

**CITY OF SANDY
DEVELOPMENT SERVICES DEPARTMENT**

REQUEST FOR PROPOSALS

CONSULTANT SERVICES

TRAFFIC ENGINEERING SERVICES

**For
LAND USE REVIEW**

January 10, 2022

SECTION 1 - GENERAL INFORMATION

1.1 Introduction

City of Sandy Development Services seeks proposals from engineering consulting firms in the category of traffic engineering and transportation planning. The City desires to contract with one engineering consulting firm to provide on-call traffic engineering consulting services for land use review.

1.2 Proposal Inquiries and Submittal

The City of Sandy Development Services Department is seeking a qualified consultant to provide on-call traffic-engineering services for land use review to the City of Sandy. The amount of work will vary, depending upon the amount of proposed developments and other needs of the City.

Inquiries shall be directed to Emily Meharg, Senior Planner, by phone (503-783-2585) or e-mail (emeharg@ci.sandy.or.us). Three (3) copies of the Proposal are to be received at the City of Sandy, Development Services Department, Attn: Emily Meharg, 39250 Pioneer Blvd., Sandy, OR 97055 no later than **2:00 P.M. on February 3, 2022**. Proposals submitted after the deadline will be deemed nonresponsive.

The proposal package shall be submitted in a sealed envelope, clearly marked:

PROPOSAL FOR CITY OF SANDY TRAFFIC ENGINEERING SERVICES
ATTN: Emily Meharg
39250 Pioneer Blvd.
Sandy, OR 97055

Failure to clearly identify the proposal in the subject line may cause misrouting of the proposal and late delivery, resulting in disqualification.

Fax submissions or email copies will not be accepted. Proposals must be received by the date and time noted above. Submittals that are late, incomplete, or misdirected will be considered nonresponsive, with no exceptions. The City of Sandy relies on the City's computer system's clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a proposal.

Proposals will not be subject to disclosure until the City issues a notice of intent to award a contract. At that time, the proposals are subject to disclosure as public records. A consultant submitting a proposal may request portions of its proposal remain exempt from disclosure in accordance with Oregon's public records law. A consultant may not mark the entire proposal as "confidential." Rather, at the time of submittal, a consultant must expressly identify specific portions of the proposal they believe are exempt under Oregon law. However, the City cannot guarantee that such portions will ultimately be exempt from disclosure.

The City reserves the right cancel this solicitation at any time and to reject a proposal for good cause if it is in the best interest of the public. In all circumstances, the City is not liable for any costs incurred by the consultant in the proposal preparation or follow-up fee negotiations.

The anticipated contract start date is April 1, 2022 with contract duration through June 30, 2024. Upon completion of the contract, the City has the right to renew the contract on a long-term basis within the terms of the contract upon mutual consent. The current City consultant plans to offer services through April 30, 2022. The selected firm should work with the existing consultant for coordination and understanding of City policies from April 1, 2022 to April 30, 2022 to provide a seamless transition for traffic engineering services. The selected consultant shall assume responsibility for all contractual matters and services identified by their Proposal.

1.3 Changes to the RFP

The City may change the terms and conditions of this RFP through written addenda. The City will post addenda, if any, to its website at the following address: <https://www.ci.sandy.or.us/rfps>. The City will not otherwise notify proposers of addenda. By submitting a proposal, every consultant represents that it has reviewed the addenda and the proposal complies with the addenda.

1.4 Protests

Any protest must be in writing, addressed to Emily Meharg at the address above, and the City must receive the protest on or before the applicable protest deadline.

Solicitation Protest: A consultant may protest the terms and conditions of the RFP if they believe the solicitation procedures, or the terms and conditions of the RFP, are unlawful or unduly restrict competition. In order to be considered, the City must receive a solicitation

protest no later than 2pm on January 27, 2022. The protest shall include the legal and factual grounds for the protest, a description of the resulting prejudice to the consultant if the protest is not granted, and any proposed changes to the terms and conditions of the RFP.

