic systems are at a higher risk of failing and leaking into nearby waterways or groundwater reservoirs. While incredibly useful, the prioritized list of records needs to be verified with in person inspections to determine the condition of septic systems. TEP has a plan in place to contact landowners with septic systems at risk of failing as identified by the database. TEP will provide free inspections and pumping at no cost to the landowners. TEP will revise the priority list based on the results of the inspections, and repair or replace the systems found to be the greatest risk to the environment.

Additional details on the scope of the requested services are included in the Scope of Work/Specifications section.

1.2. Schedule of RFP Events

Event	Date
RFP released	July 8 th , 2025
Pre-proposal meeting (optional, contact project manager if interested)	July 15 th -25 th , 2025
Proposals due no later than 5:00 pm (PDT)	July 31 st , 2025
Proposer evaluations begin	August 1 st , 2025
Proposer selection	August 8 th , 2025
Execute contract / Contract Negotiations	August 11 th – 15 th , 2025
Estimated end date (based on funding requirements)	December 31 st , 2027

SECTION 2: SCOPE OF WORK/SPECIFICATIONS

2.1 Overview and Background

The need to reduce bacterial contamination in local rivers and bays has been identified by community members from multiple sectors across Tillamook County. Failing sanitation infrastructure can cause increased levels of infectious bacteria such as E. coli and Enterococcus to be present in adjacent water bodies. The majority of people in Tillamook County rely on local rivers and bays, especially surface water resources, for drinking water and recreation. Increased levels of bacteria pose a risk of infection to anyone recreating in or living beside local rivers or bays. Elevated bacteria levels can also lead to closure of certain waterways to recreation activities, which negatively impacts a tourism-reliant economy. Similarly, water quality is a central concern for the region's shellfish industry, which experiences approximately 100 days of harvest restrictions annually due to elevated bacteria levels in the bays. Sport, artisanal, and commercial fishers are also affected by increased risk of water contact. Elevated levels of bacteria can cause contamination in the food supply and lead to fisheries closures, both of which have significant negative impacts on human health and local economic activity. There is an urgent need to improve local sanitation infrastructure to enhance the resilience of Tillamook's septic and sewer systems against flooding.

2.2 Scope of Work/Specifications

2.2.1 General Work Requirements

TEP is the organization responsible for managing this project. However, the project is being completed on two privately owned parcels. TEP is responsible for communications with the landowners.

1. A contract resulting from this RFP shall be awarded by TEP for all work necessary to pump and inspect septic systems in the Mill Creek area, and provide TEP with a prioritized list of system based on the inspection results. The proposer will then complete repairs on systems identified by TEP.
2. The contractor is responsible for securing all of the required state/county permits for all of the activities outlined in the scope of work.
3. The contractor, and any subcontractors, are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide worker's compensation coverage for all their subject workers.
4. The contractor shall furnish all labor, equipment, supervision, transportation, supplies and incidentals to perform tasks outlined in this RFP unless otherwise noted.
5. The contractor, its subcontractors, and all employers working on this project must comply with all applicable federal, state, and local laws and regulations in completing the project.

2.2.2 Septic System Pumping, Inspection, and Repair Specific Tasks

Task 1 – Septic Pumping and Inspection

Septic System Pumping:

- Pump and clean septic systems according to industry best practices and local regulations.
- Ensure that the appropriate amount of waste is removed and that all components of the system (e.g., tank, distribution box, drain field) are inspected during the pumping process.

Septic System Inspection:

- Conduct a thorough inspection of each septic system, including the tank, pipes, distribution system, and drain field.
- Check for any signs of failure, leaks, clogs, or structural issues.
- Assess the system's overall condition and functionality.

- Identify any specific issues that may require repair or further attention, such as root intrusion, groundwater contamination, or system overloading.

Confidential Reporting:

- Provide detailed inspection reports to TEP and the landowner.
- Reports will be kept confidential between TEP, the landowner, and the proposer.
- The reports should include a clear description of the system's condition, any issues identified, and recommendations for repair or maintenance.

Recommendations for Repairs:

- Based on the inspection findings, provide TEP with specific recommendations for repairs or improvements to each septic system.
- Include estimated costs or general scope of work needed for recommended repairs (e.g., tank replacement, drain field rejuvenation).
- Ensure that the recommendations align with environmental best practices and focus on preventing water quality issues.

Prioritized List of Systems for Repair:

- Provide a prioritized list of septic systems in need of repair, ranked based on the likelihood of positive water quality impacts if the recommended repairs are made.
- Consider factors such as proximity to water bodies, soil conditions, system age, and extent of damage in prioritizing the list.
- Include a brief justification for the prioritization based on potential environmental benefits.

