

# IMPORTANT NOTICE!!

If you download these materials and wish to be added to the proposer contact list send an email to:

Amanda Clinton, [aclinton@springfield-or.gov](mailto:aclinton@springfield-or.gov)

Information to be provided:

- **"RFPS3315 and 42nd Overlay- IP to Marcola Rd. Engineering Design Services"** in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing/Contracts website [42nd Street Overlay IP to Marcola Design - City of Springfield Oregon \(springfield-or.gov\)](http://springfield-or.gov) to check for any available addendum to current opportunities, cancellations or intents to award posted.

**CITY OF SPRINGFIELD  
OREGON**

**Request for Proposal #S3315  
Development and Public Works**

**42<sup>nd</sup> Street Overlay – IP to Marcola Rd. Engineering Design Services**

The City of Springfield seeks proposals from a licensed Engineering Consultant firm for Design services for the 42nd Street Pavement preservation project from the South entrance of International Paper to Marcola Road. Proposal packets are available on the City's website at [42nd Street Overlay IP to Marcola Design - City of Springfield, Oregon \(springfield-or.gov\)](https://springfield-or.gov/42nd-Street-Overlay-IP-to-Marcola-Design). For additional information, please email Contract Analyst Amanda Clinton: at [aclinton@springfield-or.gov](mailto:aclinton@springfield-or.gov).

Sealed proposals will be received by the Development and Public Works Department, City of Springfield, Southeast Quad, 225 Fifth Street, Springfield OR 97477, Attn: Amanda Clinton, until 2:00 pm local time, Monday, April 3<sup>rd</sup>, 2023, and opened at 2:00 pm local time the same day and location. Sealed proposals must be marked "**RFP #S3315 42<sup>nd</sup> Street Overlay – IP to Marcola Rd. Engineering Design Services**".

The City of Springfield reserves the right to accept or reject any proposals, waive any specifications or requirements, or negotiate with any vendor submitting a proposal regarding any aspects of this Request for Proposals when doing so is deemed to be in the best interest of the City.

The City of Springfield encourages proposers to sub-contractors who are a minority, woman-owned, and emerging small businesses to participate in City projects.

If any respondent requires special assistance or auxiliary aids during the proposal or award process, please contact Mariah Kimpton at [mkimpton@springfield-or.gov](mailto:mkimpton@springfield-or.gov) (541) 726-2245 at least two (2) business days before assistance is needed.



# **Request for Proposal**

## **#S3315**

### **42ND OVERLAY- IP TO MARCOLA RD.**

### **ENGINEERING DESIGN SERVICES**

City of Springfield  
**DEVELOPMENT AND PUBLIC WORKS DEPARTMENT**  
Springfield, Oregon 97477

**March 20<sup>th</sup>, 2023**

## I. Project Overview

The City of Springfield seeks a licensed engineering and land surveying consultant for design and surveying services for the 42<sup>nd</sup> Street pavement preservation project from the south entrance of International Paper to Marcola Road.

The project consists of the following:

- Pavement two-inch (2") overlay
- Americans with Disabilities Act (ADA) upgrades to existing ramps
- Striping and signing

Design work is anticipated to start April 2023, with award of the construction contract by August 2023, and construction completion at the latest by July 2024.

The scope of services and tasks are fully described in Attachment 1- Scope of Work.

## II. Proposal Submission Requirements

Your response to the Request for Proposal must contain all the information requested in the Request for Proposal along with acknowledgment of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

### Content requirements

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages using materials that cannot be recycled, such as PVC and spiral binders, plastic or glossy covers, and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.
2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm.
  - a. The letter must introduce the Proposal, provide an overview of your representation according to the **Attachment 1 Statement of Work**.
  - b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals, including in **Attachment 2 Sample Contract** terms and conditions.
  - c. The letter must designate the Proposer's contact person during the Proposal review process.
  - d. Identify whether you qualify as a resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.

- e. Include a statement of the firm's ability to begin work and a statement that the submission is a firm offer for a 90-day period.
- f. Pending Litigation: Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm's role or ability to perform the consulting services.

**3. Qualifications-**

- a. Include a detailed statement of the firm's qualifications, along with the qualifications of individuals and sub-consultants who will be assigned to the project. This should include organizational history, clients presently served, and the extent of experience related to the scope of work as identified in Attachment 1.
- b. For the team members who will be assigned, describe each team member's professional qualifications and experience with projects of a similar nature including their specific role on the projects. Include explanations of the example projects that relate to the services and projects identified in Attachment 1. The description of each project should include the client's name, location, common issues, and services provided. Also include qualifications and experience of sub-consultants who will be assigned to these projects. Include the engineer of record who will be stamping the final construction drawings that are licensed engineers in the State of Oregon.
- c. By submitting a proposal, the Proposer agrees and acknowledges that it will provide for the duration of the contract, the full complement of staff required to perform the work, including the specific individuals identified in the proposal.
- d. The consultant agrees to provide all professional personnel necessary to perform the scope of work, including the individuals who are named in the proposal submitted in response to the City's Request for Proposal, unless otherwise agreed to in writing by the City. In the event the consultant proposes to substitute any of the key personnel designated in the proposal, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

**4. Resumes-** Include resumes for the project team assigned to this engagement.

5. **Fee Proposal:** Do not submit with a proposal package. Must be completed in conjunction with the proposal and be ready to send to the City within 24 hours of notification of the Intent to Award notification. The fee proposal must list the total person-hours, hourly rates, and work task and function costs. The proposal must show all costs for the project, including overhead costs, miscellaneous expenses, and sub-consultants, and must include the Proposer's method of calculating the fee.

