Request for Proposals: A&E and Related Services

Issued by:
City of Springfield (herein after referred to as "Agency")

RFP Number #S3916

RFP Title/Project Name:
Virginia/Daisy Avenue: 32nd St to Bob Straub Parkway (Springfield)
Key#22696

RFP Issue Date: Tuesday, *June* 24th, 2025

PROPOSAL DUE DATE and TIME:
Thursday, *July* 24th, 2025, at 2:00 PM PST

Proposer Questions, RFP Protests, and Requests for Change are due via email no later than 7 calendar days before the Proposal due date.

A non-mandatory pre-proposal conference will be held online, via a Teams meeting on Tuesday, July 8th, 2025, at 10:00 AM :

Microsoft Teams

Join the meeting now

Meeting ID: 259 676 229 010

Passcode: Vo7fY2aK

Issuing Office: Purchaser/Single Point of Contact

Purchaser/Single Point of Contact for this RFP:	City of Springfield Amanda Clinton, Sr. Contract Analyst 541-726-3628
Address:	225 Fifth Street Springfield, OR 97477
E-mail:	aclinton@springfield-or.gov

Notes:

- This RFP is a Qualifications Based Selection (QBS) with Federal Highway Administration (FHWA) Funding.

Proposals and all other submittal requirements specified in RFP section 2.4 must be submitted before the Proposal due date and time to the above physical address.

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Definition of Terms:
The following terms have the meaning provided in OAR 137-046-0110: “Addendum” or “Addenda”, “Business Day”, “Closing”, “Contract”, “OAR”, “ORS”, “Proposal”, “Request for Proposal” or “RFP”, “Responsive”, “Writing”. “Business Day” means Monday through Friday, excluding State of Oregon holidays.

0.0 OREGONBUYS ePROCUREMENT SYSTEM

0.1 REGISTRATION REQUIREMENT and VENDOR GUIDANCE

The City of Springfield, Oregon does not require vendors to be registered in OregonBuys to participate in this solicitation. However, OregonBuys registration is free, and as part of the RFP process the RFP will be posted to OregonBuys along with our Agency website here, ITB/RFP - City of Springfield Oregon (springfield-or.gov).

To create a Vendor account, click the blue "Register" button in the top right corner of the OregonBuys website: https://oregonbuys.gov/bso. For registration assistance see online guidance.

0.2 CROSSWALK of TERMS used in OREGONBUYS

All information posted in OregonBuys AND to the **Agency** website which includes addendums and clarifications.

Terms used in OregonBuys	Definition
Amendment	"Addendum" or "Addenda", as defined in OAR 137-046-0110(1); or any form of notice associated with the solicitation, such as intent to award, cancellation, etc., as set forth in the Amendment.
Bid Opening Date	"Closing" as defined in OAR 137-046-0110(5). In OregonBuys it is the deadline for submitting Quotes (Bids, Proposals or other required responses) required by a Bid Solicitation.
Bid Solicitation	Any form of solicitation: Request for Proposal, Invitation to Bid, Request for Quote, Request for Information, etc., including notices (sole source notice, intent to participate, etc.). Each Bid Solicitation has a separate page and ID number in OregonBuys.
Change Order	A formal change to any form of existing contract.
Master Blanket Purchase Order ("MBPO")	Any form of contract or agreement.
Quote	Any form of offer submission by Vendors; i.e., Bids, Technical Proposals, Price Proposals, or any other type of offer required by a Bid Solicitation.
Vendor	Any form of business entity registered in Oregonbuys. Only registered Vendors may submit a Quote on Oregonbuys (if required) or enter a contract pursuant to a solicitation advertised in OregonBuys (if required).

1.0 SOLICITATION PURPOSE & CONTRACT OVERVIEW

1.1 SUMMARY OVERVIEW & PROCUREMENT SCHEDULE

Agency is issuing this Request for Proposals and any Addenda thereto (collectively, the "RFP") to obtain Proposals from qualified consultant(s) and related services ("Services") for the project described in section 1.2.

For further information regarding the project and Services needed, see sections 1.2 through 1.10 and RFP Attachment B.

Proposers responding to this RFP do so solely at their expense, and the Agency is not responsible for any Proposer expenses associated with the RFP.

Procurement Schedule	Date/Details
RFP Publish Date	**Tuesday, June 24, 2025**
Pre-Proposal Conference	**Tuesday, July 8, 2025, at 10:00 AM *(via Teams)***
Deadline for Proposer Questions	**Monday, July 14, 2025, at 5:00 PM**
Deadline for Proposer Responses	**Friday, July 18, 2025, at 5:00 PM**
Proposal Due Date	**Thursday, July 24, 2025, at 2:00 PM *(No public opening)***
Proposal Evaluation (No Interviews)	**July 25 – August 4th, 2025**
Notice of Intent to Award	**August 5th, 2025**
Negotiations & Consultant Documents Due	**Wednesday, August 6th – Friday, August 15th, 2025**
Award/Contract Start	**Monday, August 18th, 2025**

*Proposer, by submitting a Proposal, commits to and will be expected to make best efforts to accommodate the negotiation schedule above if selected for intent to award. See section 4.7 - Negotiations.

