

CITY OF WOODBURN, OREGON

Request for Proposals

W. HAYES STREET IMPROVEMENTS ENGINEERING DESIGN SERVICES

SUBMIT PROPOSAL TO:

Public Works Director
Woodburn Public Works Department
190 Garfield Street
Woodburn, OR 97071
(503) 982-5241

PROPOSAL ADVERTISEMENT

Request for Proposals

Engineering Design Services for the W. Hayes Street Improvements RESPONSE DUE OCTOBER 17, 2019 AT 4:00 PM

The City of Woodburn, Oregon is requesting proposals from qualified engineering firms with established experience in providing design services for the W. Hayes Street Improvements Project. The primary project elements include:

- Street Improvements on W. Hayes Street between Settlemier Avenue and Cascade Drive.
- Evaluation and Design of a Fully Signalized Intersection at Settlemier Avenue and W. Hayes Street to be incorporated with the overall W. Hayes Street Project Design

Selection of the qualified Consultant will be in accordance with Oregon Administrative Rules (OAR) 137-048-0220 and as set forth in the Solicitation Document and includes criteria such as, but not limited to: project understanding and approach, similar project experience, experience of proposers key staff, and demonstrated ability to complete successfully similar projects on time and within budget. Consultants responding to this RFP do so solely at their expense, and the City is not responsible for any Consultant expenses associated with the RFP.

The selected firm(s) must demonstrate the ability to provide a majority of the services required and clearly identify those services which will need to be provided by a sub-consultant. The City will select a consultant on a qualification based criteria for the services identified.

Sealed proposals will be received until **4:00 PM** on Thursday, **October 17, 2019** at the Woodburn Public Works Department located at 190 Garfield Street Woodburn, OR 97071. All proposals shall be marked "Woodburn Public Works Department, Attn: W. Hayes Street Improvements, 190 Garfield Street, Woodburn, Oregon 97071." Facsimile proposals will not be accepted. Proposals received after the time set for submission will not be considered responsive, and proposals may not be removed after the time of submission.

Prospective proposers are encouraged to examine the solicitation document by viewing it in a PDF format, available over the Internet from the City's website at <https://www.woodburn-or.gov/publicworks/page/bids-and-rfps>. The Request for Proposals may also be viewed or obtained from the City of Woodburn, Public Works Office located at 190 Garfield Street, Woodburn, Oregon 97071; or by emailing eric.liljequist@ci.woodburn.or.us. All questions should be directed to the Public Works Director at phone number 503-982-5241 or by emailing eric.liljequist@ci.woodburn.or.us. Responses to questions will be summarized in writing to all prospective Proposal respondents.

The cost of delivery of Proposals shall be the responsibility of the Proposer. The City will not accept Proposals that require payment by the City.

Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120. All Proposers are required to comply with the provisions of Oregon Revised Statutes Chapters 279 A, B, and C for Public Contracts and Purchasing and the City of Woodburn Public Contracting Rules. The Woodburn City Council is the local contract review board.

The City of Woodburn reserves the right (1) to reject any or all proposals not in compliance with all prescribed public bidding procedures and requirements, (2) to postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening, (3) to waive informalities in the proposals, (4) to select the proposal which appears to be in the best interest of the City, and (5) to reject for good cause any or all proposals upon a finding that it is the public interest to do so.

Published: Portland Daily Journal of Commerce

Date: September 13, 2019

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PART 1 OVERVIEW

The Street Improvement occurs in the right-of-way on W. Hayes Street between Settlemier Avenue and Cascade Drive and will include the evaluation and design of a fully signalized intersection at Settlemier Avenue and W. Hayes Street. No Federal funds are involved in the project. Facilities will be designed in accordance with ODOT Standard Construction Specifications and Details, City of Woodburn standards and specifications as applicable, AASHTO Policy on Geometric Design, National Electrical Code, National Electrical Safety Code, Portland General Electric Standards and Requirements.

Design will include surveying, roadway geometry, pavement section, curb & gutter, evaluation of a fully signalized intersection at W. Hayes and Settlemier Avenue, storm drainage collection and conveyance, striping, and related alterations to existing features like driveways, embankments and so forth. Sidewalk and bike lanes are planned along both sides of W. Hayes Street.

Constructed features will include the following:

- Asphalt paved roadway
- Concrete sidewalk
- Bikeway
- Curb and gutter
- Storm Drain inlets, pipes and structures
- Irrigated landscape areas
- Adjustments to manholes, valves, etc.
- Relocation of obstructions.
- Street Illumination
- Fully signalized intersection
- Pedestrian warning device at the intersection of Hayes Street and Cozy Way

PART 2 TIMELINE

<u>Schedule</u>	<u>Activity</u>
September 13, 2019	Publication Advertisement for Proposals
October 7, 2019	Deadline for Submission of Proposer Questions
October 17, 2019	Deadline for Submission of Proposals
October 18 – October 31, 2019	Evaluation of Proposals
November 1, 2019	Notice of Intent to Award Issued
November 12, 2019	Local Contract Review Board Awards Contract

THE CITY RESERVES THE RIGHT TO MODIFY THIS SCHEDULE AT THE CITY'S DISCRETION. PROPER NOTIFICATION OF CHANGES WILL BE MADE TO ALL AFFECTED PARTIES THROUGH ISSUANCE OF WRITTEN ADDENDA, WHICH WILL BE AVAILABLE ELECTRONICALLY ON THE CITY WEBSITE, AND HARD COPIES WILL BE AVAILABLE AT 190 GARFIELD STREET IN WOODBURN, OREGON.

