

# REQUEST FOR QUALIFICATIONS

## CITY OF SANDY, OREGON

### Highway 211 Gunderson Road Intersection Project

The City of Sandy is soliciting statements of interest and qualifications information from consulting engineering firms to provide design and construction management services for the intersection of Highway 211 and Gunderson Road.

Sandy is located approximately 25 miles east of Portland, OR with a population of about 13,000.

The intersection of Highway 211 and Gunderson Road is located within the City of Sandy, approximately 1.25 miles south of the intersection of US 26 and Highway 211. Current and future developments will lead to a need for a traffic solution for the intersection. The future usage of the arterial will exacerbate an already dangerous stretch of roadway.

The need for an intersection improvement is identified in Sandy's Transportation System Plan (TSP.) As this plan did not prescribe the method of improvement, DKS (as Sandy's Consultant) performed an analysis which determined that a single lane roundabout is an optimal solution at this location. The project will be 100% locally funded.

#### **Desired Qualifications**

1. A consultant team and Project Manager that can work closely with the City, property owners, the public and regulatory agencies to plan, develop, and design and implement the project.
2. A consultant team and Project Manager with a demonstrated track record of planning, developing, designing and providing construction management services for projects similar in scale and scope to the work contemplated.
3. A firm and Project Manager with the ability to manage any required right-of-way acquisition and environmental subconsultants and keep these and other critical project elements on track and on schedule. Depending on roundabout design, environmental and land acquisition may not be required by this project.

**Submission Requirements:** Interested and qualified firms are invited to submit information that demonstrates their experience in performing projects of this scale and complexity. Documentation should include the following information:

1. A brief profile of the firm, project manager and project staff to be assigned to this project along with a brief description of experience and expertise offered by each team member.

2. A statement that the firm is licensed to perform engineering services in the State of Oregon and a certified statement that the firm is not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state or local agency.
3. A summary demonstrating the firm's qualifications and ability to provide professional services as required to successfully complete the project.
4. A representative list of successfully completed recent projects and current projects under development, managed, and designed by the proposed firm and Project Manager in the Pacific Northwest comparable to the contemplated work. Provide contact information (name, title, email address and phone numbers) for client project staff on each of these projects.
5. Provide a minimum of three references from previous clients on similar projects completed within the past five (5) years. Please include client's name, address, email, and telephone number.
6. Include any information not previously listed in items 1 through 5 above that is considered essential in illustrating the firm's qualifications.
7. Please include relevant information on sub-consultants your firm would employ for this project, including sub-consultant's background & profile, key staff assigned to the project, specialties, experience, and references.

**Information Provided:** The Highway 211/Gunderson Road improvement study is attached. Other pertinent data such as Sandy's TSP, ArcGIS shapefiles, and other traffic information is available upon request.

**Evaluation Process:** The City will evaluate responses per ORS 279C.110(5). The selection of the engineering firm for this project will be accomplished through a two-step process:

1. Statements of Interest & Qualifications will be evaluated by City staff. During the evaluation process, evaluators reserve the right, where it may serve the City of Sandy's interests, to request additional information or clarification from potential firms, or to allow corrections of errors or omissions. At the discretion of the City, certain of the firms submitting statements and qualifications information may be invited to a make brief presentation as part of the evaluation process.
2. The City will evaluate all respondents and invite the top-three ranked firms to submit price proposals.

**Evaluation Criteria:** Criteria for ranking firms include:

- Capabilities, of Project team in providing services related to transportation project planning, design and construction management in the Pacific Northwest in the preceding 10 years. (15 points maximum).

- References from previous and current clients for which the Respondent has performed or is performing work of similar size and scope as the work contemplated (10 points maximum).
- Abilities, experience and past performance of Project team related to development of preliminary concepts, alignments, alternatives, recommendations and cost estimates for the Project (20 points maximum).
- The Project team's experience on similar projects working with relevant regulatory agencies, local planning departments, property owners and the public (20 points maximum).
- The Project team's experience, past performance and ability to adhere to budgets, schedules and to meet deadlines. (20 points maximum)

Maximum points available after this step: 85. The sum of points assigned to each firm by the reviewers will be used to select the top three respondents.

The top three respondents will then be invited to submit price proposals conforming to the requirements in ORS 279.110C and based on the Desired Scope of Services listed in the following section.

