



# REQUEST FOR PROPOSALS

Engineering Consultant Services

## BURGESS ROAD/DAY ROAD INTERSECTION IMPROVEMENT PROJECT



Deschutes County Road Department  
July 2016



## **SECTION 1: STATEMENT OF PROJECT**

### **Introduction**

The intersection of Burgess Road/Day Road is an arterial-collector intersection in La Pine that currently experiences a higher than anticipated crash rate due to lack of turn lanes and an offset leg to the south (Pine Forest Drive).

In 2016, the Deschutes County Road Department commissioned a study (attached) to analyze various improvement options to address the existing safety and operational issues. Installation of turn lanes in Burgess Road and realignment of the Day Road/Pine Forest Drive offset has emerged as the preferred improvement to address safety issues and support potential future signalization.

The Road Department's 5-year Capital Improvement Plan (CIP) has budgeted approximately \$1.0M for this project.

The Deschutes County Road Department seeks the services of a qualified team of engineering professionals to provide the following:

1. Engineering design services and development of Public Improvement Plans.
2. Right-of-way acquisition services.
3. Construction management and inspection services.

Specifically, design and prepare construction plans and specifications for the project and supply listed services:

- A. Provide labor, equipment and materials to complete the surveying needed to prepare mapping and complete the design of all elements of the project. Consultant shall:
  - a. Perform research of existing records
  - b. Establish a horizontal control network
  - c. Establish a vertical control network
  - d. Conduct a topographic survey
  - e. Work with the County Surveyor to:
    - i. Recover and tie monuments of record
    - ii. Resolve road centerline alignments
    - iii. Prepare a Recovery and Retracement Survey Filing Map
    - iv. Prepare the right-of-way base map
- B. Development of engineered Public Improvement Plans. Consultant shall:
  - a. Utilizing AASHTO, MUTCD, and other industry best practices, produce Public Improvement Plans for the selected improvements.
    - i. Produce 50%, 90% and 100% plan sets, including refined construction cost estimates with each submittal.
  - b. Design storm water runoff treatment using infiltration swales (where necessary) per the Central Oregon Storm Water Manual
  - c. Develop signing, striping and illumination (if necessary) plans.
  - d. Develop traffic control plans for the construction phase of the project.
  - e. Develop seeding plans for remnant right-of-way areas. The seeded areas will not be irrigated.
  - f. Prepare all bid documents and contract documents necessary to construct the project. The County shall provide documents from previous projects (in MS Word format) to assist the preparation of the contract documents for this project.
  - g. Provide an engineer's construction cost estimate and complete bid schedule for the project.

- h. Provide appropriate construction period services necessary to answer all project related questions as well as review the contractor's product submittals.
- i. Work with the Deschutes County Surveyor to field verify and document the existing right-of-way adjacent to the Project. Provide legal descriptions and maps, prepared by a licensed surveyor, for right-of-way acquisition adjacent to the proposed improvements necessary to construct the project. Monument new right-of-way acquisitions upon completion of project. Consultant to provide ROW legal descriptions and maps with 50% plan submittal.
- j. Determine if there will be any utility design and relocation required as part of the project, including, but not limited to, power line relocation, canal piping, and any other utilities that fall within the project limits. Coordinate relocated and new utility alignments within the contract documents as necessary.
- k. Note:
  - i. Approach road and other project components shall be designed to current AASHTO and Deschutes County standards and specifications.
  - ii. Contract Documents shall incorporate the current Oregon Standard Specifications for Construction and applicable Deschutes County standards.
  - iii. Any affected irrigation crossings and structures will require review by the affected irrigation district.

C. Provide right-of-way acquisition services, as follows:

- a. Acquisition management and coordination services.
- b. Obtain title reports and supporting data required for project set-up.
- c. Provide valuation, appraisal, and appraisal management services.
- d. Provide acquisition negotiation services.
- e. Right-of-way negotiation shall occur in a manner necessary to support potential condemnation if necessary, per applicable state/federal law.

D. Provide Construction Management and Inspection Services, including:

- a. Materials testing and specialty inspections per ODOT-APWA standards.

4. Specifications and Expectations

- A. Pre-Design: Attend pre-design meeting with the County to finalize a specific scope of work for the project to finalize contract with the County for design services.
- B. Construction Plans: Prepare construction drawings for the above defined scope of work using AutoCAD Civil 3d 2014 (or other approved). Drawings shall be complete and correct working drawings and shall be in conformance with current Deschutes County Standards and Specifications and other industry standards.
  - i. The Consultant shall perform or facilitate design of other utilities such as irrigation, power, natural gas, phone and cable by coordinating with each respective utility company as required.
  - ii. The drawings will be prepared by obtaining existing system information from the County and by field surveying to show existing features. Horizontal and vertical control will be based on the Deschutes County Coordinate System. Drawings will show physical features, and will include legal boundaries, tax lots, and tax lot identification.
  - iii. The intent of the drawings is to provide detailed information for construction by a contractor selected through the competitive bidding process by Deschutes County.
- C. Specifications: Prepare legal and technical specifications.
  - i. Legal specifications will consist of an invitation to bid, information for bidders General Conditions Special Provisions, Bid Proposal, Bid Schedule, Bid Bond, First Tier Subcontractor Disclosure Form, Contract, Performance Bond, Payment Bond, Insurance Requirements and necessary details and plans.