In addition, proposers are to break those hours down by the type of employee assigned to this engagement. A suggested format is:

Job Title	Number of Employees	Estimated hours
Partner		
Manager		
Supervisor		
Senior		
Junior		
<b>Total</b>		

\*Job titles may vary between firms.

6. **References** - Provide a minimum of five (5) references for the 42<sup>nd</sup> Street pavement preservation project for organizations for whom you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address, and a telephone number. References cannot include current City Staff.
7. **Attachment #2** – Sample Contract – in your cover letter acceptance of terms and conditions.
8. **Signed Attachment #3** – Authorization to Legally Bind Bidder
9. **Signed Attachment #4** – Minority Women Emerging Small Business Form (MWESB)

### III Evaluation and Selection Criteria

A committee comprised of representatives from the City will review the Proposals for conformance with the Request for Proposals requirements. Conforming Proposals will be evaluated according to the criteria listed below.

1. **Proposal Review**
  - a. The proposals will be examined to determine if the firm satisfies the mandatory elements identified in section III(2)(a). Firms that do not meet the mandatory elements will be eliminated from further consideration.

- b. Next, the committee will use the selection criteria identified in section III(2)(b) to score each proposal. The committee will rely on information provided in the Proposals and during interviews, if any, and information provided by references. Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews, if any, the committee will make a final selection based on the best overall interests of the City of Springfield.

**2. Evaluation Criteria**

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represents the criteria that will be considered during the evaluation process.

- a. Mandatory elements
  - i. Proposal Submission Requirements (Section II)
- b. Proposal Evaluation Criteria

<b>Criteria</b>	<b>Possible Points</b>
Understanding of work to be performed and ability to manage work (Reference Qualifications Section II (3))	20
Qualifications and experience of the firm, individuals, and sub-consultants (Reference Sections Qualifications II (3)) and Resumes Section II (4))	55
References (Reference Section II (7))	10
Completeness of RFP	15
<b>Total</b>	<b>100</b>

- c. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest-scoring Proposer based on Qualifications and Experience. If these scores are also tied, take the highest-scoring Proposer based on their Understanding of the Work to be Performed.

#### IV Schedule for Selection Process

RFP Package Available	March 20 <sup>th</sup> , 2023
Request for Clarification Due (if applicable)	March 27 <sup>th</sup> , 2023, noon local time
Response to Clarification Due (if applicable)	March 29 <sup>th</sup> , 2023
Proposals Due by:	April 3 <sup>rd</sup> , 2023, 2pm local time
Public Opening (via Teams):	April 3 <sup>rd</sup> , 2023, 2pm local time Microsoft Teams meeting Meeting ID: 219 007 501 502 Passcode: 6kGdTd
Internal Review	April 3 <sup>rd</sup> – 10 <sup>th</sup> , 2023 (approximate)
Intent to Award Notice (approximate)	April 10 <sup>th</sup> , 2023 (approximate)
Contract Award (approximate)	April 18 <sup>th</sup> , 2023 (approximate)

Prospective Proposers may contact Amanda Clinton by email at [aclinton@springfield-or.gov](mailto:aclinton@springfield-or.gov) for further information regarding this process or request clarification. **Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the selection process. Contact with other City officials may be grounds for disqualification.** Upon receiving an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff, who then prepares a written reply. Clinton, in turn, posts the questions and responses in an Addendum. Follow-up questions and/or clarifications may continue to be submitted in this fashion until noon local time Monday, March 27<sup>th</sup>, 2023.

#### V. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at [Request for Competitive Price Quotes and Information - City of Springfield Oregon \(springfield-or.gov\)](#) **RFP#S3315 42nd Overlay- IP to Marcola Rd. Engineering Design Services.**

Each proposal must include one (1) original signed submission, marked "**RFP#S3315 42nd Overlay- IP to Marcola Rd. Engineering Design Services**" and (1) an electronic copy (PDF format) on a CD or thumb drive. Each original proposal and required materials must be contained in a sealed envelope or box. They must be received no later than 2 pm, local time, Monday, April 3<sup>rd</sup>, 2023, at the following address:

City of Springfield  
Development and Public Works-Engineering (Southeast Quad)  
Attention: Amanda Clinton  
225 Fifth Street  
Springfield, Oregon 97477



## **VI. Late Proposals Not Considered**

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

## **VII. Addenda to RFP**

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield's website at <https://springfield-or.gov/city/development-public-works/current-construction-projects/request-for-competitive-price-quotes/>, select the document titled **RFP#S3315 42nd Overlay- IP to Marcola Rd. Engineering Design Services** ). The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the Initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the proposal's specifications. The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the proposal, the decision of the City shall be final and binding upon all parties.

## **VIII. Contract**

The successful Proposer will be expected to enter a professional services contract with the City of Springfield. The Contract will specify the extent of services to be rendered, the means and methods of providing the services, and the amount of compensation. A sample contract is included in Attachment 2.

## **IX. Negotiation of Price Agreement**

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost-effectiveness and quality central control. After the City receives the results of the scoring and ranking for each Proposer, the City will begin negotiating a contract with the highest-ranked Proposer. If the City and highest ranked Proposer are unable to reach agreement on a Contract within a reasonable amount of time, the City will formally terminate negotiations with the highest-ranked Proposers orally or in writing. The City may thereafter negotiate with the second-ranked Proposer, and if necessary, third-ranked Proposer, and so on according to OAR 137-048-0220(4)(e), until negotiations result in a Contract or until the City determines to terminate this RFP.

