



REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

BRIDGES REPLACEMENT PROJECT SOUP CREEK BRIDGE (19C410) COUNTY ROAD #72 MP 1.15, DANCER CREEK BRIDGE (19C416) COUNTY ROAD #218 MP 0.08, BERRY CREEK BRIDGE (19C247) COUNTY ROAD #38 MP 7.40, DOUGLAS COUNTY, OREGON

PROPOSAL DUE DATE: FRIDAY, September 7, 2018 BY 2:00 PM

1. PURPOSE OF RFP:

Douglas County, Oregon is requesting proposals from qualified parties to provide engineering services for the design of the Soup Creek, Dancer Creek, and Berry Creek Bridges Replacement Project.

The County intends to enter into an agreement with one qualified consultant who can agree to the terms and conditions outlined in Exhibit A. The County is seeking a consultant who, scores highest on this RFP based upon the criteria listed in section 8 of this RFP, can best meet the criteria as outlined in this Request for Proposals.

The project is located in Douglas County, Oregon. Soup Creek Bridge is located at Milepost 1.15 on Soup Creek Rd (County Road #72) between the communities of Scottsburg and Reedsport. Dancer Creek Bridge is located at Milepost 0.08 on Dancer Rd (County Road #218) near the community of Camas Valley. Berry Creek Bridge is located at Milepost 7.40 on Upper Olalla Road (County Road #38) near the community of Tenmile. The project scope includes the design and construction of new bridges to replace the existing bridges. The estimated amount for this contract is \$1,482,522. The estimated project total amount is \$6,767,619. This project is being funded through the Oregon Department of Transportation Local Project Program.

This request for proposals is intended to provide interested parties with sufficient information to prepare and submit proposals for consideration by the

County. Project location maps and bridge scoping notes are attached to this request for proposals.

2. DEFINITIONS:

Unless otherwise stated or the context otherwise implies, words, terms, and phrases used in this request for proposals shall have the meaning ascribed to them in the engineering and environmental services profession.

As used in this RFP:

“Addendum” means any document issued by the County to modify the terms and conditions of this document.

“Assignment” means a discrete written agreement between the County and a consultant that authorizes the consultant to perform specific services.

“Consultant” means a respondent selected by the County through this RFP who enters into a master contract with the County.

“County” means Douglas County, Oregon.

“Director” means the Director of the Douglas County Public Works Department.

“Division” means the Engineering and Construction Division of the Douglas County Public Works Department.

“Master contract” means the written professional services contract between the County and a consultant that will establish the general requirements for assignments.

“Proposal” means a statement of proposal submitted by a respondent in response to this RFP.

“Respondent” means any person or entity that submits a statement of qualifications in response to this RFP.

“RFP” or “request for proposals” means this document, all attached exhibits, other documents incorporated by reference in this document, and addenda.

“Services” means all labor, materials, plans, specifications, opinions, reports, and other consulting services that are authorized by written assignment under the master contract.

When not inconsistent with the context, words in the plural number include the singular and words in the singular include the plural. References to “the Consultant” do imply that there is only one consultant.

3. SCOPE OF SERVICES:

3.1 The Consultant will be expected to provide services as described below as well as those which are within the scope of the master contract.

3.2 The Consultant shall complete all tasks and provide all deliverables as described below.

The following is a general overview of items that the County feels are necessary for this Project but is not intended to be a full list of the services that the Consultant may deem necessary to complete this project. The actual tasks to be included in the Master Contract by exhibit will be negotiated after the consultant has been selected.

Phase 1. Preliminary Engineering (PE) and Design

Preliminary Engineering (PE) and Design

The Consultant shall prepare and submit a preliminary design of the proposed alternative(s) for each bridge. This will include, but not be limited to:

- a cross section of the proposed roadway(s)
- horizontal and vertical alignments
- geotechnical/foundation report
- hydraulic study report including Sour Analysis
- environmental permitting, and memos required for Final Design
- type, size & location of structure
- identification of necessary design exceptions
- updated engineer’s opinion of probable cost

Phase 2. Final Design and Bidding Assistance

Final Design

Consultant shall provide all engineering services necessary to prepare a bid package for each bridge in accordance with the County’s policies and procedures.

Right of Way and Utility Relocation

Consultant shall provide all services necessary to acquire right of way and relocate conflicting utilities for the project in accordance with County's policies and procedures. This includes properties currently owned by private, commercial, and agency entities.

Bidding Assistance

Consultant shall provide bidding assistance and analysis services during the final Plans, Specifications and Estimate (PS&E) process and the advertising period for each structure.

