

REQUEST FOR PROPOSALS

ENGINEERING CONSULTANT SERVICES

SISEMORE BRIDGE #17C02 PROJECT



PROPOSALS DUE: JULY 13, 2018, 2:00 PM PST



**ROAD
DEPARTMENT**

61150 SE 27TH STREET
BEND, OREGON 97702
PHONE: (541) 388-6581
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WEB: www.deschutes.org/road

SECTION 1: STATEMENT OF PROJECT

Introduction

The Sisemore Rd: Tumalo IRR Canal (Couch Lateral) Bridge ("Sisemore Bridge") is a closed-spandrel concrete arch bridge constructed in 1914. The bridge has large spalls and rock pockets with exposed rebar throughout the arch, pier walls, and abutments. Deschutes County will be receiving funding through the ODOT Local Bridge Program to rehabilitate the bridge. The project scope of work will include removing and replacing the existing asphalt wearing surface, concrete repairs, installing new approach guardrails, removing and replacing the existing bridge fill and non-functioning drainage pipes, and other miscellaneous work. The total Project cost is estimated to be \$1,435,279.

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 bridge rehabilitation plans.
2. 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, ODOT, MUTCD, and other industry best practices, produce bridge rehabilitation plans for the selected improvements.
 - i. Produce 30%, 90% and 100% plan sets, including refined construction cost estimates with each submittal.
 - b. Design storm water runoff treatment per the Central Oregon Storm Water Manual
 - c. Develop traffic control plans for the construction phase of the project.
 - d. Prepare Project special provisions in reference to the latest edition of the Oregon Standard Specifications for Construction. The County shall provide template documents in MS Word format to assist the preparation of the Special Provisions.
 - e. Provide an engineer's construction cost estimate and complete bid schedule for the project.
 - f. Provide appropriate construction period services necessary to answer all project related questions as well as review the contractor's product submittals.
 - g. Work with the Deschutes County Surveyor to field verify and document the existing right-of-way adjacent to the Project.
 - h. 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 Special Provisions as necessary.
 - i. 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 Construction Management and Inspection Services: County anticipates negotiating consultant contract amendment for these services after 90% design review and prior to construction start.
- 3. 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. 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. Special Provisions: Prepare technical specifications.
 - i. The County will provide the Consultant with specifications (in Microsoft Word format) from a typical project for use in this Project.
 - ii. 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 \$1,435,279 for design services and construction.
- I. Design Timeline: Road Department will require 15 business 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. 30% completion review meeting;
 - 3. 90% review meeting, prior to final submittal;
 - 4. Pre-bid for construction meeting; and
 - 5. Pre-construction meeting

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 Cody Smith, County Engineer (cody.smith@deschutes.org) by **2:00 p.m. (PST) June 29, 2018**. 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 **July 6, 2018**.

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 **2:00 pm (PST), July 13, 2018**. **Proposals received after the deadline will not be considered.**

The County anticipates the following schedule for the project:

RFP Advertisement:	June 13, 2018
Proposal Due Date:	July 13, 2018
RFP Review completed:	July 25, 2018
County Commission approval of contract:	August 22, 2018
Notice to proceed:	August 29, 2018

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:

	ITEM	MAXIMUM PAGE ALLOWANCE	SCORE
A	Introductory Letter	1	0
B	Project Team	3	35
C	Firm's Capabilities	1	15
D	Project Understanding and Approach (Scope)	4	40
E	Communication and Availability	1	5
F	Supportive information (references, resumes, licenses, etc.)	6	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

NOTE: All proposals submitted in response to this RFP shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. ***Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws.*** If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be **red**, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.

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 **2:00 pm, July 13, 2018**. Clearly mark the outside envelope **RFP: Sisemore Bridge Project**.

Attn: Cody Smith, County Engineer
Deschutes County Road Department
61150 SE 27th Street
Bend, OR 97702

Direct all other questions or inquiries to:

Cody Smith, County Engineer
Deschutes County Road Department
61150 SE 27th St.
Bend, OR 97702
Email: cody.smith@deschutes.org

Attachments:

Local Agency Agreement, Seismore Rd: Tumalo IRR Canal (Couch Lateral), Bridge No. BR17C02
Scoping Notes
Bridge Inspection Report
Deschutes County Consultant Contract Template