## **X. City Selection Discretion**

Springfield reserves the right to reject any or all Proposals and to cancel the RFP at any time if doing either would be in the public interest as determined by the City. The City reserves the right to seek clarification of each proposal.

## **XI. Proposal Ownership**

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with the City's Finance Director (address listed below) before submitting their Proposals.

Nathan Bell Finance Director  
City of Springfield Finance Department  
225 Fifth Street  
Springfield, OR 97477

## **XII. Exceptions to Request for Proposal**

If for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Amanda Clinton  
Development and Public Works Department  
225 Fifth Street  
Springfield, OR 97477  
Phone: (541) 726-3726  
aclinton@springfield-or.gov

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the proposal will be posted on the Springfield website [Request for Competitive Price Quotes and Information - City of Springfield Oregon \(springfield-or.gov\)](https://www.springfield-or.gov/Request-for-Competitive-Price-Quotes-and-Information-City-of-Springfield-Oregon) select the document titled **RFP# S3315 42nd Overlay- IP to Marcola Rd. Engineering Design Services** . Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include written exceptions to those requirements as part of their response. Such request shall be delivered on or before noon local **on** Monday, April 3<sup>th</sup>, 2023.

### **XIII. Comments Procedure**

A prospective Proposer may email [aclinton@springfield-or.gov](mailto:aclinton@springfield-or.gov) a written request to change any of the specifications listed in this Request for Proposal. This request must be delivered no later than noon local on March 27th, 2023. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request.
- A description of the resulting prejudice to the prospective Proposer; and
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective Proposers of the decision in writing prior to the closing date. The City will notify other prospective Proposers of any changes or modifications to the Request for Proposal to the extent possible.

### **XIV. Protest Procedure**

An interested proposer may submit a written protest of anything contained in this RFP and may request a change to any provision, specification or Contract term contained in this RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications, or Contract terms. The City may not consider any protest or request for change that is submitted after the submission deadline.

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the City's award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the Proposals of all higher ranked Proposers failed to meet the requirements of this RFP or because the higher ranked Proposers are otherwise not qualified to perform the engineering and related services described in this RFP. This right to protest shall conform to the written requirements of OAR 137-048-0240 and specify the grounds upon which the protest is based.

An adversely affected Proposer must exhaust all administrative relief and review avenues before seeking judicial review of the City's contract award. Concerns must be submitted to:

Nathan Bell  
Finance Director  
City of Springfield  
225 Fifth Street  
Springfield, OR 97477

## **XV. Cost of Proposal**

The City is not liable for any costs incurred by prospective proposals to prepare and present their Requests for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

## **XVI. AMERICANS WITH DISABILITIES ACT COMPLIANCE**

If any prospective proposer requires special assistance or auxiliary aids during the proposal, evaluation, or award process, please contact Amanda Clinton 541.726.3726 at least two (2) business days before the required assistance. TTY users dial Oregon Relay Services at 711.

# **ATTACHMENT #1**

## **Scope of Work**

### **I. PROJECT DESCRIPTION AND OVERVIEW OF SCOPE OF WORK**

#### **A. PROJECT DESCRIPTION**

The City of Springfield's purpose for issuing this RFP to establish a contract with a consultant or a firm for services in connection with the following project (the "Project"): 42nd Overlay- IP to Marcola Rd. Engineering Design Services.

The Project consists of a two-inch (2") pavement overlay, Americans with Disability Act (ADA) upgrades to existing curb ramps, driveways, striping and signing.

#### **Project Phasing**

This Project is divided into three (3) phases:

- Phase 1: Preliminary Engineering (PE) and Design
- Phase 2: Final design and bidding assistance
- Phase 3: Construction Engineering (CE)

- B.** The City is seeking a highly qualified professional services consultant to support the construction of the 42<sup>nd</sup> Street Preservation project in providing engineering services for design and construction. A successful candidate is one that has experience designing and implementing transportation preservation projects that include bringing the facilities up to Americans with Disabilities Act (ADA) standards.

The selected Proposer and City will negotiate the delivery schedule, costs, and final Statement of Work, within the scope of what is advertised here, for inclusion in the final WOC.

- C.** The work under the contract is anticipated to start April 2023 with a bid opening for construction in August 2023 and construction completion at the latest by July 2024.

### **II. TASKS and DELIVERABLES**

Consultant shall complete all tasks and provide all deliverables identified below in accordance with the performance requirements and delivery schedules. The delivery schedule is listed under each task.

## **TASK 1 – PROJECT MANAGEMENT AND COORDINATION**

Consultant shall provide management and coordination for all tasks included in this scope of work from the Notice to Proceed until the completion of the project when construction has been accepted. Consultant shall manage Services performed by Consultant's staff and sub-consultants. Consultant shall also coordinate with the City of Springfield Project Lead on work tasks performed by others. Consultant shall provide quality assurance so that deliverables submitted to the City have been peer reviewed prior to submittal. During construction, the consultant shall maintain liaison and coordination between Consultant's staff, Construction Contractor (CC), and City staff.

Consultant shall prepare monthly progress reports (see Attachment 3 Report Template) and progress billings in a format approved by the City project leader. Consultant's written progress reports will accompany each submitted invoice and summarize professional Service activities performed and deliverables completed during the invoicing period. Progress reports and progress billings shall be similarly peer-reviewed by Consultant prior to submittal to Agency.