Phase 3. Construction Contract Administration, Construction Engineering and Inspection (CA/CEI) Phase

Consultant shall provide Construction Contract Administration, Construction Engineering and Inspection (CA/CEI) services, including but not limited to:

- Provide construction project management and contract administration and documentation for construction of the Project
- Conduct Pre-Construction Conference with the Construction Contractor, County, and any affected utilities
- Review and approve (when appropriate) all required construction shop drawings, plans, and submittals
- Perform on-site construction monitoring and observation
- Provide written notification to County at the first sign of any delays
- Provide Quality and Quantity documentation in compliance with County policies, procedures, and manuals
- Provide utility coordination
- Prepare documentation and recommend approval to County of construction Contract Change Orders (CCOs)
- Provide detailed updates on Consultant and Construction Contractor's progress
- Perform environmental and permit compliance monitoring during construction of Project
- Perform Project post construction monumentation and associated duties and products
- Complete and submit as-built plans, drawings, pile records, and drill logs (if applicable)
- Complete and submit load rating report per ODOT guidelines

Following Project Final Design, County may, at its discretion:

- Negotiate and amend the contract to include/exclude all CA/CEI Services (or various elements),
- Complete various elements of construction oversight work with County's in-house staff, or

- Assign various elements of CA/CEI Phase to another consulting firm

3.3 Consultant shall cooperate with the Division and other consultants retained by County, as necessary, for performing the services.

3.4 Consultant shall perform the services as an independent contractor in accordance with generally accepted standards applied by professionals of Consultant's caliber. Consultant shall be responsible for the professional quality, technical accuracy, and coordination of all services performed by the Consultant. Consultant shall, without additional compensation, correct or revise any errors or deficiencies in that service that are caused by Consultant's negligence.

3.5 It is the intent of the County that County forces, in cooperation with the Consultant, may perform services for this project, including but not limited to:

- Utility coordination
- Project management and inspection

4 INFORMATION CONCERNING RFP:

4.1 The Division is the sole point of contact in the County for this selection action. All correspondence pertaining to this RFP should be directed to:

Attention: Josh Heacock
Douglas County Public Works Department
Engineering and Construction Division
1036 SE Douglas Ave., Room 304 Courthouse
Roseburg, Oregon 97470
Telephone: (541) 440-4481
Email: joheacoc@co.douglas.or.us

4.2 Respondents are cautioned not to make any assumptions as to the implied meaning or intent of any part of this RFP. Respondents should request clarification if needed. Every request for information on, or clarification of, this RFP must be submitted to the Division in writing by August 24, 2018.

4.3 Any prospective respondent who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of the contract for services or substantially diminish competition must file a written protest to the RFP by August 24, 2018. Failure to file a protest will be deemed a waiver of any claim by a respondent that the selection procedure violates any provision of ORS

Chapter 279A, 279B, and 279C or the County's Rules for Selection of Persons to Perform Personal Services.

5 SCHEDULE OF EVENTS:

5.1 The following schedule of events shall be followed for this RFP:

Comments on the selection process and inquiries about the requirements of this RFP are due on August 24, 2018.

Proposals are due on September 7, 2018 by 2:00 PM.

Proposals will be opened on September 7, 2018.

Consultants will be selected by September 28, 2018.

Contract will be signed by November 30, 2018.

5.2 The schedule of events in Subsection 5.1 is intended to allow prospective respondents sufficient time for requests for information, objections to the requirements of this RFP, and preparation of proposals. Prospective respondents who think that the schedule is unreasonable should notify the Division immediately. If the County receives a substantial number of adverse comments, the County will consider extending the schedule of events by issuing an addendum.

6 ADDENDA TO THE REQUEST FOR PROPOSALS:

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by respondents raise issues that require clarification by the County or the County decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing it and returning it with the proposal.

7 FORMAT OF PROPOSALS:

7.1 Proposals shall be submitted in the format described in this section.

7.2 In order to be considered for selection, a respondent must submit a complete, succinct response to this RFP. The proposal should be prepared simply and economically, providing a concise description of the

respondent's capabilities to provide services. The County will not reimburse respondents for any costs incurred in the preparation and presentation of their statements of qualifications.

7.3 The Proposal shall be typed. The Proposal shall be organized in accordance with the list of Scoring Criteria categories in Section 8. The Proposal shall not exceed sixteen (16) pages, *excluding* the Cover Sheet. If a respondent submits a Proposal exceeding this limit, Agency will consider the pages up to that allowable number and discard all subsequent pages. The respondent may choose how to allocate pages between any sections within the overall page limit. One (1) page is defined as: one (1) side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Any page over this size will be counted as two (2) pages. Any page or partial page with substantive text, tables, graphics, charts, resumes, etc., will be counted as one (1) page. Respondents may use their discretion for the font size of other materials (e.g. graphics, charts). Respondents are to submit Proposals on white paper, and Proposals shall be bound.