Follow-Up and Consultation:

- Be available for follow-up questions or clarifications from TEP or the landowner regarding inspection results and recommendations.
- Offer guidance on immediate actions the landowner can take to mitigate issues until repairs can be completed.

Timeline and Reporting:

- Complete inspections and provide recommendations in a timely manner, as agreed upon with TEP.
- Submit inspection reports and prioritized repair lists in a format suitable for review and further action by TEP and the landowner.

By ensuring these deliverables, the proposer will support TEP in improving the functionality of septic systems and addressing water quality concerns effectively.

Task 2 – Limited Septic System Repair (2-4 systems as funding allows)

Prioritization Discussion:

- The contractor will be invited to a constructive conversation with TEP to review the findings of the inspections in conjunction with water quality data that TEP collects. The goal of this meeting will be to discuss the priority of the septic system repairs/replacements based on urgency, environmental risks, water quality impacts, and available funding.
- In the meeting, both parties will determine which systems should be repaired first and why, considering factors such as:
 - Severity of contamination in the surrounding environment
 - Proximity to sensitive water bodies or drinking water sources
 - Current and projected functionality of the system
 - Compliance with health regulations and environmental protection standards
 - Limited budget of \$80,000 for repair/replacement. These funds are earmarked specifically for repair/replacement and are not part of the funding for Task 1: Pumping and Inspection.

Repairs and System Replacement:

- Once the priority systems are identified, work is approved by TEP, the contractor will begin the necessary repairs, which may include but are not limited to:
 - Replacing or repairing damaged tank components
 - Repairing or replacing drain fields
 - Correcting any malfunctioning components such as pumps, filters, or distribution boxes
 - Replacing or maintaining system monitoring equipment
 - Addressing any other structural or functional issues that impair system performance
- The proposer will ensure that repairs are completed in accordance with all relevant environmental and health regulations and standards.

2.2.3 Timeline for Work Commencement, Benchmark Dates, and Completion

Task	Benchmark Date
Execute Contract	August 11 th – 15 th , 2025
Task 1: Septic Pumping and Inspection (This task may take longer, or be completed sooner, depending on landowner response)	August 15 th – December 10 th , 2025
Task 2: Limited Septic System Repair	Spring, 2026
Conclude Contract (This is an approximate ending that is leaves room for extensions or early completion)	December 31 st , 2026



SECTION 3: PROPOSAL REQUIREMENTS


3.1 Proposer Requirements

Proposer must have all appropriate licensing and insurance coverage required to operate a septic business in Tillamook County.

3.2 Submission Requirements

3.2.1 Required Sections

A. Cover Page: This page serves to primarily identify the proposal and firm information. It should include: Title reading “Mill Creek Septic Pilot Program: REQUEST FOR PROPOSALS” <ul style="list-style-type: none">● Firm identification● Project team leader contact information	1 page
B. Transmittal Letter: Provide an introduction to the contractor team that summarizes knowledge and experience with projects similar to the one in this RFB. The letter may include elements mentioned in other parts of the proposal evaluation. <u>Letter must acknowledge receipt of any and all amendments to this RFP issued by TEP.</u>	1 page (maximum)

<p>C. Staff Qualifications & Relevant Experience: This section should identify the contractor team that will work directly on the project and their respective roles. List the qualifications and relevant experience of the team members. Highest scores will be given to contractors that demonstrate: 1) relevant qualifications and 2) a coherent team that has worked together on prior similar projects. In describing the experience of team members, contractors should focus on applicable experience. For teams that have not worked together previously, the proposal should clearly demonstrate the project manager's ability to develop and manage a productive team.</p> <p>Proposers  must have staff members with appropriate certifications and experience in septic system operations. This includes having a licensed septic pumper and installer certified by the Oregon Department of Environmental Quality (DEQ). Technicians should have knowledge of local regulations and experience in inspecting and maintaining septic systems to ensure compliance with county codes. Relevant experience should also include working with various types of septic systems, diagnosing issues, and performing necessary repairs. Additionally, contractors must demonstrate proficiency in safety protocols and proper waste disposal procedures.</p>	2 pages
<p>D. Specific Similar Project Experience: Beginning with the most recently completed project, provide three examples of instream wood placement projects. Emphasize projects similar to this project (setting and scope). Highest scores will be given to contractors demonstrating specific experience for the type of work included in this RFB. Presentation of firm experience should be tied to a time frame and experience of the project team leader(s).</p>	2 pages
<p>E. Project Approach: Describe your approach for this project to cost effectively meet project deliverables and objectives in the timeframe provided. Describe what you believe are the most critical elements of this project that the team must address for a successful outcome. Clearly identify work that will be done by the prime versus sub-contractors (if applicable).</p>	2 pages
<p>F. Project Budget: Fill in the relevant information in Table A below and, on no more than two separate additional pages, include a brief budget narrative for each line item. Please describe how the proposer will prioritize septic repair/ replacement work based on a limited maximum of \$80,000. Separate funds will be used to cover pumping and inspection, so the project total is not constrained to \$80,000. In addition to total cost, we will evaluate the budget based on how well narratives identify how funds will be spent, how cost efficiencies will be achieved, and the proposer's ability to provide all scoped services within the anticipated budget.</p>	4 pages