### **Task 1.1 - Overall Project Management**

Consultant shall coordinate Services Tasks within this scope of work and shall maintain coordination with the City as needed, to successfully complete all Services. Consultant's Project Manager (the "PM") shall be the primary point of contact and shall communicate with the City regarding the status of Services being performed, and to discuss issues or concerns that may affect the Project.

Consultant shall carefully monitor the scope of work task level budgets and expenditures.

Consultant shall maintain a comprehensive Project file, which must include engineering computations, assumptions, meeting agendas and minutes, working drawings, correspondence, and memoranda.

#### **✓ *Task 1.1 Deliverables***

Consultant shall provide:

- A Project file containing elements mentioned above for the duration of the Project. The Project file must be delivered within thirty (30) calendar days of request by the City.

### **Task 1.2 - Project Schedule**

Consultant shall submit a detailed Project schedule to the City using MS Project 2010 for the Consultant tasks. Consultant shall update the schedule during the project with an assumption of 4 updates. The Project schedule when submitted must have, at a minimum, the following milestones with associated submittal dates:

- Notice to Proceed (“NTP”)
- Submittals (each task/product)
- Preliminary, Advance, and Final plans, specifications, and estimate completion dates
- Preliminary Plan, Advance Plan and Plan-in-Hand Review Meetings
- City review periods

✓ ***Task 1.2 Deliverables/Schedule:***

Consultant shall provide:

- One (1) electronic copy (PDF and MS Project) of the Microsoft Project schedule submitted to the City.

**Task 1.3 – Contract Administration**

Consultant shall prepare monthly billing invoices in a format approved by Agency at the time of NTP. The monthly billing invoices must include a project status report that summarizes the activities completed that month. The invoice must compare the budget with the actual amount spent to date and percent complete during each billing invoice period.

Consultant shall provide a breakdown of the expense costs and copies of expense receipts.

✓ ***Task 1.3 Deliverables/Schedule:***

Consultant shall provide:

- Electronic monthly progress reports and billing invoices including a breakdown of expenses to be submitted to the City by the 20th of each month.

**Task 1.4 - Project Kickoff Meeting**

Consultant shall organize and conduct one (1) Project kick-off meeting within twenty-one (21) days of NTP. The City and lead personnel from each discipline of the Consultant’s team shall attend the meeting. For estimating purposes, it is assumed up to five (5) Consultant staff (PM, Roadway Designer, Project Assistant, and sub-consultant discipline leads) shall attend the kick-off meeting.

✓ ***Task 1.4 Deliverables/Schedule:***

Consultant shall provide:

- Agenda two (2) days prior to the meeting
- One (1) electronic copy of the meeting minutes to attendees within seven (7) days after the meeting

### **Task 1.5 - Project Team Meetings**

Consultant shall organize and conduct up to ten (10) Project meetings with the City, and project design team. The ten (10) project team meetings shall be held approximately every three weeks. The Consultant's Project Manager and Lead Roadway Designer shall attend all Project meetings. Other discipline lead personnel from the Consultant's team shall attend meetings as needed.

The meetings will be virtual. For estimating purposes, it is assumed each meeting will be one (1) hour in length.

#### **✓ *Task 1.5 Deliverables/Schedule:***

Consultant shall provide:

- A meeting agenda two (2) days prior to the meeting
- One (1) electronic copy of the meeting minutes to attendees within ten (10) days after the meeting

### **TASK 2 - SURVEYING AND MAPPING**

Consultant's licensed land surveyor shall be responsible for land surveying services, as further detailed below, including conformance to all state statutes pertaining to survey and land boundary laws under this scope of work. These include, but are not limited to, the following state statutes: ORS Chapter 92, Subdivisions and Partitions, ORS Chapter 93, Conveyancing and Recording, ORS Chapter 209, County Surveyors and map requirements, and ORS Chapter 672 Professional Engineers and Land Surveyors.

The Project limits for the location survey is: 42<sup>nd</sup> Street from International Paper's southern driveway (east side of the street) to Marcola Rd.

For any and all portions of the project area where the Proposed Design improvements or reconstruction (as identified per Task 7, and further Tasks) will be located outside the limits of current public improvement infrastructure locations, examples being where an ADA accessible ramp upgrade will cause a new sidewalk or ramp to be located behind the most rearward edge of the existing sidewalk, or re-grading of a driveway behind the most rearward edge of the existing sidewalk is required due to an ADA accessible ramp upgrade, the Consultant will engage a licensed Land Surveyor (Oregon PLS) to determine the right-of-way boundaries at each location. Consultant will determine the appropriate remedy to all encroachments outside the right of way boundaries, which may include acquisition of either Temporary Construction Easements or Public Sidewalk Easements, or in extreme cases, obtaining new Public Right-of-Way by Deed/Dedication.

### **TASK 3 - UTILITY LOCATION AND COORDINATION**

Consultant shall coordinate with utilities and identify any conflicts or impacts



associated with construction of the Project.

### **Task 3.1 - Review Data and On-going Coordination**

Consultant shall identify and locate all marked utilities within the Project limits, initiate contacts with utilities, and identify potential conflicts arising from construction of the Project.

This work includes but is not limited to coordinating and collecting utility-provided mapping for unmarked utilities, collecting and processing utility-provided three-dimensional location of any underground utilities that may conflict with the Project work, coordinating with the utility owners to resolve those potential conflicts, and confirming that final design plans accurately represent location of existing utilities.

Consultant shall review utility-provided information to verify conflicts identified during preliminary design, shall provide notification to impacted utility companies, and shall document all responses, communications, and agreements made with the utility companies.