7.4 The Proposal shall be signed in ink by a person who is authorized to represent the respondent.

7.5 A Proposal from a partnership shall be signed by at least one partner.

7.6 A Proposal from a corporation shall be signed by the president, the chief executive officer, or other person authorized to act on behalf of the corporation and shall include evidence of the corporate officer's authority to sign. Identify the state of incorporation.

7.7 By submitting a statement of qualifications, a respondent acknowledges that:

7.7.1 The respondent has read and understands this RFP, and

7.7.2 The respondent is familiar with the conditions that will affect the respondent's performance, if the respondent is selected by the County.

8 CONTENT OF PROPOSALS:

8.1 Content of Proposals shall include information and be organized as described below.

8.2 Proposals shall include one (1) Cover Sheet. The Cover Sheet shall include:

- Respondents name, address, and telephone number
- Name and contact information of primary contact person
- Signature, printed name, and title of Respondent's authorized representative
- Date of signature

8.3 Proposals shall be scored based on categories described below. Respondents shall respond to each category. The maximum score for each category is identified below and in Section 13 of this RFP.

- 8.3.1 TEAM MEMBER ROLES (15 Points Max.) – Identify your firm and subcontractor team members who will be working on this project. Specifically identify what role each team member will have in all phases of the Project. Include the following information:
- Names, qualifications and relevant individual experience of members who will be performing the work on the Project, including all office and field staff
 - Current employer, and location of key members
- 8.3.2 TEAM EXPERIENCE (10 Points Max) – Describe your team's experience working together on similar projects. Include the following information:
- Experience as a team on similar or related project(s).
 - Project Manager's experience with similar projects & interdisciplinary teams.
- 8.3.3 LOCAL AREA EXPERIENCE (15 Points Max) – Describe your team members' specific experience with successful local agency roadway and bridge projects in the Douglas County/Southern Oregon area. Describe their relevance to the Project, including descriptions of how any outstanding issues and project constraints were addressed and resolved. Include at least three client references.
- 8.3.4 LOCATION (10 Points Max) – Describe proximity to the Project of your firm's staff that will be assigned (office/satellite office). Include proximity of any subs that would be assigned substantial roles. Also identify how travel and any required lodging costs will be minimized.

- 8.3.5 STAFFING CAPACITY AND CURRENT ASSIGNMENTS (10 Points Max) – Provide a capacity summary to demonstrate current staffing capacity to accomplish the work in the required time. Provide true and accurate staffing capacity and workload information for the Project Manager and each team member identified in Subsection 8.3.1 (subs, if any). Hours committed for proposed staff should be based on the hourly breakdown and cost estimate submitted for the respective projects. Identify any issues which may affect the proposed assigned personnel's ability to perform the services needed.
- 8.3.6 ENGINEERING AND MANAGEMENT APPROACH (40 Points Max) - Provide a brief description of the project and the project scope as you understand it. Based on your knowledge of the Project, please describe the engineering and management approach that your company would take to cost effectively meet the County's deliverables/objectives in the timeline needed, including any cost savings opportunities your team would explore. Describe what you believe are the most critical elements of this Project that the design team must address for a successful outcome. What percentage of the work will be done by the prime versus sub-consultants?

9 CONTRACT:

9.1 The Consultant selected by the County will be requested to enter into a written master contract in the form that is attached to this RFP as Exhibit A. The contract provisions proposed by the County are intended to assign the relative rights and responsibilities of the parties in a manner that will promote quality in the services.

9.2 The Proposal should either indicate acceptance of the County's proposed contract provisions or suggest reasonable alternatives that do not substantially impair the County's rights under the contract. Unconditional refusal to accept the contract provisions proposed by the County without offering acceptable alternatives may result in the disqualification of the respondent or a less favorable evaluation of its Proposal.

9.3 If inclusion of any of the County's proposed contract provisions will result in higher cost for the services, such costs must be specifically identified in the Proposal.

10 ASSIGNMENTS:

10.1 Before entering into a master contract with the County, the selected Consultant shall prepare a detailed scope of work, budget of costs, and fee schedule for the project. The scope of work shall include all tasks and deliverables necessary to complete the project, including any contingency tasks. The budget of costs shall assign task numbers to each task outlined in the scope of work and show the budgeted number of hours, team member assignments, and hourly rate for each task. The scope of work, budget of costs, and fee schedule shall be included as part of the master contract by exhibit.

10.2 The selected Consultant shall not begin work on any task until the County has issued Notice to Proceed for that task.

10.3 Upon entering into a master contract with the County, the selected Consultant shall prepare a schedule for performing the tasks outlined in the scope of work.

11 SUBMISSION OF PROPOSALS:

11.1 Proposals must be delivered to the Division before 2:00 PM on September 7, 2018. Respondents who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Proposals received after the specified time and date will not be considered and will be returned unopened and/or unread to the respondent. Electronic proposals will not be accepted.