PART 3 SCOPE OF WORK

Design Engineering

The Consultant shall perform a thorough review of the existing on-site conditions and the design work already completed by the City of Woodburn. The Consultant shall incorporate as much of the completed preliminary design work as possible into their design. The City will provide the Consultant with any available project materials and information the Consultant finds beneficial to the design of the improvements. The Consultant shall complete the project design and produce final plans and specifications, including special provisions, to meet the project's overall design and construction schedule.

The Street Improvement occurs in public right-of-way on W. Hayes Street between Settlemier Avenue and Cascade Drive and will include the evaluation and design of a fully signalized intersection at Settlemier Avenue and W. Hayes Street. No Federal funds are involved in the project. Facilities will be designed in accordance with ODOT Standard Construction Specifications and Details, City of Woodburn standards and specifications as applicable, AASHTO Policy on Geometric Design, National Electrical Code, National Electrical Safety Code, Portland General Electric Standards and Requirements.

Design will include surveying, roadway geometry, pavement section, curb & gutter, storm drainage collection and conveyance, striping, and related alterations to existing features like driveways, embankments and so forth. Sidewalks and bike lanes are planned along both sides of W. Hayes Street.

A.) Outline of Tasks

Task 1.1: Project Management and Coordination

Consultant shall work with City to set up a Project Development Team (PDT) consisting of Consultant, appropriate subconsultant staff and City staff. Consultant shall be a licensed Professional Engineer qualified in Civil Engineering in the State of Oregon. Consultant shall schedule, prepare for, attend, and document PDT meetings and coordinate these activities with City.

Consultant shall prepare a detailed project schedule showing all major tasks, PDT meetings, and review milestones. The schedule must be updated monthly throughout the duration of the work by Consultant. Monthly progress reports and progress billings shall be prepared in a format approved by the City.

Consultant Project Management responsibilities are:

- Contract management.
- Subconsultant management.
- Schedule, coordinate, and supervise project work.
- Maintain liaison and coordination with City, and outside agencies.
- Prepare records of decisions.
- Prepare progress reviews.
- Monitor project budget.
- Prepare, maintain, and update project activity schedule.

- Furnish accurate account of labor and expense incurred in performance of the work.
- Provide timely responses to City and outside agencies' comments.

Task 1.2: Project Meetings

Consultant meetings with the City will occur at the following milestones:

- 30% Design
- 70% Design
- 95% Design
- Pre-Construction Meeting

Meetings are assumed to be 2 hours in length and held at the City of Woodburn Public Works Offices.

Task 2.1: Geotechnical Investigation and Pavement Design

Consultant shall perform a geotechnical investigation and pavement design including:

- Review reports and documentation associated with any previous investigations in the project vicinity.
- Select, recommend and justify pavement section design. Design shall consider conventional methods.

Geotechnical Deliverables Include:

- Draft Geotechnical Investigation Report
- Final Geotechnical Investigation Report

Task 2.2: Preliminary Stormwater Management Report

Consultant shall prepare a preliminary stormwater management report. Stormwater management design does not include runoff treatment, detention or infiltration. Stormwater design includes collection and conveyance only.

Task 2.3: Preliminary Design Plans (30%)

Consultant shall prepare preliminary design of all roadway elements including, but not limited to, roadway geometry and pavement sections associated with this project. Consultant Preliminary Design responsibilities are:

- Select, recommend and justify pavement section design.
- Prepare preliminary design drawing (strip map format).
- Evaluate storm water collection alternatives.
- Evaluation and design of a fully signalized intersection at Settlemier Avenue and W. Hayes Street
- Review preliminary design, pavement design, storm drain, sanitary sewer design and waterline design alternatives with the City.
- Review available budget vs. estimated costs; if necessary, work with the City to make adjustments in the design needed to meet project objectives within the available budget.
- Respond to City and outside agencies' review comments.

Design Plans to Include:

- Cover Sheet
- Project Index Map
- Typical Sections
- Roadway Plan and Profile (curb gutter and centerline profiles)
- Parking Lot Grading Plan
- Storm Plan
- Lighting Plan
- Planting Plan
- Signal Plan

Task 2.4: Site Survey and Mapping

Consultant shall perform all surveying needed to prepare mapping, design all elements of the project, and prepare easement descriptions. Consultant Site Survey and Mapping responsibilities are:

- Research and compile available survey data.
- Establish horizontal and vertical control points.
- Perform topographic surveying and mapping, as necessary to update existing information and prepare for design.
- Locate existing natural and man-made features.
- Tie horizontal locations of all utilities
- Prepare base map.

Task 3.1: Utility Location and Coordination

Consultant shall identify and locate all known utilities within the project limits, initiate contacts with utility companies, and coordinate relocations needed for construction of the Project. Consultant Utility Location and Coordination responsibilities are:

- Identify utilities within the vicinity of the project.
- Send preliminary plans to each of the affected utilities.
- Determine possible conflicts with utilities.
- Establish communication with affected utilities, with the objectives of providing notice of design intent, verifying mapping of existing facilities, mitigating conflicts, and identifying necessary relocations.