Award Protest: An adversely affected consultant may protest the City's intent to award a contract. In order to be considered, the City must receive an award protest no later than 2pm on the date that is seven (7) days after the date the City issues a notice of intent to award the contract. The City will issue the notice by posting it to its website at the following address: <https://www.ci.sandy.or.us/rfps>. A protest of the City's intent to award must show that the selected consultant, and any consultants ranked higher than the protesting consultant, failed to meet the requirements of the RFP and that, as a result, the protesting consultant is entitled to be awarded the contract.

SECTION 2 - GENERAL SCOPE OF WORK

This scope includes providing services on an on-call basis for review of Traffic Impact Studies (TISs) based on the Sandy Municipal Code and good engineering practice and principles. The scope also includes potential review of pre-application submittals, review of land use applications, a memo summarizing the review of land use applications, and preparation of traffic related recommendations for conditions of approval on land use applications. Occasional attendance at Planning Commission, City Council, or other advisory committee meetings may be required. Meetings, conversations, and other communications with City staff and consultants will be required on an as-needed basis.

2.1 Pre-Application Review

Consultant may be required to provide written guidance for pre-application conferences. Consultant may be requested to advise staff on whether a development is exempt from analysis or develop the appropriate scope of work for a TIS required under the city code.

2.2 Land Use Review and Recommendations

Provide on-call review of TISs for proposed developments. Provide written memorandum regarding the TIS's conformance to applicable criteria in the Sandy Municipal Code. Suggest revisions to TIS and/or conditions of approval to City staff for project. Working with City staff to craft appropriate conditions of approval for land use actions is a major element of the work. Consultant is also expected to work with City staff and the City Attorney on land use appeals, legislative actions, and amendments to the City Municipal Code.

2.3 Meetings

Represent the City at public Planning Commission, City Council, or other advisory meetings as needed. Be available for conversations, communications, and meetings with City staff and applicant's consultants on an as-needed basis as directed or approved by the City.

2.4 Contract Requirements

The successful consultant shall enter into a Personal Services Agreement with the City. Payment for contract services shall be made monthly, upon receipt of the Consultant's billing statement, for work done to date. The invoice shall include a summary of progress through the billing date and shall not be submitted more often than once per month. All billings/invoices shall be processed by the City's Development Services Director. The City requires that invoices be separated by project reviewed as the City may seek compensation from private developers for this service.

SCHEDULE

RFP Sent to Consultants	January 10, 2022
Submission Deadline for RFP at City Hall – 39250 Pioneer Blvd., Sandy	February 3, 2022 2:00 p.m.
Possible Interviews	February or March 2022
Start of Contract (Transition Phase)	April 1, 2022
Start of Contract (Independent Phase)	May 1, 2022

SECTION 3 - PROPOSAL FORMAT

Please comply with the following format when submitting your proposal.

Contents	Max. # Pages
Introductory Letter	1
Firm's Capabilities	4
Project Examples	3
Project Team	2
Support Information	1
TOTAL	11

3.1 Introductory Letter

Provide a brief introductory letter describing why your firm is interested in providing land use review traffic engineering services for the City of Sandy. This may include the following:

- Your understanding of the opportunities and challenges of traffic engineering and land development activities in Sandy.
- Unique capabilities your firm provides including what makes your firm leading edge and/or distinctive.

The letter shall name the person(s) authorized to represent the consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result. An authorized representative for the consultant shall sign the proposal letter. Provide a statement that the proposal is valid for ninety (90) days after the submission deadline. Provide a statement of commitment to not represent private developers for projects in Sandy while under contract as the City's land use review traffic engineer.

3.2 Firm's Capabilities

This section presents the firm's capabilities and resources in relation to this contract.

- What are the firm's background and capabilities?
- Are resources (personnel) available to perform the work for the duration of the contract?
- What access does the firm have to programs and models?
- What steps will be used to understand existing City projects, policies, and needs?
- Detail internal procedures and/or policies associated or related to work quality and cost control.
- What steps are you prepared to take to avoid a conflict of interests or an appearance of conflict of interest if the firm undertakes transportation planning work for developers?