<p>G: References: List references for past septic replacement/repair projects. This list should include a minimum of three contact names, including business names and phone numbers. Title of referenced project(s) should be provided. Topics likely asked of references include those related to: submission of accurate estimates, high quality work, meeting deadlines, and ease of interaction.</p>	<p>1 page</p>
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3.2.2 *Formatting*

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Proposals must be submitted electronically as detailed below.

3.2.3 *How to Submit*

Each responsible proposer shall respond to the “Submission Requirements” as presented in Section 3.2 of this RFB. proposals received without the required information may be rejected as incomplete.

Each proposer must submit one signed electronic PDF copy submitted to **Race Stryker email: race@tbnep.org**. Emails should be titled with the subject: “Mill Creek Septic Inspection and Repair Proposal”. Proposals will be received until **July 31st at 5:00 pm (PDT)**. Any proposals received after the scheduled closing time for receipt of proposals shall be returned to the proposer unopened. SUBMISSIONS MUST BE ELECTRONIC; NO PHYSICAL COPIES OF PROPOSALS WILL BE ACCEPTED.

3.3 Proposal Components

TABLE A

Job Specific Costs

Mobilization	1	Lump Sum	
Septic System Pump and Inspection (per household) TEP aims to pump and inspect approximately 30 households. The final number of households will be determined by TEP in part based on proposed per-system cost and landowner response.	1	Lump Sum	
Review and Prioritization of Inspection Results Assist TEP in prioritizing inspected systems to receive limited funds for repair. Focus on Landowner need and threat to local bodies of water.		Hourly/Lump Sum	
Construction Site Reclamation and Demobilization Equipment, materials, and labor to reclaim site including removal of all construction equipment and remaining construction debris, and treatment of all disturbed surfaces to approximate pre-construction conditions.	1	Lump Sum	

SECTION 4: SOLICITATION PROCESS

34.1 Public Notice and Amendments

This RFP is open July 8th, 2025 and closes on July 31st, 2025 at 5:00pm (PDT). In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective proposers who have notified TEP's Single Point of Contact of their interest in submitting a proposal.

4.2 Modification/Withdrawal of Submitted Proposals

Modifications to submitted proposals can be made prior to August 11th 2025 at 5:00 pm (PDT). Modifications must be submitted to the Single Point of Contact via the same method as outlined in *Section 3.2.4 How to Submit*. The email should be titled: Mill Creek Septic Pilot Program Proposal

Proposals can be withdrawn prior to August 11th, 2025 at 5:00 pm. Proposer must notify TEP in writing by emailing the Single Point of Contact as soon as possible after the decision is made to withdraw.

4.3 Proposal Evaluation

TEP reserves the right to exercise its discretion with regard to selecting who will be awarded a Contract from the pool of applicants. For instance, TEP reserves the right to:

- Reject any and all proposals received in response to this RFP, if deemed to be in the best interest of the project and in consideration of the limited grant funds available.
- Waive or modify any irregularities in proposals received, after prior notification to the Proposer.
- Consider proposals or modifications received at any time before the award is made, if such action is in the best interest of TEP.
- Seek clarification of each proposal.
- Negotiate a final contract under which the compensation paid to the Proposer is fair and reasonable to TEP as determined solely by TEP.

4.4 Ranking Process

An RFP Consultant Selection Committee of no fewer than three individuals shall be established to review, score, and rank all responsive proposals according to the criteria found in Section 3.2.

After completion of initial scores, TEP will execute reference checks of the top two evaluated firms.

SECTION 5: AWARD AND NEGOTIATION

TEP will notify the top-ranking Proposer in writing of its intent to award a contract to the Proposer. TEP may award less than the full Scope of Work described in this RFP.