Undergrounding of existing utilities along the corridor is not anticipated. The extent of coordination will be for accommodate during construction and coordinating utility provider relocation or adjustment as a result of conflict with the proposed improvements.

Utility Coordination Deliverables:

- 1st Notification will notify the utility company of the upcoming project and give general project background and limits, but no design information given at that time.

- 2nd Notification will be at the 30% design milestone and include PDF drawings with the utilities highlighted.
- 3rd Notification will be at the 70% design milestone and include PDF drawings with utilities highlighted, a crossing conflict log and a meeting with the utility.
- 4th Notification will be at the 95% design milestone and include PDF drawings with utilities highlighted, a crossing conflict log and a meeting with the utility.
- A Final Utility Certification letter will be sent out upon relocation of the utility.

Task 3.2: Utility Conflict Meetings

Consultant shall attend up to two utility coordination meetings on-site to discuss conflicts and resolutions with utility providers. Meetings are anticipated to be two hours in duration.

Task 4.1: Design Plans (70%)

Consultant shall prepare the 70% Design Plans including the Preliminary Design Sheets (30%) plus these additional sheets:

- General Notes
- Standard Details
- Curb Return / Curb Extension / Ramp Grading
- Driveway Grading
- Sidewalk Grading
- Storm Sewer Plans
- Evaluation and design of a fully signalized intersection at Settlemier Avenue and W. Hayes Street
- Pedestrian warning device at Hayes Street and Cozy Way
- Traffic Control and Stage Construction Plans
- Erosion Control Plans
- Irrigation Plans
- Signing and Striping Plans

Task 4.2: Design Plans (95%)

Consultant shall prepare 95% design plans incorporating City comments from the 70% plans.

Task 4.3: Final Design Plans and Bid Documents

Consultant shall prepare the final design of all roadway elements including, but not limited to, roadway geometry, pavement sections, storm drainage design, construction staging, traffic control, erosion control, pavement markings and striping. Consultant Final Design responsibilities are:

- Prepare final design including final drawings incorporating City comments from the 95% plans.
- Prepare proposed construction schedule.
- Respond to City comments on final plans, specifications and estimates, and make revisions as necessary.

Task 4.4: Photometric Analysis

Consultant shall perform a lighting photometric analysis.

Task 4.5 – Final Stormwater Management Report.

Consultant shall prepare a final stormwater management report based on the recommendations made in the preliminary report and incorporating City design comments.

Task 5: Specifications and Special Provisions

Consultant shall prepare Special Provisions supplementing Standard Construction Specifications and Details of the City of Woodburn. Consultant shall write any additional Special Provisions needed and shall revise Special Provisions based on comments received during reviews.

Specifications and Special provisions assumptions:

- Special Provisions will be based on the Oregon Standard Specifications for Construction 2018 and their associated ODOT boilerplate special provisions, modified for this project.
- The City will be responsible for the development of the bid book and contract documents.

Task 6: Quantities and Cost Estimates

Consultant shall prepare updated cost estimates with each review milestone during the project design. Consultant Quantities and Cost Estimates responsibilities are:

- Determine preliminary quantities and prepare cost estimates at review milestones.
- Prepare final quantities estimate and Engineer's Cost Estimate.

Task 7: Bidding Assistance

Consultant shall be available for answering questions during the advertising and bidding of the project. The following subtasks involved in Bidding Assistance are:

- Respond to questions from bidders and City.
- Prepare plans and specifications addenda as needed.

Reviews and Project Schedule:

This project is scheduled for a May 2020 bid advertisement. The Consultant shall prepare his schedule to complete the work by April 15, 2020 to allow the city to advertise the project

At minimum, reviews of the design shall be held at approximately 30%, 70% (preliminary plans review), 95% (advance plans and specifications review), and 100% (plans-in-hands review).

Consultant shall prepare and submit a project schedule with the following milestones:

- Project pre-design meeting (Phone Call)
- Field survey
- Preliminary design
- Utility coordination
- 95 percent plans, specifications, and estimate

- Final plans and specifications
- City reviews
- Recommended date for bid advertisement

Project Deliverables:

Final plan sheets must be stamped and signed by an Engineer registered in the State of Oregon. Full-size and half-size paper prints of the plans shall be provided as needed for review purposes. Ownership of the drawings shall belong to the City of Woodburn.

Consultant shall supply all elements of engineering design, plan sheet, and quantities in English measurements.

Consultant shall provide digital copies, on compact disk, of plan sheets in AutoCad format upon approval by City of final design.

All engineering and surveying shall be performed under the direction of the appropriate professional engineer and surveyor registered in the State of Oregon. The professional that has provided the direct supervision of the work shall stamp all reports, maps, plans, and specifications.

Following is list of plan sheets arranged by suggested topics that shall be prepared and submitted by the Consultant on this project:

- Title sheet
- Roadway typical sections
- Roadway details
- Detailed curb and sidewalk plans and elevations at all intersections, driveways and bulb-outs
- Roadway plans and profiles
- Storm Sewer Plans
- Traffic control and stage construction
- Illumination plans
- Fully signalized intersection at Settlemier Avenue and W. Hayes Street
- Pedestrian warning device at the intersection of Hayes Street and Cozy Way
- Irrigation plans
- Erosion control details and plans
- Pavement Markings and Striping Plan

Bidding Documents:

- Special Provisions
- List of Bid Items and pay quantities of each, in a format compatible with City numbering system.