11.2 Respondents shall submit four (4) copies of its Proposal in one sealed package or envelope to the address shown below:

11.3 Deliver sealed proposals to:

Douglas County
Public Works Department
Engineering and Construction Division
1036 SE Douglas Ave., Room 304 Courthouse
Roseburg, OR 97470

Address label must include the following identification:

PROPOSAL FOR ENGINEERING SERVICES BRIDGES REPLACEMENT PROJECT ATTENTION: JOSH HEACOCK

11.4 Proposals received in response to this RFP will be opened by the

Division in Room 304 of the Douglas County Courthouse at 2:00 PM on September 7, 2018. Respondents who wish to be present at the time will be informed of the number and names of respondents. No other information will be made available at that time.

11.5 Each respondent’s proposal shall be irrevocable for sixty (60) days from date of opening or until County specifically rejects the proposal or executes a contract with another respondent, whichever shall occur first.

12 WITHDRAWAL OF PROPOSALS:

Any Proposal may be withdrawn by delivering a written request to the Division at any time prior to the date of opening. The request shall be executed by a duly authorized representative of the respondent.

13 EVALUATION OF PROPOSALS:

13.1 Upon opening of submitted proposals, proposals shall be graded on pass/fail criteria. Pass/fail criteria shall be as follows:

PASS/FAIL - PROPOSAL SUBMISSION CHECKLIST	
<input type="checkbox"/>	Cover Sheet Included
<input type="checkbox"/>	Authorized Original Signature Obtained
<input type="checkbox"/>	Submission Deadline Date and Time met
<input type="checkbox"/>	Correct Number of Proposals Included
<input type="checkbox"/>	Proposal Addressed Correctly
<input type="checkbox"/>	Proposal Format and Page Length Requirements Met

13.2 Proposals that meet the pass criteria shall then be scored based on proposal content as follows:

LIST OF SCORING CRITERIA		<u>MAXIMUM SCORE</u>
<input type="checkbox"/>	8.3.1 TEAM MEMBER ROLES	<u>15</u>
<input type="checkbox"/>	8.3.2 TEAM EXPERIENCE	<u>10</u>
<input type="checkbox"/>	8.3.3 LOCAL AREA EXPERIENCE	<u>15</u>
<input type="checkbox"/>	8.3.4 LOCATION	<u>10</u>
<input type="checkbox"/>	8.3.5 STAFFING CAPACITY AND CURRENT ASSIGNMENTS	<u>10</u>
<input type="checkbox"/>	8.3.6 ENGINEERING AND MANAGEMENT APPROACH	<u>40</u>
Subtotal/Total Score		<u>100</u>
<input type="checkbox"/>	Interviews (if conducted)	<u>10</u>
Total Score		<u>110</u>

13.3 Proposals shall be scored by the Director and the Division. Scoring

and evaluation will focus on the qualifications and response provided in the Proposal. Information on fees will not be considered in the selection process.

13.4 The County may interview selected respondents, but the County is not required to interview all respondents.

13.5 Proposals that do not contain all information required by this RFP or are otherwise non-responsive may be rejected or given a lower rating in the evaluation process. The County may waive inconsequential defects in a Proposal.

13.6 The County may request supplemental information from a respondent concerning the respondent's ability to perform services. If a respondent fails to provide supplemental information promptly after receiving a written request from the County, the County may refuse to consider the respondent's Proposal.

13.7 In cases of doubt or differences of opinion concerning the interpretation of this RFP, the County shall have exclusive discretion to determine the intent, purpose, and meaning of any provision in this RFP.

14 SELECTION:

14.1 All respondents not selected will be notified of the County's decision. After the County selects a Consultant to perform the services, any respondent may review the evaluation documentation at the office of the Director. If there are disagreements with the outcome or questions regarding the selection process, respondents must submit concerns in writing to the Director within ten (10) days after the selection has been made. A written response will be issued for all questions or concerns that are expressed by respondents.

14.2 Final award will be subject to negotiation and execution of an acceptable contract. Negotiation of the contract will include the scope of services, fees for services, and other contract provisions addressed in Exhibit A and in Section 10 of this RFP.

14.3 If the County and the respondent initially selected by the County are unable to negotiate an agreement, or the respondent fails to execute the agreement and provide any document that is required by a proposed agreement within fifteen days after the proposed agreement is presented to the selected respondent, the County may retract the agreement, and all or part of the process described in this Section will be repeated with the next most qualified respondent until an acceptable agreement is executed or, in the alternative, the County reserves the right to reject all offers.

14.4 Nothing in any proposal shall be deemed to be confidential, despite a respondent's attempt to make it confidential.