#### **✓ *Task 3.1 Deliverables:***

Consultant shall provide:

- Updated survey base map to include the existing utility information gathered in Task 3.1
- Conflict Notification Letters (CNL) and supporting information for each utility in conflict with the proposed project. An electronic (PDF) copy of each CNL shall be provided to the City. Record and document responses and copies of any correspondences to be maintained in the Project file and provide to City upon request.

### **Task 3.2 - Utility Timing Requirements and Certification**

Consultant shall coordinate with each utility in conflict to verify a relocation plan that is not in conflict with the Project. Once the relocation plan has been established with each utility, Consultant shall send a "Timing Requirements Letter" to each utility describing the relocation plan that was discussed and established. Consultant shall request a confirmation letter from all utility owners stating that the utility owner will either clear the right of way of their utility facilities prior to construction or request for relocation to occur during construction to avoid delaying the construction contractor. Once all "Timing Requirements Letters" have been sent, Consultant shall send the Utility Certification to the City. Consultant shall follow up with each utility concerning the status of confirmation letters verbally and in writing, as needed.

#### **✓ *Task 3.2 Deliverables:***

Consultant shall provide:

- Timing Requirements Letters and supporting information for each utility in

conflict with the proposed project within two (2) weeks of receiving City's comments on Advanced Plans. One (1) electronic (PDF) copy of each letter shall be provided to the City.

- Complete Utility Certification.
- A summary of communications and confirmation letters received, and not received, with the utility certification.

## **TASK 4 - TRAFFIC ENGINEERING**

### **Task 4.1 – Preliminary Pavement Marking & Signing Plans**

Consultant shall develop preliminary plans and cost estimate for permanent pavement marking and signing. Consultant shall produce combined permanent pavement marking and signing plans that include preliminary lane lines, pavement legends, sign locations, and sign details. Plans shall meet City and Manual on Uniform Traffic Control Devices (MUTCD) standards. Consultant shall obtain preferred striping material details from City staff.

#### ***Assumptions:***

- Existing pavement markings will be replaced in-kind, unless otherwise directed by City staff.
- Only non-standard signs or signs in poor condition will be replaced.
- One (1) field visit to verify existing conditions.
- Pavement marking and signing plans shall include the following:
  - Pavement Marking/Signing Plans
  - Pavement Marking Details
  - Signing Details

#### ***Task 4.1 Deliverables:*** Consultant

shall provide:

- Electronic copy (PDF) of half-size preliminary pavement marking and signing plans to be included in deliverables for Task 5.4

### **Task 4.2 – Advance Pavement Marking & Signing Plans**

Consultant shall incorporate comments received from the City review of the preliminary plan's submittal into the Advanced Plans Package along with any additional updated information.

The Advanced pavement marking and signing plans must include those plan sheets identified in Task 4.1, and will include roadway alignment, stationing, channelization information, tapers, centerlines, lane lines, shoulder width information, lane dimensions, sign locations, sign details, and sign support details. Consultant shall prepare Advanced pavement marking and signing plans, specifications, and engineer's estimate to be included in deliverables for Task 7.1.

✓ **Task 4.2 Deliverables:**

Consultant shall provide:

- One (1) electronic copy (PDF) of half-size (11"x17") Advanced Pavement Marking/Signing Plans, Specifications, and Estimate to the City.

**Task 4.3 - Final Pavement Marking & Signing Plans**

Consultant shall incorporate comments received from Agency and City review of the advance plan's submittal into the Final Plans Package along with any additional updated information.

The final pavement marking and signing plans must include those plan sheets identified in Task 6.1. Consultant shall prepare final pavement marking and signing plans, specifications, and engineer's estimate to be included in deliverables for Task 7.2.

✓ **Task 4.3 Deliverables:**

Consultant shall provide:

- One (1) electronic copy (PDF) of half-size (11"x17") Final Pavement Marking/Signing Plans, Specifications, and Estimate to City.

**TASK 5 – PRELIMINARY ROADWAY PLANS**

**Task 5.1 – Preliminary Roadway Plans**

Consultant shall prepare preliminary roadway plans (30%) for the Project to be submitted to the City for review. The roadway design and drawings shall be developed to sufficient detail to identify proposed pavement section, pavement repair areas, ADA ramp and driveway improvements, and construction costs. The preliminary roadway drawings shall be on 11"x17" sheets and must include:

- Title Sheet
- Typical sections
- Preliminary traffic control plans
- Erosion control plans

✓ **Task 5.1 Deliverables:**

Consultant shall provide:

- One (1) electronic copy (PDF) of preliminary roadway drawings to the City.

**Task 5.2 – Prepare Preliminary Cost Estimate**

Consultant shall prepare and submit an engineer's construction cost estimate of roadway construction quantities and costs for Preliminary Plans.

✓ **Task 5.2 Deliverables:**

Consultant shall provide:

- A Preliminary Engineer's Estimate to be submitted with deliverables for Task 5.4

**Task 5.3 – Perform Independent Design Check/Review**

Consultant shall perform an independent design check and QC/QA review of preliminary drawings, report, quantities, and estimate.

✓ **Task 5.3 Deliverables:**

Consultant shall provide:

- Quality Control documentation to be maintained in the Project File located at Consultant's corporate office and be available for inspection by or delivery to City as requested.

**Task 5.4 – Prepare Preliminary Design Report**

Consultant shall prepare a Preliminary Design Report for the Project. Consultant shall obtain design acceptance by the City through the submittal and acceptance by the City of the final design report. This task includes preparing a draft Preliminary Design Report and incorporating City review comments into a Final Preliminary Design Report.