City Responsibilities:

- City will make available to the Consultant copies of conceptual preliminary design drawings for use/reference.
- City will obtain right-of-way and easements required for the Project.
- City will assemble Contract Documents for printing.

E.) Addenda and Interpretations

No oral interpretations shall be effective to modify any of the provisions of the request for proposals. Every request for an interpretation shall be made in writing and addressed to the Director of Public Works and, to be given consideration, must be received at least 10 (ten) days prior to the date set for the opening of proposals. Any and all such interpretations will be mailed, emailed, or faxed to all Proposers at their respective address, if one has been furnished by each for such purposes. For this reason, proposers may choose to communicate their address by email after viewing the RFP. (Email contact is eric.liljequist@ci.woodburn.or.us.)

Interpretations will be delivered not later than five (5) days prior to the date fixed for the opening of proposals. Addenda will also be available with the Solicitation Documents at the Woodburn Public Works Department or on the City's website. Failure of any Proposer to receive or review any such addendum or interpretation shall not relieve such Proposer from any obligation under this request for proposal.

PART 4 GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The General Conditions and Instructions set out below shall apply to all formal proposal solicitations and resulting contract awards issued by the City of Woodburn unless otherwise specified. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. Failure to do so will be at the proposer's own risk, and pleas of error or ignorance shall not be honored. Proposers requiring additional information about the General Conditions and Instructions set forth below should consult the Department of Public Works.

In the event there is a conflict between these General Terms and Conditions and any other terms and conditions that may be included elsewhere in this solicitation, the other terms and conditions shall prevail.

1. Selection & Award. Awards made in response to this RFP will be made to the most qualified proposer whose proposal is determined, in writing, to be the most advantageous to the City of Woodburn, taking into consideration the evaluation factors set forth in the RFP.
2. Proposer's Responsibility. The selected proposer(s) will be required to assume responsibility for all services offered in their proposal whether or not produced by them. If a successful contract cannot be completed after award, the City may conclude contract negotiations, rescind its award to that proposer, and return to the most recent RFP evaluation stage to negotiate with other proposer(s) for award.
3. Form of Submission.
 - It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive.
 - Unless otherwise specified in the solicitation, Five proposals shall be submitted, properly signed in ink in the proper spaces, and submitted in a sealed envelope.
 - Unless specifically authorized in the solicitation, telegraphic, facsimile or electronic proposals will not be considered.
4. No Late Submissions. If received after the time specified for Public Proposal Opening, formal proposals, amendments thereto, or requests for withdrawal of proposals will not be considered. Late proposals will be returned to the proposer UNOPENED if the proposer's return address is shown.
5. Sealed Proposals. Proposals must be properly identified as a "SEALED PROPOSAL". Properly marked proposals received prior to the specified time of Public Proposal Opening will be securely kept, unopened, in the office of the Public Works Department. The Purchasing Agent or duly appointed representative will

determine when the specified time has arrived, and no proposal shall be received thereafter.

6. Communications during the RFP Process. Proposers shall address all inquiries, if any, in writing to Eric Liljequist, PE, who alone is empowered to clarify such inquiries; not later than 7 days before the date of opening of the Proposals
7. Addendum and Supplement to Request. If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, revisions will be posted electronically on the City website. It is the responsibility of the Proposer to frequent the City website to obtain and download addendums and any other applicable information prior to proposal submission.
8. Withdrawal of Proposal. Proposals may be withdrawn on written request from the Proposer at the address shown in the solicitation prior to the time of Deadline for Submission of Proposals. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.
9. Confidentiality & Public Records. After the time fixed for the opening of responses for this RFP, only the names of the proposers will be made available to the public. Proposals received will then be held confidential until a recommendation for award has been made by the Public Works Director to the City's Local Contract Review Board. Thereafter, all Proposals will be available for public inspection by submitting a Public Records Request through the City Recorder's Office. If any part of a proposal is proprietary and is claimed exempt from disclosure, the Proposer must separately submit that material along with the Proposal and have it clearly marked as "Proprietary Information; Confidentiality Requested."
10. Unless otherwise specified by the City of Woodburn, all formal proposals submitted shall be binding for City of Woodburn acceptance for ninety (90) days from the date of the proposal opening.
11. No employee of the City of Woodburn shall be admitted to any share or part of this contract or to any benefit that may arise there from.
12. All Proposals shall be prepared and submitted by and at the cost of the Proposer, hence all costs associated with preparation and submission of the Proposal shall be borne by the Proposer.
13. The City has the indisputable right to accept or reject any offer, or part of any offer, or to cancel the RFP without giving any justification.
14. Authority to Bind Firm in Contract. Proposals MUST give full firm name and address of Proposer. Failure to manually sign proposal may disqualify it. Person signing

Proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT and include documentation showing such authority. Firm name and authorized signature must appear on proposal in the space provided in the lower right-hand corner.