Based on the preliminary project scoping estimate the estimated cost for planning, design and construction management services ranges between \$300K and \$450K

The Scope of Services desired by the City includes but is not limited to the following:

- Perform surveys of existing built and natural features and conditions, topography and property surveys necessary to develop preliminary roundabout configurations, determine riparian and wetland impacts and define preliminary right-of-way requirements.
- Perform geotechnical investigations necessary to define project requirements and inform roadway design concepts.
- Perform wetland delineations and environmental evaluations necessary to determine impacts of the project.
- Provide advice and recommendations on alternative contracting methods that may be suitable for the project
- Based on preliminary alignment(s) and riparian and wetland impacts determine environmental and land use permitting requirements
- Prepare and submit any required wetland fill/removal and other environmental and land use permit applications and coordinate with relevant Federal, State and Local agencies as needed.
- Attend public meetings, open houses and presentations as needed
- Perform land acquisition services as necessary
- Prepare property owner notices, appraisals, legal descriptions and offer letters per the requirements of ORS Chapter 35
- Prepare preliminary intersection alignments and designs for City review and comment at appropriate stages in the design/permitting process.
- Incorporate pedestrian walkways in coordination with City plans into design.

- Make recommendations regarding crosswalks and accompanying safety devices to be incorporated into design.
- After required environmental, land use and permits are acquired prepare final design plans and contract documents for bid letting
- Perform a speed study for Highway 211 to determine appropriate speed limit.
- Review bids received and make recommendation of award
- Provide construction observation and inspection services (including third-party and special inspections) commensurate with the scope and complexity of the construction project
- Develop monitoring and reporting plan for any wetland mitigation required by Federal or State agencies, as needed.
- Coordinate project closeout documents and prepare as-constructed drawings for the completed project.

The price proposals shall include at a minimum the following items:

1. A loading chart depicting the assigned consultant staff hours for each task by position classification and the hourly billing rate (including overhead) for various staff members assigned to the project.
2. A summary of costs (with estimated expenses and sub-consultant markups listed separately) for each project element, task and sub-task by category (project management, survey, right-of-way, environmental, design and construction management services).

The information requested with the price proposals may be provided in a single table or separately.

Price proposals will be evaluated on the value of the services provided to the City, not necessarily the least cost. A maximum of 15 points are available to be assigned to price proposals.

The sum of points awarded for step one and step two (100 points maximum) will be used to select the successful firm.

The anticipated schedule for the project is outlined below:

- February 2023 - begin survey, preliminary design and environmental work
- April 2023 – define right-of-way requirements, perform appraisals
- May 2023 – submit offers to property owners, submit removal-fill permit and land use permit applications AS NEEDED
- May 2023 – July 2023 – complete final design and contract document preparation. Complete right-of-way acquisitions, land use and environmental permitting AS NEEDED.
- July 2023 – advertise project

**Sample Form of Contract and Protest Procedures:** A sample Professional Services Agreement is attached to this document. This is intended to demonstrate the basic framework of

the Agreement between the City and the selected firm and not the final form of Agreement between the parties.

A protest, (if any) of the evaluation, ranking and selection process shall substantially conform to those procedures described in OAR 137-048-0240.

Consultants responding to this solicitation do so at their own sole expense. The City is not responsible for any costs associated with submitting qualifications information and a price proposal.

**Proposal Format and Due Date:** Concise responses with relevant information as outlined in the Submission Requirements section above will be more useful than elaborate submittals with extensive graphics and corporate boilerplate. To be considered, four (4) hard copies and one (1) digital (Adobe .pdf file) copy of the Statement of Interest and Qualifications must be received by AJ Thorne, Assistant Public Works Director at 39250 Pioneer Blvd, Sandy, OR 97055 by 4:00 p.m. on **January 19<sup>th</sup>, 2023**.

**Selection Timeline:**

1. January 4<sup>th</sup>, 2023 – Pre-submittal information session 1:00 PM Sandy City Hall (optional)
2. January 19<sup>th</sup>, 2023 – Responses due by 4:00 PM
3. January 27<sup>th</sup>, 2023 – Responses evaluated and all respondents notified of the top three respondents selected
4. February 3<sup>rd</sup>, 2023 – Price proposals submitted
5. February 10<sup>th</sup>, 2023 – Price proposals ranked, highest-ranked firm and remaining two firms notified
6. February 17<sup>th</sup>, 2023, 5:00 PM – Deadline for protests
7. March 15, 2023– Scope, fee and contract finalized, any protests resolved
8. April 27, 2023 contract approved by Council

**Point of Contact:** Any questions, clarifications, or requests for general information should be directed by EMAIL ONLY to: [ajthorne@cityofsandy.com](mailto:ajthorne@cityofsandy.com). Please include the following in the subject line: *RFQ – Highway 211/Gunderson Rd Intersection*.