The Preliminary Design Report must summarize and reference reports, technical memoranda, and plans/drawings prepared by Consultant for other tasks in this scope of work. City will provide comments on the draft report within two (2) weeks of submittal to City. Consultant shall compile and address comments as they are received and communicate with City the proposed resolution to the comments.

✓ **Task 5.4 Deliverables:**

Consultant shall provide:

- One (1) electronic (PDF) copy of the draft Preliminary Design Report to City for review.
- One (1) electronic (PDF) copy of the final Preliminary Design Report to City within two (2) weeks of receipt of comments.

## **TASK 6 – FINAL ROADWAY PLANS**

### **Task 6.1 – Advance Roadway Plans**

Consultant shall provide Advance Roadway Plans (90%), including construction specifications, Special Provisions, and an engineer's estimate derived from the Preliminary Plans accepted by the City. Consultant shall incorporate preliminary plan review comments into the advance plans, specifications, and estimate. Consultant shall prepare a complete set of roadway plans, details, specifications, and a cost estimate for the Project.

Advanced Roadway Plans (11"x17") must be prepared as follows:

- Title Sheet
- Index of sheets
- Typical Sections
- Detail Sheets
- Traffic Control Details
- Plan Sheets
- Erosion Control Details

#### **✓ *Task 6.1 Deliverables/Schedule:***

Consultant shall provide:

- One (1) electronic copy (PDF) of Advance Roadway Plans to City for review.
- One (1) electronic copy (PDF) and one (1) hard copy (8-1/2"x11") of engineer's estimate and special provisions to City for review.

### **Task 6.2 – Final Roadway Plans**

Consultant shall incorporate comments received from the City review of the Advance Roadway Plans into the Final Roadway Plans (100%) along with any additional updated information. The Final Roadway Plans are anticipated to include those plan sheets identified in Task 5.1, Advance Roadway Plans.

#### **✓ *Task 6.2 Deliverables/Schedule:***

Consultant shall provide:

- One (1) set of half-size (11"x17") stamped and signed by an Oregon Registered Professional Engineer, and ten (10) hard copies of Final Roadway Plans (11"x17"), Final Engineer's Estimate, and Final Construction Specifications and Special Provisions City.

### **Task 6.3 – Perform Independent Design Check/Review**

Consultant shall perform independent design check and QC/QA review of drawings, specifications, and quantities.

✓ **Task 6.3 Deliverables:**

Consultant shall provide:

- Quality Control documentation to be maintained in the Project File located at Consultant's corporate office and be available for inspection by or delivery to City, as requested.

**Task 6.4 – Prepare Cost Estimate**

Consultant shall prepare and submit an engineer's construction cost estimate of roadway construction quantities and costs for Advance Plans and Final Plans.

✓ **Task 6.4 Deliverables:**

Consultant shall provide:

- An Advance Engineer's Estimate and a Final Engineer's Estimate to be submitted with deliverables for Task 7.1 and 7.3

**TASK 7 – SPECIFICATIONS AND SPECIAL PROVISIONS**

Consultant shall prepare a complete, ready for bid, construction specifications package including general conditions and Special Provisions utilizing Oregon APWA standard specifications and boilerplate Special Provisions. The Consultant shall write any additional Special Provisions needed for the Project.

**Task 7.1 - Prepare Advance Specifications**

- Consultant shall write additional Special Provisions, as necessary.
- Consultant shall prepare an advance Engineer's Estimate.
- Consultant shall prepare a bid schedule for City review.

✓ **Task 7.1 Deliverables:**

- Consultant shall prepare and distribute to City the following: 1 electronic copy (PDF) of half-size (11" x 17") Advance Plans & Special Provisions.
- 1 electronic copy (Word) of the Special Provisions sent to Agency by e-mail.
- 1 electronic copy of Project Estimate.
- 1 electronic copy of Construction Time Estimate Schedule.
- 1 electronic copy of 30% Preliminary Plan Review Comment Log.

### **Task 7.2 - Prepare Final Specifications**

- Consultant shall revise Special Provisions based on comments received during City review.
- Consultant shall make corrections to bid schedule and Engineer's Estimate based on review comments.
- Consultant shall Prepare final Engineer's Estimate.

#### **✓ *Task 7.2 Deliverables/Schedule:***

Consultant shall:

- Prepare and distribute the following to Agency: 1 hard copy of Final Plans & Special Provisions.
- 1 electronic copy of Project Estimate.
- Electronic copy of Advance Plan Review Comment Log.
- 1 electronic copy (PDF) of Utility Certification form.

### **TASK 8 – BIDDING ASSISTANCE**

Consultant shall provide bidding assistance to City for answering questions during the 3-week advertising and bidding process to obtain a construction contractor for the Project.

The following subtasks may be involved in Bidding Assistance:

- Provide written responses to questions from bidders to City.
- Prepare up to 2 plans and specifications addenda as needed.

### **Task 8.1 - Respond to Bidder Questions**

If requested by City, Consultant shall provide written responses to bidder questions for City review. City will determine if addenda are required based on bidder questions and Consultant responses. City will forward Consultant responses to bidders, as necessary.

#### **✓ *Task 8.1 Deliverables/Schedule:***

Consultant shall provide:

- One (1) electronic (WORD) copy of documentation of responses to bidders due within three (3) working days of request by City.

### **Task 8.2 - Prepare Addenda**

If requested by City, Consultant shall prepare up to 2 plans and specifications addenda to address any bidder questions and any discrepancies found in plans and specifications.