PART 5 PROPOSAL SUBMITTALS

Submission Format

Proposers shall respond to the RFP with a written proposal in the format outlined below. The Proposal shall include as a minimum the following sections arranged in the following specified order:

1. Title Page
2. Executive Summary Letter
3. Table of Contents
4. Management Skills and Technical expertise
5. Credentials of the Project Team
6. Task Understanding
7. Capability for a Timely Response
8. Compliance with Contractual Terms
9. Any supplemental information about your firm.
10. Appendices A through E.

Proposal Content

1. Title Page.

Proposer should identify the RFP subject, name of the individual or firm, local address, telephone number, fax number, name and title of contact person, date of submission, and period for which the proposal is effective (no less than 90 days).

2. Executive Summary Letter.

The Executive Summary Letter should not be more than two pages long and should include as a minimum the following:

- a. A brief statement of the proposer's experience and ability to meet the service objectives;
 - b. A positive commitment to perform the services within the time period specified; and
 - c. The names of persons authorized to represent the proposer, their title, address and telephone number (if different from the individual who signs the transmittal letter).
3. Table of Contents.

The Table of Contents should include a clear and complete identification by section and page number of the materials submitted.

4. Management Skills and Technical Expertise.

Include as a minimum:

- a. A list of at least three relevant projects completed within the past five years that best illustrate capabilities related to those required for this project, including description, scope, and project cost.
- b. Information on delivery of projects on time and within budget. Provide execution time (contract/actual); construction cost (estimated/actual); and any problems encountered, and solutions devised.
- c. Client's contact information
- d. Awards and letters of commendation received.

5. Credentials of the Project Team

Include as a minimum:

- a. Identification of Project Manager, and the office location of the Project Manager
- b. Staffing Plan, and the office locations of each person assigned
- c. Project Manager's portfolio of related projects
- d. Project Manager's resume
- e. Resumes of key project staff members including City of Woodburn or Marion County experience
- f. References

6. Understanding of Task Requirements

Provide a narrative describing how you intend to accomplish task requirements. Address your understanding of the requirements.

7. Capability for Timely Response

- a. Proximity of Proposer's office to Woodburn City Hall (driving time)
- b. Acknowledgement and understanding that there will be a required timeframe for completion and approval of the plans.

8. Compliance with Contractual Terms

- a. Complete Certification Form and Signature Sheet included at Appendix E
- b. Verify that insurance coverage is available (insurance certificates need not be submitted until the award stage) and express willingness to sign contract as written.

- c. List any proposed contractual terms and conditions that relate to the subject matter reasonably identified in this Solicitation Document or any its attachments. Note that failure to agree to terms required by Oregon State law or City of Woodburn purchasing rules may be grounds for disqualification of the proposal.

Overall Quality and Completeness of the Proposal will be reviewed for:

1. Completeness
2. Attention to Detail
3. Clarity
4. Organization
5. Appearance

PART 6 EVALUATION & SELECTION OF PROPOSALS

The City's Contract Selection Committee will independently read, review and evaluate each proposal, and selection will be made based on the criteria listed below as depicted on the Proposal Evaluation Matrix contained herein.

Each proposal will be read and evaluated based on the criteria listed. If further evaluation is deemed necessary, the Contract Selection Committee may conduct interviews and have discussions with the top ranked firms (usually the top three depending upon the number of proposals received). The City reserves the right, at its sole discretion, to make an award without interviews.

Once evaluations and interviews (if implemented) are completed, the Contract Selection Committee will finalize the rankings of the submitted proposals. Negotiations for a binding fee/rate schedule will then begin with the top ranked firm. If a contract acceptable to the City of Woodburn cannot be negotiated at rates considered fair and reasonable, negotiations shall be terminated with the top ranked firm and negotiations conducted with the next ranked firm, and so on. The Contract Selection Committee will conduct all subsequent negotiations and will make a recommendation to the City Council, serving as the Local Contract Review Board, for the resulting contract award. The City of Woodburn reserves the right to reject all Proposers and/or to withdraw this RFP at any time. The rankings shall remain confidential until after the City issues its Notice of Intent to Award the Contract.

**W. HAYES STREET IMPROVEMENTS PROJECT CONSULTING SERVICES
PROPOSAL EVALUATION MATRIX**

Maximum Points: 100

FIRM:

	<u>MAXIMUM POINTS</u>	<u>SCORE</u>
1. Management Skills and Technical Expertise	25	_____
2. Credentials of project team	25	_____
3. Understanding of task and requirements	25	_____
4. Capability for a Timely Response	15	_____
5. Compliance with Contractual Terms	10	_____
Total	100	_____

What are the three primary reasons you have for recommending this firm?

What are the three primary reasons you have for rejecting this firm?

General Comments/Clarifications/Questions:

Reservation in Evaluation

The City reserves the right to negotiate with a Proposer over:

- The Statement of Work;
- Compensation level and performance schedules for future work pursuant to ORS 279C.110; and
- Any other terms and conditions as deemed necessary by the City.

Investigation of References

The City reserves the right to investigate and to consider the references and past performance of any proposer with respect to such things as its performance or provision of similar services, compliance with specifications and contractual obligations, and its lawful payment to suppliers, subcontractors and workers. The City may postpone the award or execution of the contract after the announcement of the notice of intent to award in order to complete its investigation.