3.3 Work Examples

This section is the heart of the response and addresses the consultant's ability to clearly show that they have the experience to provide services to the City of Sandy.

- Has the firm provided similar services to other government agencies? Provide examples.*
- Describe the types of land use which has been reviewed and provide as many examples as possible (i.e., commercial, industrial, partitions, small subdivisions, large subdivisions, zoning changes, annexations, master plans).

The consultant shall provide the number of specific projects that show the firm's ability to complete the work proposed. This should be a minimum of three (3) references listing name, address, phone number, and email address of the agency and agency contact and should state

what service was provided for the agency including the duration of the service and how often the service was provided (i.e., daily, weekly, biweekly, monthly).

*Firms with previous experience are preferred but not required. If your firm has no experience in providing development review services for traffic engineering with respect to land use review, previous work with governmental agencies should be provided.

3.4 Project Team

This section introduces the expected project principal, project manager, and key staff. The basic question is how well do the team's qualifications and experience relate to providing these services?

- Project principal experience with providing similar services. Extent of principal involvement.
- Team members who will be providing the services and their responsibilities. Identify project manager and his/her experience with similar contracts. Experience of key staff. Unique qualifications.
- Does the team's expertise cover the City's needs?

IMPORTANT: The City expects a main representative and a secondary representative (only in the event of vacation, sickness, or resignation/retirement) who will be a consistent point of contact assigned to traffic analysis review and be the face of review for the City.

3.5 Support Information

Support information must be limited to that which is pertinent. Material must include manuals, software, programs, City/County/State/Federal standards which the consultant is familiar with, understands, and can interpret and implement (i.e., MUTCD, mobility standards, traffic simulation software).

SECTION 4 – CITY DECISION

The successful consultant will be chosen based on the following criteria:

Contents	Max. # Pages	Max. Points
Introductory Letter	1	5
Firm's Capabilities	4	10
Work Examples	3	15

Project Team	2	10
Support Information	1	10
TOTAL	11	50

Points will be distributed in the following way:

1. Introductory Letter [maximum pages: 1]

- a. Name and Signature of Authorized Representative
- b. Contact Information of Consulting Firm (mailing address, phone number, email address)
- c. Professional Consulting Firm Registration (including number, active date, and expiration date)
- d. Provide a statement of commitment to not represent private developers within applications submitted to the City of Sandy
- e. Why your firm is interested – 5 points

2. Firm’s Capabilities [maximum pages: 4]

- a. Firm background, capability, and available resources/personnel – 4 points
- b. Writing Example(s) of a Memorandum from previous project(s) – 6 points

3. Work Examples [maximum pages: 3]

- a. Name of Agency or Agencies, duration of service, hours per week/month, and reference contact information – Pass/Fail
- b. Tasks and Types of Reviews provided for Agency or Agencies – 15 points

4. Project Team [maximum pages: 2]

- a. Team members’ qualifications and experience, including project principal and main and secondary representatives – 4 points
- b. Explanation of how the team’s expertise covers the City’s needs – 6 points

5. Support Information [maximum pages: 1]

- a. List of documents commonly used for analysis – 5 points
- b. Experience of firm using support information – 5 points

A group of 5 representatives of the City will review and score the proposals. The group may meet to discuss the proposals; however, each member of the group will ultimately review and score each proposal independently, based upon the member’s independent judgment of each proposal. Successful consultants will be concise and specific with their experience, statement of qualification, and references. Successful candidates will be determined based on the best qualifications for the proposed project.

In the event the City deems it necessary to select the desired consultant, the City may choose to interview the top candidates for final selection.

The chosen candidate will have an opportunity to negotiate a contract with the City, and if the City and candidate agree upon terms, the City will issue a notice of intent to award the contract prior to execution.