- ii. The County will provide the Consultant with specifications (in Microsoft Word format) from a typical project for use in this Project.
  - iii. Technical specifications will include, but are not limited to, general and special requirements, material and testing requirements, special construction instructions, project closeout and cleanup, surveying (construction staking), construction and other specifications as necessary.
- D. Plan Review: Submit draft and final drawings with specifications to the Deschutes County Road Department and other impacted utilities, if necessary for review. County will pay for any applicable design review fees.
  - i. Consultant will contact and coordinate with each agency to expedite the review process.
- E. Final Plans: Prepare final drawings and specifications by revising draft versions as necessary from review comments. It is expected that the selected Consultant would meet with County staff and other agencies on a regular basis to review progress and refine draft design concepts. Provide an illustrative single page (24 x 36) exhibit drawing of the final layout for use in public meetings and presentations.
- F. Contract Documents: Provide Contract\Bid Documents (drawings and specifications) to the Deschutes County Road Department for use during bidding and construction (24 x 36 plan sheet size, no greater than 1:50 scale) The final documents will include bid quantities in the proposal based on take-offs from the design drawings. Provide an electronic printer-ready (pdf) set of final plans and contract documents in 24 x 36 sheet size and 11x17 sheet size (scaled down from 24 x36).
- G. Control: Provide survey control data consisting of traverse control points with known X,Y, and Z coordinates. The points shall be 5/8-inch rebar with horizontal and vertical information and shown on the construction drawings. This information is to be used for construction and shall be located sufficiently out of the proposed construction zone, yet readily available to the Contractor and the Surveyor providing construction staking.
- H. Project Budget: The project currently has a budget of \$1,000,000 for design services, right-of-way acquisition, and construction.
- I. Design Timeline:
  - i. It is expected that all work would be completed and submitted to the County, in its final form, within 90 days of signing a contract.
  - ii. The Road Department will require 15 calendar days to review draft design submittals. It is anticipated that the consultant will meet with the County to provide progress reports and address design issues on a periodic basis (monthly) throughout the design process. The consultant should plan for a meeting with County representatives eight times during the development and approval process of the plans, including but not limited to:
    1. Initial project meeting with appropriate attendees;
    2. 50% completion review meeting;
    3. 90% review meeting, prior to final submittal;
    4. Pre-bid for construction meeting; and
    5. Bid opening

## **SECTION 2: PROPOSAL PREPARATION, SCHEDULE, CRITERIA AND REVIEW**

There will be no mandatory pre-proposal meeting. All questions shall be made in writing via email to George Kolb, County Engineer (george.kolb@deschutes.org) by **2:00 p.m. (PST) September 19, 2016.**

Faxed requests for information will not be accepted. Individual responses to questions will be made in writing as soon as practical however no later than **September 21, 2016**.

Consultants intending to submit a proposal **must register on-line** when retrieving the RFP packet for this project at: <https://www.deschutes.org/rfps>.

Proposals must be received by the Deschutes County Road Department office no later than **4:00 pm (PST), September 28, 2016**. **Proposals received after the deadline will not be considered.**

The County anticipates the following schedule for the project:

RFP Advertisement:	August 24, 2016
Proposal Due Date:	September 28, 2016
RFP Review completed:	October 5, 2016
County Commission approval of contract:	October 26, 2016
Notice to proceed:	November 1, 2016

The Proposal will be judged on the completeness and quality of content. Only those consultants who supply complete information as required in the Evaluation Criteria below will be considered for evaluation. Deschutes County reserves the right to reject any or all proposals. It is understood that all statements will become part of the public file on this matter, without obligation to Deschutes County. The County is not liable for any cost incurred by the consultant in the preparation or presentation of their proposal.

**Evaluation Criteria:**

The Proposal submitted shall respond to the following criteria in the order as listed below:

	<b>ITEM</b>	<b>MAXIMUM PAGE ALLOWANCE</b>	<b>SCORE</b>
A	Introductory Letter	1	0
B	Project Team	4	35
C	Firm's Capabilities	4	15
D	Project Understanding and Approach (Scope)	8	40
E	Communication and Availability	2	5
F	Supportive information (references, resumes, licenses, etc.)	10	5

**Criteria Explanation:**

A. Introductory Letter: A statement in the introductory letter shall specifically stipulate that all terms and conditions contained in the RFP are accepted by the consultant. The letter shall also name the person(s) authorized to represent the consultant in any negotiations and sign any contract which may result.