Preferences

Notwithstanding provisions of law requiring the City to award a contract to the lowest responsible bidder or best proposer or provider, when procuring good and services for any public use, the City shall apply the applicable preferences described in ORS 279A.120 (Preference for Oregon goods and services) and ORS 279A.125 (Preference for recycled materials).

Proposal Rejections

The City reserves the right to:

- Reject any or all proposals not in compliance with all public procedures and requirements;
- Reject any proposal(s) not meeting the specifications set forth herein;
- Waive any and all irregularities in proposals submitted;
- Consider the competency of proposers in making any award;
- Reject all proposals; and
- Award any and all parts of any proposals.

Protests and Appeals

An affected person may protest the solicitation process or award of this contract. Protests must be submitted in writing and delivered in the form and manner prescribed by the Oregon Attorney General's Public Contracting Rules and the City of Woodburn Public Contracting Rules Ordinance.

PART 7 SAMPLE CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into as of the date first indicated on the signature page, by and between the City of Woodburn, an Oregon municipal corporation (hereinafter referred to as "CITY"), and _____, a _____ (hereinafter referred to as "CONSULTANT").

WHEREAS, CITY needs certain professional consultant services; and

WHEREAS, CITY wants to engage CONSULTANT to provide these services by reason of its qualifications and experience; and

WHEREAS, CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein,

NOW, THEREFORE, IT IS AGREED as follows:

SECTION 1 – SCOPE OF SERVICES

The Scope of Work to be performed by CONSULTANT under this Agreement is described in Exhibit A, which is attached to this Agreement. Additionally, CONSULTANT's proposal in response to _____ is incorporated by reference and are a part of this Agreement as if fully set forth.

SECTION 2 – DUTIES OF CONSULTANT

A. CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its work.

B. CONSULTANT represents that it is qualified to furnish the services described in this Agreement.

C. CONSULTANT shall be responsible for employing or engaging all persons necessary to perform its services.

D. It is understood that _____ will be designated by CONSULTANT as the person providing services to CITY under this Agreement and that this designated person shall not be replaced without CITY's approval.

SECTION 3 – DUTIES OF CITY

A. CITY shall provide CONSULTANT the pertinent information regarding CITY's requirements for the Project.

B. CITY shall examine documents submitted by CONSULTANT and shall render

decisions promptly, to avoid unreasonable delay in the progress of CONSULTANT'S work.

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Agreement.

D. The contact person on the Project for CITY is designated as Public Works Director or assigned delegate. CITY shall provide written notice to CONSULTANT if CITY changes its contact person.

SECTION 4 – TERM

This Contract is effective on the date of last signature below and terminates three (3) years from that date, with an option to mutually renew the contract for up to two (2) additional one (1) year terms.

SECTION 5 – PAYMENT

Payment shall be made by CITY to CONSULTANT only for services rendered and upon submission of a payment request and CITY approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A, CITY agrees to pay CONSULTANT a fee not to exceed \$_____. Compensation shall be only for actual hours worked on the Project, at the rates specified in Exhibit B, and related direct expenses. CONSULTANT shall furnish with each bill for services an itemized statement showing the amount of services devoted to the Project by CONSULTANT as well as any agents or employees of CONSULTANT and any direct expenses.

SECTION 6 – TERMINATION

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend work on the Project for any reason upon ninety (90) days' written notice to CONSULTANT. CONSULTANT agrees to cease all work under this Agreement upon receipt of said written notice.

Either party may terminate this Contract upon not less than thirty (30) calendar days written notice should the other party fail to substantially perform in accordance with the terms and/or conditions of this contract or any supplements thereof and if the performance is not cured within that 10-day period after written notice is given.

SECTION 7 – OWNERSHIP OF DOCUMENTS

All documents prepared by CONSULTANT in the performance of this Agreement, although instruments of professional service, are and shall be the property of CITY, whether the Project for which they are made is executed or not.

SECTION 8 – CONFIDENTIALITY

All reports and documents prepared by CONSULTANT in connection with the performance of this Agreement shall be considered as confidential by CONSULTANT until they are released by CITY to the public. CONSULTANT shall not make any such documents or

information available to any individual or organization not employed by CONSULTANT or CITY without the written consent of CITY before any such release.

SECTION 9 – INTEREST OF CONSULTANT

CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

SECTION 10 – CONSULTANT’S STATUS

It is expressly agreed that in the performance of the professional services required under this Agreement, CONSULTANT shall at all times be considered an independent contractor, under control of CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONSULTANT an agent or employee of CITY while providing services under this Agreement.

Section 11 – Indemnity

CONSULTANT agrees to hold harmless and indemnify CITY, its officers and employees from and against any and all claims, loss, liability, damage, and expense arising from the negligent, or claimed negligent, performance of this Agreement by CONSULTANT, its officers or employees. CONSULTANT agrees to defend CITY, its officers or employees against any such claims. This provision does not apply to claims, loss, liability or damage or expense arising from the sole negligence, or willful misconduct, of CITY.

Section 12 – Insurance

CONSULTANT shall provide and maintain:

A. Commercial General Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 for each occurrence.

B. Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000.00 for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

C. Workers Compensation in at least the minimum statutory limits.

D. All insurance shall:

1. Include CITY as an additional insured with respect to this Agreement and the performance of services in this Agreement.
2. Be primary with respect to any other insurance or self-insurance programs of CITY.
3. Be evidenced, prior to commencement of services, by properly executed policy endorsements in addition to a certificate of insurance provided to CITY.
4. No changes in insurance may be made without the written approval of CITY.