The contents of the proposal of the successful Proposer (unless superseded in writing during contract negotiations) will become contractual obligations if the proposal is accepted by TEP. Failure of the successful Proposer to accept these obligations in a contract may result in cancellation of the award.

5.1 Requirements for Selected Proposer

Proposer(s) who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

5.1.1 Liability Insurance

If a contract is awarded, the successful proposer must provide a certificate of coverage at the time of contract execution, indicating proof of insurance coverage with limits not less than \$100,000 property damage per claimant, \$200,000 all other claims per claimant, \$500,000 all claims. Such insurance shall be evidenced by Certificate of Insurance provided to the TEP, indicating coverages, limits and effective dates, by an insurance company licensed to do business in the State of Oregon. Also, an Endorsement shall be issued by the company showing TEP and Tillamook County as additional insured and containing a 30-day Notice of Cancellation endorsement. If a contract is awarded, the successful proposer must provide documentation of Errors and Omissions (professional liability) Insurance Coverage.

5.1.2 Responsibility Inquiry

TEP reserves the right to seek proof or require the Proposer to certify that it is financially solvent and capable of project coordination.

5.1.3 Nondiscrimination policy

As a condition of receiving the award of a Contract Agreement under this RFP, Proposer must certify that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice that the policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination. (This requirement can be waived if the contractor is the sole proprietor and is the only employee.)

5.1.4 Contractor Suspension from Federal Funding

For federally funded projects, the TEP Project Manager will conduct an exclusive search on sam.gov to verify whether a prospective contractor has been suspended or barred from entering into federal contracts. Only those contractors that have not been suspended or barred from entering into federal contracts may move forward in the selection process.

5.2 Contract Negotiation

TEP shall begin contract negotiations with the highest ranked Proposer. In the event the final scoring and ranking results in a high tie proposal, TEP:

- May further evaluate and rank all high tie proposals according to the criteria set forth in the RFP, with or without requiring further submissions from, or interviews of, the Proposers involved in the tie, to determine which of the Proposers to select, if any, to provide the Mill Creek Septic Inspection and Repair Pilot Program Request for Proposals

required services in a manner most beneficial to the overall intent of the project, and to the expectations of TEP; and

- Provided the high tie is broken, shall then enter into negotiations with the highest ranked consultants as outlined in this RFP.

Negotiations with a high-ranked consultant may be formally terminated if they fail to result in a contract within a reasonable amount of time as determined by TEP. Negotiations will then ensue with the next ranked consultant, and if necessary, the next consultant and so on, until the negotiations result in a contract.

If negotiations fail to result in a contract within a reasonable amount of time, the solicitation may be formally terminated and a new solicitation effort undertaken.

5.3 Contract Administration

5.3.1 Project Manager

Race Stryker

Email: race@tbnep.org

Phone: 503-374-1434 – Direct

503-322-2222 – TEP Office

5.3.2 Compensation

Compensation to the consultant shall be based on:

- Direct salary costs;
- Direct non-salary costs;
- Overhead costs expressed as a percentage of direct salary costs; and
- A fixed professional fee.

A “not to exceed” total contract price will be negotiated prior to start of work.

This project is entirely grant funded. All payments will be paid by TEP after the invoices from the consultant have been reviewed and approved by TEP. Following approval, TEP will submit a reimbursement request to the grantor(s). Payments will be made upon receipt of funds from the grantor. Invoices will be processed in as timely a manner as possible, however, delays in payment of up to several weeks may occur as a result of the above process.

Ten (10) percent of the total contract amount will be withheld until all deliverables are approved by TEP and its advisory committee at which time a final payment will be issued.

SECTION 6: ADDITIONAL INFORMATION

6.1 Governing Laws and Regulations

Any dispute arising under this RFP or resulting contract award will be governed by the laws of Tillamook County and Oregon State. Venue shall be in Tillamook County, Oregon, unless otherwise agreed by the parties.

6.2 Ownership/Permission to Use Materials

All Proposals submitted in response to this RFP become the property of TEP. By submitting a Proposal in response to this RFP, Proposer grants TEP a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process. Proposals, including supporting materials, will not be returned to Proposer, except in the case of Proposals that were submitted late and rejected.

6.3 Cancellation of RFP; Rejection of Proposal; No Damages

TEP may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time. TEP is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP or a Contract award, or the rejection of any Proposal.

6.4 Cost of Submitting a Proposal

The Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, and costs to participate in demonstrations.