B. Project Team: This criterion relates to the project principal, the project manager, key staff and sub consultants. The basic issue is how well the team's qualifications and experience relate to this specific project. Elements to be considered:

- Extent of principal's involvement
- Key member experience on similar projects
- Team experience on similar projects

- Unique qualifications of key members
- Qualifications and relevant individual experience
- Qualifications and relevant sub-consultant experience
- Comprehensive team expertise to cover all phases of the project
- Project manager's expertise with similar projects and with interdisciplinary teams
- Approximate number of people to be assigned to the project
- Organizational Chart (Project Team) may be included under supportive information
- Familiarity with appropriate state, federal, and local laws and regulations
- Project Manager or Principal must be a licensed Professional Engineer in Oregon.

C. Firm Capabilities: This criterion relates to the firm's capabilities and resources in relation to the project. Elements to be considered:

- Resources available to perform the work for the duration of the project (Include Capacity Chart, i.e., Can the firm accommodate the work?)
- Other on-going projects
- Similar projects (by type and location) performed within the last five years that best characterize work quality and cost control
- Similar projects completed for other government agencies (references will be contacted by Deschutes County)
- The firm's experience with Deschutes County
- Internal procedures and/or policies associated or related to work quality and cost control
- Management and organization capabilities

D. Project Understanding and Approach: This criterion relates to the basic or preliminary understanding of the project, and the methodology and course of action used to meet the goals and objectives of the project. The basic issue is whether the firm has a clear and concise understanding of the project (based on existing information) and the major issues to address and whether a project approach has been formulated. Elements to be considered:

- The firm's basic understanding of the project as demonstrated within their proposal.
- Provision of a clear and concise explanation of work required.
- A typical project schedule that shows major tasks and approvals required to complete the job on schedule.
- **A draft, line item scope of work for consultant services (not including hourly or cost estimates within the body of the proposal) should be included.**

E. Communication and Availability: This criterion relates to the consultant's accessibility, availability, and interaction with the Deschutes County staff. Elements to be considered:

- Ability to establish and maintain functional and productive working relationships.
- Accessibility for interaction with Deschutes County staff.
- Effectiveness of presentation skills.

F. Supportive Information: Supportive material may include graphs, charts, photographs, resumes, references, etc., and is totally discretionary, but, as outlined in the Evaluation Criteria, it will be scored. Elements to be considered:

- Quality and relevancy of material provided

### SECTION 3: EVALUATION

A RFP evaluation committee will be appointed to evaluate the submitted proposals. Consultants will be evaluated on their response to the evaluation criteria.

#### **SECTION 4: SELECTION**

The proposals will require approximately 12 calendar days for evaluation. The top ranked firms may, at the County's discretion, be required to make a presentation in support of their proposal to the evaluation committee. The interview will serve to assist the County in selecting the successful firm and will serve as a tool to refine scoring of the RFP to produce a final ranking. Contract negotiations will follow the selection of the top firm. An initial scope and fee proposal will be required to be submitted within 7 calendar days of notification. The consultant selection process will be carried out under Oregon Revised Statutes, Chapter 279C.110.

#### **SECTION 5: CONTRACT REQUIREMENTS AND ADMINISTRATION**

The successful consultant will be required to enter into a County Services Contract (see attached) with Deschutes County. The successful consultant must also submit documents addressing tax law, professional liability insurance, workers compensation, and overhead expense as part of the contract, as well as an Oregon tax account number.

If the County and the top ranked consultant are not able to negotiate a contract, the County will initiate negotiation with the second place consultant, and so on.

Any reference or general condition of employment of consultant that seeks to have State of Oregon indemnify and hold harmless the consultant, its sub-consultants, agents and employees from and against all claims, damages, losses and expenses, direct and indirect, or consequential damages arising out of, or resulting from the performance of work by consultant, or the work of others, is limited to the extent permitted by Oregon Constitution, Article XI, Section 7, and the Oregon Tort Claims Act ORS 30.300 inclusive.

#### **SECTION 6: SUBMISSION**

Send four (4) copies of the Proposal and one (1) electronic copy (disc or disposable thumb drive) to the Deschutes County Road Department address listed below by **4:00 pm, September 28, 2016**. Clearly mark the outside envelope **RFP: Burgess Road/Day Road Intersection Improvement Project**

Attn: Chris Doty, Road Department Director  
61150 SE 27<sup>th</sup> Street  
Bend, OR 97702

Direct all other questions or inquiries to:

George Kolb, County Engineer  
Deschutes County Road Department  
61150 SE 27<sup>th</sup> St.  
Bend, OR 97702  
Telephone: (541) 322-7113  
Email: [george.kolb@deschutes.org](mailto:george.kolb@deschutes.org)

Attachments:

Existing Conditions and Alternatives Evaluation (KAI memo dated July 15, 2016)  
DC Consultant Contract