SECTION 13 – NONASSIGNABILITY

Both parties recognize that this Agreement is for the personal services of CONSULTANT and cannot be transferred, assigned, or subcontracted by CONSULTANT without the prior written consent of CITY.

SECTION 14 – RELIANCE UPON PROFESSIONAL SKILL OF CONSULTANT

It is mutually understood and agreed by and between the parties hereto that CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done under this Agreement and that CITY relies upon the skill of CONSULTANT to do and perform the work in the most skillful manner, and CONSULTANT agrees to perform the work. The acceptance of CONSULTANT'S work by CITY does not operate as a release of CONSULTANT from said obligation.

SECTION 15 –WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money, which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement of any applicable law or ordinance.

SECTION 16 – STATE PUBLIC CONTRACT PROVISIONS

All requirements of ORS Chapters 279, 279A, 279B, and 279C including but not limited to the following, as applicable, are incorporated herein by reference.

A. If CONSULTANT fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Contract as such claim becomes due, CITY may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due CONSULTANT by reason of the Contract. The payment of a claim in the manner authorized above shall not relieve the CONSULTANT or its surety from its obligation with respect to any unpaid claims.

B. CONSULTANT and its subcontractors, if any, are subject to Oregon Workers' Compensation Law, which requires all employers that employ subject workers who work under this Contract in the State of Oregon to comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. CONSULTANT shall ensure that each of its subcontractors, if any, complies with these requirements.

C. CONSULTANT shall, upon demand, furnish to the CITY, written proof of workers' compensation insurance coverage. CONSULTANT is required to submit written notice to the CITY thirty (30) days prior to cancellation of said coverage.

D. CONSULTANT shall use recyclable products to the maximum extent economically feasible in the performance of the contract.

E. CONSULTANT is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to any payments made under this Contract.

F. CONSULTANT agrees and certifies that it is a corporation in good standing and licensed to do business in the State of Oregon. CONSULTANT agrees and certifies that it has complied and will continue to comply with all Oregon laws relating to the performance of CONSULTANT's obligations under this Contract.

G. CONSULTANT shall:

G.1 Make payment promptly, as due, to all persons supplying to the CONSULTANT labor and material for the prosecution of the work provided for in the contract documents;

G.2 Pay all contributions or amounts due to the State Accident Insurance Fund incurred in the performance of this Contract;

G.3 Not permit any lien or claim to be filed or prosecuted against the CITY on account of any labor or material furnished; and

G.4 Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

H. The CONSULTANT shall promptly as due, make payment to any person, copartnership or association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employee of such CONSULTANT, of all sums which the CONSULTANT agrees to pay for such services and all moneys and sums which the CONSULTANT collected or deducted from the wages of employees pursuant to any law, contract or Agreement for the purpose of providing or paying for such service.

I. The CONSULTANT shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29USC201 et. seq.).

J. An employer must give notice to employees who work on a contract for services in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

K. CONSULTANT will comply with 279.835 et seq. in the procurement of products and services from a nonprofit agency for disabled individuals.

L. CONSULTANT will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the Contract.

SECITON 17 – NON-DISCRIMINATION CLAUSE

CONSULATANT agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Consultant also shall comply with the Americans with Disabilities Act of 1990 (Pub I. No. 101-336) including Title II of that Act, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. CONSULTANT further agrees that:

1. During the performance of a contract, the CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex or natural origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such CONSULTANT is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient to meet this requirement.
4. The CONSULTANT will include the provisions of the foregoing paragraphs in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SECTION 18 – ATTORNEY FEES

In the event a suit or action is instituted to enforce any right guaranteed pursuant to this Agreement, the prevailing party shall be entitled to, in addition to the statutory costs and disbursements, reasonable attorney fees to be fixed by the trial and appellate courts respectively.

SECTION 19 – NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

TO CITY:
Public Works Department
190 Garfield Street
Woodburn, OR 97071

TO CONSULTANT:

SECTION 20 – AGREEMENT CONTAINS ALL UNDERSTANDINGS; AMENDMENT

This document represents the entire and integrated Agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations, and agreements, either written or oral. This document may be amended only by written instrument, signed by both CITY and CONSULTANT.

SECTION 21 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oregon.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Agreement the day and year written.

CITY OF WOODBURN:

By:
Scott Derickson
Title: City Administrator
Date: _____

CONSULTANT:

By: _____
Title: _____
Date: _____

PART 8 GENERAL INFORMATION

Late Proposals

- LATE Proposals will be returned to Proposer UNOPENED, if RFP number, acceptance date and Proposer's return address is shown on the container.

Authority to Bind Firm in Contract

- Proposals MUST give full firm name and address of Proposer. Failure to manually sign proposal may disqualify it. Person signing Proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT and include documentation showing such authority. Firm name and authorized signature must appear on proposal in the space provided in the lower right-hand corner.

Delivery

Proposer must show number of days to complete delivery according to the City of Woodburn's schedule which will be determined for each assignment. Consistent failure to meet delivery promises without valid reason may cause removal from proposers list. Delivery shall be made during normal working hours only, 9 a.m. to 5 p.m., unless prior approval for late delivery has been obtained from the City of Woodburn.