✓ **Task 8.2 Deliverables/Schedule:**

Consultant shall provide:

- One (1) electronic copy (WORD) of bid document addenda; stamped Mylar drawings and any Special Provision revisions due within three (3) working days of request by City.

**TASK 9 – CONSTRUCTION CONTRACT ADMINISTRATION/ CONSTRUCTION ENGINEERING AND INSPECTION (CA/CAI)**

***Task 9 identifies specific deliverables that City, at its discretion, may elect to authorize Consultant to produce. Consultant shall only complete Task 9 and the identified deliverables if written (email acceptable) NTP is issued by City.***

*Note: See Task 1 regarding project management during construction.*

Consultant shall support the Project's needs by providing CA/CEI services required to monitor the Contractor's work is performed in substantial accordance with the plans and specifications for the Project. Consultant shall provide engineering services if required to prepare design changes that are necessary during the construction phase of the work with the City's input.

**Task 9.1 Pre-Construction Meeting**

Consultant shall provide administration of the construction contract. Consultant shall prepare for and lead the preconstruction meeting with the CC, Agency, permitting agencies, local officials and others as may be appropriate. Consultant shall consult with the CC and City Project Lead to determine participants and schedule the pre-construction meeting at an agreeable time. Up to three consultant staff will attend this meeting.

✓ **Task 9.1 Deliverables/Schedule:**

Consultant shall:

- Schedule Meeting.
- Prepare and distribute the meeting agenda and minutes.
- Attend, facilitate and participate in meeting.

Deliverables:

- Meeting Agenda – 1 copy to each meeting attendee 4 business days prior to the scheduled meeting
- Meeting minutes – 1 copy to each meeting attendee within 1 week of the meeting



## **Task 9.2 Construction Contract Administration**

Consultant shall provide administration of the construction contract.

Consultant shall:

- Issue First Notification (original to City, copy to CC) when on-site construction work begins.
- Monitor overall Project budget and costs included in the Project authorization.
- Monitor and evaluate the construction schedule to determine whether the CC is proceeding in a manner consistent with timely Project completion in conformance with the contract documents.
- Maintain Project Construction quality and quantity documentation. Maintain this documentation on an on-going basis as materials are incorporated into the Project.
- Prepare General Daily Progress Reports for construction for each site visit.
- Measure and document construction quantities for monthly pay estimate (Pay Notes).
- Each month, complete data entry of Pay Notes (up until the last day of the month) for work performed throughout the month.
  - Generate the monthly Pay Estimate, print it out and review it with the CC for concurrence on quantities being paid for the previous months work.
  - No later than the 5th of the month, transfer final monthly Pay Estimate to the City via email or on disk along with a snapshot version of the actual Pay Estimate.
- With each monthly Progress Estimate provide a breakdown of the payment amounts to indicate which source of funds is charged for each bid item or anticipated item, including:
  - Conduct labor compliance interviews and reports.
  - Document CC's performance and progress on construction.
  - Measure and document final construction quantities.
  - Maintain documentation and update reports on an on-going basis

throughout the term of the WOC.

- Review 48 weekly certified payroll reports

✓ ***Task 9.3 Deliverables/Schedule:***

- Monthly Pay Notes for construction activities
- Electronic Pay Estimate to the City by the 5th of the month following each month in which CC's work was performed
- Monthly breakdown of the payment amounts to indicate which source of funds is charged for each bid item or anticipated item
- CC's weekly payroll reports, Employee Interview reports and Project Manager's Labor Compliance Certification.
- EEO and DBE compliance reports

**Task 9.4 Shop Drawing and Submittal Review**

Consultant shall review construction shop drawings and working drawings submitted by the CC as required by the contract. Consultant shall log in the submittal when it arrives, track the submittal to comply with response timelines, and log out the reviewed submittal when it is returned to the CC. Of the multiple copies of each shop drawing received from CC, Consultant shall:

- Maintain one of the as-submitted copies in the Project files.
- Include construction contract number on all shop drawings.

✓ ***Task 9.4 Deliverables/Schedule:***

- Reviewed return shop drawings with comments –
- 1 copy to City
- 1 copy to CC within time frame established in Construction Contract specified requirements
- 1 copy maintained in Project files
- File of reviewed submittals retained by Consultant

**Task 9.6 Consultation During Construction**

Consultant shall:

- Clarify construction contract documents.

- Respond to field inquiries.
  
- ✓ **Task 9.6 Deliverables/Schedule:**
  - Written documentation to APM of responses to CC inquiries within 2 business days of inquiry. Up to twenty responses to field inquiries have been budgeted.

## **TASK 10 – CONSTRUCTION CLOSE-OUT**

***Task 10 identifies specific deliverables that City, at its discretion, may elect to authorize Consultant to produce. Consultant shall only complete Task 10 and the identified deliverables if written (email acceptable) NTP is issued by City.***

Consultant shall complete final on-site inspections and submit all final Project records required for final payment.

### **Task 10.1 Final On-Site Inspections**

Consultant shall schedule and attend a final Project inspection with CC and City within 30 days after receiving notice from the CC that the project is complete. If additional construction items are identified, Consultant shall prepare a punch-list of items to be corrected by the CC. Once the punch-list items have been corrected, Consultant (if requested by the City) shall meet at Project site with City for a follow-up to the “final inspection”. Consultant shall prepare and distribute the Recommendation of Project Acceptance.

