

REQUEST FOR PROPOSALS

ENGINEERING/TRANSPORTATION PLANNING CONSULTANT SERVICES

Deschutes County TSP Update 2040 Horizon Year

PROPOSALS DUE: March 19, 2020 2:00 PM PST



**ROAD
DEPARTMENT**

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**DESCHUTES COUNTY, OREGON
ROAD DEPARTMENT**

REQUEST FOR PROPOSALS

ENGINEERING/TRANSPORTATION PLANNING CONSULTANT SERVICES

**DESCHUTES COUNTY TRANSPORTATION SYSTEM PLAN UPDATE
2040 HORIZON YEAR**

Deschutes County Road Department is requesting proposals for services from a qualified team of professionals to provide engineering, transportation planning, and related services for the Deschutes County Transportation System Plan (TSP) Update. The project will include a simplified update to the County's current TSP with a horizon year of 2040.

RFP packets are available on the Deschutes County website at: <https://www.deschutes.org/rfps>. Consultants intending to submit proposals must register online when retrieving the RFP packet.

The consultant selection process will be carried out according to ORS 279C.110 and Deschutes County Code. **Submittals are due by 2:00 PM on March 19, 2020.**

Inquiries pertaining to the RFP shall be directed to Chris Doty, Road Department Director, in writing at chris.doty@deschutes.org.

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SECTION 1: STATEMENT OF PROJECT

Introduction

Deschutes County is currently operating under a Transportation System Plan that was approved by Ordinance 2012-005 on August 6, 2012. The existing TSP, which was internally created by Deschutes County staff, has provided a thorough framework to guide the County's transportation related decision making from the end of a recession, in which little funding was available for capital projects, through the current, post HB 2017 environment, in which the County has developed a robust capital improvement program.

A link to the existing TSP is as follows:

<https://weblink2.deschutes.org/Public/Browse.aspx?dbid=0&id=6052&row=1&cr=1>

Deschutes County seeks the services of a qualified Engineering/Transportation Planning firm to provide a simplified update (versus an entire re-write) to the existing TSP. The updated TSP, with a 2040 horizon year, will provide the following deliverables utilizing the following processes:

Deliverables:

1. A new Capital Improvement Plan with a proposed project hierarchy (High, Medium, Low) and associated planning level cost estimates.
 - a. The CIP will include capacity adding projects deemed necessary through a capacity analysis for a 2040 horizon year.
 - i. The method of analysis (transportation modelling, etc) will be proposed by the consultant.
 - b. The CIP will include modernization projects (improving substandard roads to County standard) which identify facilities to be improved based upon an established criterion.
 - c. The CIP will include safety projects as identified in the analysis, via incorporation of other safety studies (TSAP, etc), or otherwise identified through the TSP process (public input, staff consultation, etc).
 - d. The CIP will include bike and pedestrian elements, with focus on projects serving the County's unincorporated communities.
 - e. The CIP will include bridge replacement, modernization, and major maintenance projects deemed necessary through the horizon period.
 - f. The CIP will include a fiscal analysis and threshold whereby projects can be identified as fiscally constrained based on the availability of anticipated funding.
 - g. The CIP will include a special category of projects eligible for Federal Lands Access Project funding (<https://flh.fhwa.dot.gov/programs/flap/>)
2. An updated TSP document which references and incorporates all known transportation planning documents and studies within the County, including but not limited to the following:
 - a. All municipal TSPs
 - b. Deschutes County Transportation Safety Action Plan, 2019
 - c. ODOT special studies or refinement plans (Terrebonne, Tumalo, Wickiup Junction, etc.)
 - d. Other studies available for reference and incorporation.
3. A draft SDC methodology and rate to be utilized by staff in updating the County's SDC. It is anticipated this draft will be a simple update to the County's existing SDC methodology established via Resolution 2008-059 and 2013-020.
 - a. The TSP will include an estimate of new PM peak hour trips added to the County system from development within the unincorporated areas of the County.
 - b. The CIP will estimate the percentage of each project category attributable to growth (similar to the existing CIP and SDC methodology).
 - c. County staff will conduct a separate SDC approval process and it is not anticipated that significant consultant effort will be required aside from the above calculations.
4. The TSP will provide a new Chapter/Section to discuss the history and provide a recommendation regarding the County's moratorium associated with the acceptance of new County maintained roads (Resolution 2009-118).

Process Components:

5. The TSP will require use of an Advisory Committee comprised of stakeholders that will be approved by the Board of County Commissioners.
6. The TSP process will require a robust public education and input component, with a combination of localized public meetings and web based education and input opportunities.
7. The TSP process will require a consultant lead (with staff assistance) approval component via the County's Planning Commission and Board of County Commissioners.

The consultant team will provide a proposal which delivers an updated TSP while providing the deliverables and utilizing the processes noted. The finished TSP must meet the requirements of State, while adequately guiding transportation policy and decision making into the 20-year horizon period.

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 Chris Doty, Road Department Director (chris.doty@deschutes.org) by **2:00 p.m. (PST) March 19, 2020**. Faxed requests for information will not be accepted. Responses to questions will be made in writing as soon as practical, and no later than **March 12, 2020**.

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), March 19, 2020**. **Proposals received after the deadline will not be considered.**

The County anticipates the following schedule for the project:

RFP Advertisement:	February 12, 2020
Proposal Due Date:	March 19, 2020
RFP Review completed:	April 8, 2020
Interviews	April 13 (week of)
County Commission approval of contract:	May 6, 2020
Notice to proceed:	May 13, 2020

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 or a certified planner by the American Institute of Certified Planners.

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.
- The firm's basic understanding of the Transportation Planning Rule, especially OAR 660-012-0016, 0020, 0035, 0040, 0065, and 0070.
- 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.
- **Deschutes County's not-to-exceed budget for the TSP Update is \$250,000. The consultant will comment on the adequacy of this budget to achieve the desired results of the Project.**
- The consultant may propose an alternative approach to Phase One in its entirety or elements therein.

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.
- Community engagement 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 up to 21 calendar days for evaluation. **The top ranked firms will 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 14 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

Submit the Proposal in pdf format (10 MB maximum file size) as an email attachment to chris.doty@deschutes.org no later than **2:00 pm, March 19, 2020**. Enter "**RFP: Deschutes County TSP Update, 2040**" as the email subject line.

Direct all other questions or inquiries to:

Chris Doty, Public Works Director
541.322.7105
chris.doty@deschutes.org

Reference documents:

Deschutes County Personal Services Contract Template
Ordinance 2012-005 (TSP Adoption)
Resolution 2009-118 (Road Moratorium)
Resolutions 2008-059 and 2013-020 (System Development Charge)