Inquiries

Inquiries pertaining to Request for Proposals must give RFP number, title and acceptance date.

Rights of the City of Woodburn

The City of Woodburn reserves the right to accept or reject all or any part of any Proposal, waive minor technicalities and award the contract to best serve the interest of the City of Woodburn.

Prohibition as Subcontractors

No Contractor who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to who the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

Competition Intended

It is the City of Woodburn's intent that this Request for Proposals (RFP) permits competition. It shall be the proposer's responsibility to advise the City of Woodburn in writing if any language, requirements, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

Proprietary Information

It is the responsibility of each Proposer to clearly mark any part of his Proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Proposers shall not mark sections of their Proposal as PROPRIETARY OR CONFIDENTIAL if they are to be part of the award of the contract and are of a "Material" nature.

Subcontractors/Subconsultants

Proposers shall include a list of all subcontractors/subconsultants in their Proposal. Proposals shall also include a statement of the subcontractors'/subconsultants' qualifications. The City of Woodburn reserves the right to reject the successful firm's selection of subcontractors/subconsultants.

Safety

All consultants and subcontractors/subconsultants performing services for the City of Woodburn are required to comply with OSHA standards and accepted safety rules and regulations.

Procedures

The extent and character of the services to be performed by the firm shall be subject to the general control and approval of the Department of Public Works Director of the City of Woodburn or his authorized representative(s). The firm shall not comply with request and/or orders issued by other than the Department of Public Works Director or his authorized representative(s) acting within their authority for the City of Woodburn.

Invoicing and Payment

The Contractor shall submit invoices upon completion of each project, such statement to include a detailed breakdown of all charges for that monthly period and the City of Woodburn Purchase Order Number. No invoice will be paid which does not reference the City of Woodburn Purchase Order.

Invoices shall be based upon actual services rendered and actual hours of performance. All such invoices will be paid promptly by the City of Woodburn unless any items thereon are questioned, in which event payment will be withheld pending

verification of the amount claimed and the validity of the claim. The Consultant shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

City of Woodburn
Public Works Department
Attn: Public Works Director
190 Garfield Street
Woodburn, OR 97071

Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be posted electronically on the City website. It is the responsibility of the Proposer to frequent the City website to obtain and download addendums and any other applicable information prior to proposal submission.

Withdrawal of Proposal

- a. All Proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for submittal.
- b. Proposals may be withdrawn on written request from the Proposer at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.

APPENDIX-A

ORGANIZATIONAL CHART AND RESUMES OF KEY STAFF

APPENDIX-B
REFERENCES

APPENDIX-B

Reference for:

Proposers shall provide references on this form.

1. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
2. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
3. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
4. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

APPENDIX-C

PROPOSER'S QUALIFICATION STATEMENT

APPENDIX-D
ADDENDUM ACKNOWLEDGMENT

ADDENDUM ACKNOWLEDGMENT

Addendum Acknowledgment

The undersigned proposer acknowledges receipt of the following Addenda, and any required adjustments have been included in the proposal sum:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

CONTRACTOR _____

FIRM NAME _____

ADDRESS _____

ADDRES _____

APPENDIX-E
RFP SUBMISSION FORM

RFP SUBMISSION FORM

Architectural/Engineering & Related Services

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____

Address _____

Contact Person _____

Title _____

Telephone No. _____

Fax No. _____

E-mail _____

Organized under the laws of State of _____

Principal place of business at _____

Following are names and addresses of all persons having ownership of 3% or more in the company (attach more sheets if necessary):

Name	Address
_____	_____
_____	_____
_____	_____

The *City of Woodburn* requests, as a matter of policy, that any consultant or company receiving a contract of award resulting from this Request for Proposal issued by the City of Woodburn shall make certifications as specified below. Receipt of such certifications shall be a prerequisite to the award of contract and payment thereof.

SECTION II – EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our company, partnership, or corporation, that no employee of the *City of Woodburn*, or members of his/her immediate family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

Signature _____

Date _____

Name (Printed) _____

Title _____

SECTION III – CONFLICTS OF INTEREST

The Proposer [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If such a conflict exists, the proposer is prepared to sign a non-disclosure agreement.

Signature _____

Date _____

Name (Printed) _____

Title _____

SECTION IV – COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, company, or person submitting for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for my company.

Signature _____

Date _____

Name (Printed) _____

Title _____

SECTION V - NON-DISCRIMINATION CLAUSE

The proposer agrees not to discriminate against any client, employee, or applicant for employment or for services, because of race, color, religion, sex, national origin, physical or mental handicap, sexual orientation, veterans status or age unless based upon bona fide occupational qualifications with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition of services. It is further understood that any proposer who is in violation of this clause shall be barred from receiving awards of any purchase order from COW, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Signature _____

Date _____

Name (Printed) _____

Title _____

SECTION VI - RESIDENCY CERTIFICATE
Please Check One:

_____ **Resident Proposer: Proposer has paid unemployment taxes or income taxes in this state during the last twelve calendar months immediately preceding the submission of this proposal.**

-or-

_____ **Non-Resident Proposer: Proposer does not qualify under requirements stated above.**

Please specify your state of residence: _____

Signature _____

Date _____

Name (Printed) _____

Title _____