- ✓ **Task 10.1 Deliverables/Schedule:**
  - Final inspection report (including follow-up revisions if necessary) to Agency
  - ADA Ramp Inspection Forms
  - Recommendation of Project Acceptance

### **Task 10.2 Prepare As-Constructed Drawings**

Consultant shall incorporate As-Constructed mark-ups into electronic files for the Project. Consultant shall re-issue drawings with mark-ups to City. The As-Builts must comply with the City of Springfield’s Engineering Design Standards Chapter 10 “Electronic Acceptance Standards” to receive final approval acceptance.

- ✓ **Task 10.2 Deliverables/Schedule:**

Final As-Constructed plans to City within 30 calendar days of final inspection acceptance

- 12" x 36" roadway mylars to City
- Electronic files of As-Constructed plans to City

### **Task 10.3 Submit Final Project Records**

Consultant shall organize and submit all final project documentation to the City.

- ✓ **Task 12.3 Deliverables/Schedule:**
  - Final Documentation

## **TASK 11 - RIGHT OF WAY AND EASEMENT ACQUISITION SERVICES**

### **Task 11.1 Preliminary Activities & Title Reports**

***Task 11.1 identifies specific deliverables that City, at its discretion, may elect to authorize Consultant to produce. Consultant shall only complete Task 11.1 and the identified deliverables if written (email acceptable) NTP is issued by City.***

Upon receipt of authorization to proceed with ROW Acquisition, Consultant shall setup ROW parcel files and deliver a General Information Notice and a copy of the applicable portion of the ROW Acquisition map (marked Preliminary and showing the parcel(s) to be purchased) to all owners and occupants of affected properties.

Consultant shall be responsible for ordering and payment of preliminary title reports. Preliminary title reports may be needed for development of the legal descriptions and may need to be ordered prior to the preparation of legal descriptions.

- ✓ **Task 11.1 Deliverables**

Consultant shall provide:

- One (1) electronic Copy of the General Information Notice for each property.
- Preliminary title report for each property

### **Task 11.2 Appraisal and Appraisal Review Coordination**

***Task 11.2 identifies specific deliverables that City, at its discretion, may elect to authorize Consultant to produce. Consultant shall only complete Task 11.2 and the identified deliverables if written (email acceptable) NTP is issued by City.***

Consultant shall provide Real Estate Appraisals conforming to standards contained in the Uniform Standards of Appraisal Practice (USPAP). All appraisals must be conducted by Appraisers experienced in Eminent Domain. Consultant shall provide no fewer than fifteen (15) *calendar* days written Notice to owners of a planned appraisal inspection. Consultant shall provide the

property owner and designated representative, if any, an invitation to accompany the appraiser on any inspection of the property for appraisal purposes.

Consultant shall perform independent reviews. The same firm must not perform both the appraisals and appraisal reviews. Consultant will forward both appraisal and review to City for final approval. City will establish just compensation and notify the Consultant.

✓ **Task 11.2 Deliverables**

Consultant shall provide:

- o Value Finding/Taking and Damage Appraisals - One (1) electronic copy of each to be submitted to the City.
- o Appraisal reviews – One (1) electronic copy of each to be submitted to the City.

**Task 11.3 Survey and Monumentation of Acquired ROW**

***Task 11.3 identifies specific deliverables that City, at its discretion, may elect to authorize Consultant to produce. Consultant shall only complete Task 11.3 and the identified deliverables if written (email acceptable) NTP is issued by City.***

Consultant shall provide all labor, equipment, and material to produce a Record of Survey for each area of ROW Acquisition and shall file the survey with the Lane County Surveyor. Consultant shall provide City with an exact electronic copy of the survey as filed with the County.

Consultant shall research existing County records for survey maps, partitions, subdivisions, corner records, road records, etc. for record of existing property monumentation.

In addition to the standard requirements for a Record of Survey as per the Lane County Surveyor, said requirements which can be found listed on the Lane County Oregon website, under the tab "Land Survey Filing Policies" at the following website address:

<http://lanecounty.org/cms/One.aspx?portalId=3585881&pageId=4186722>

, the map must show monuments located and set; edge of pavement or face of curb line; street and Hwy names; point number; record highway and street alignment data (control point coordinates, bearings, and distances) and the corresponding resolved data. Adjacent ownership data must be referenced by deed number.

✓ **Task 11.3 Deliverables/Schedule: Due one (1) week after the survey is recorded in Lane County**

Consultant shall provide:

- o Electronic copy of the AutoCAD file used to create the Survey Filing Map.
- o Electronic scan of the Survey Map in .pdf format of the map filed with the Lane County Surveyor(s).

## TASK 12 – PERMITS

### Task 12.1 Permits

Consultant shall obtain all required permits from ODOT and Union Pacific. Eugene-Springfield State Hwy No. 227(OR 126) crosses over 42<sup>nd</sup> Street and Union Pacific rail lines cross 42<sup>nd</sup> Street at International Paper.

#### International Paper Contacts:

Justin Price (Overall Site Manager)

- [Justin.Price@ipaper.com](mailto:Justin.Price@ipaper.com)
- Cell: 541.554.6621
- Office: 541.741.5584

Larry Moore (Site Infrastructure Manager)

- [larry.moore2@IPAPER.com](mailto:larry.moore2@IPAPER.com)
- Cell: 541-914-5431

#### UPRR Local Contact:

Jeremy A. Woods

- [JAWOODS@UP.COM](mailto:JAWOODS@UP.COM)
- MTM Oakridge, OR
- Cell: 775-386-3012
- Office: 402-501-4480
- Fax: 402-997-4134

#### ✓ **Task 12.1 Deliverables**

Consultant shall provide:

- One (1) electronic copy of each approved permit.