1.2 PROJECT BACKGROUND/SCOPE INFORMATION & LOCATION

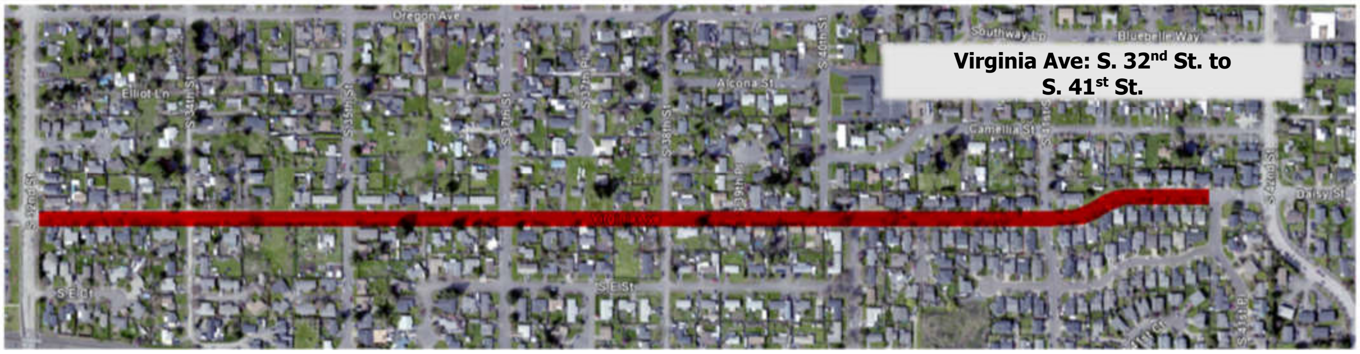
The statement of work ("SOW") will be developed and negotiated, within the scope advertised in this RFP, with the selected Proposer for inclusion in the Contract. A draft SOW is provided in RFP Attachment B, which will be negotiated with the selected Proposer for inclusion in the Contract.

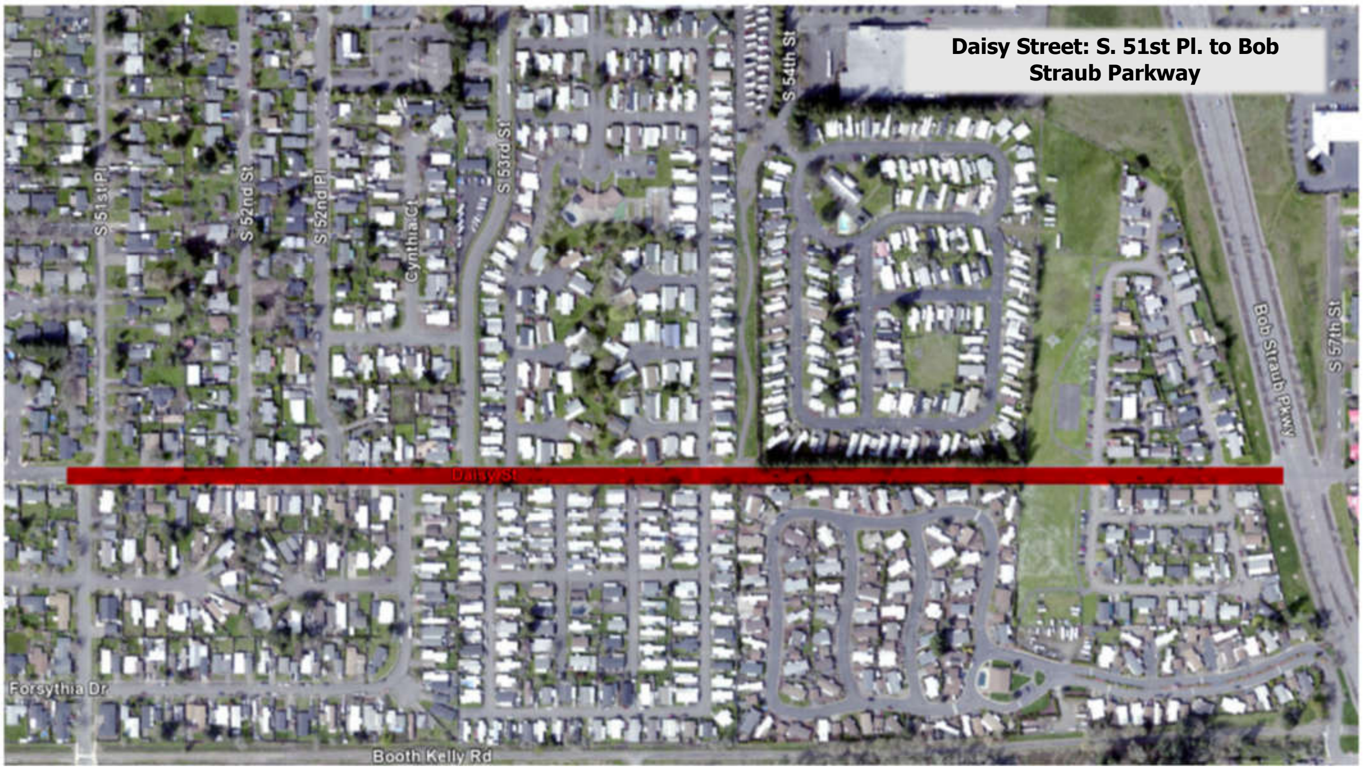
Virginia/Daisy Avenue: 32nd St to Bob Straub Parkway (Springfield)

- Project location: Virginia Ave: S. 32nd St to S. 41nd Pl., Daisy St: S. 51st Pl. to Bob Straub Parkway.
- Estimated cost of the associated project construction: $1,232,000.
- Estimated date for completion of the A&E and Related Services required under this RFP: September 2026.
- The scheduled bid let date for the associated construction contract: November 2026, with an estimated completion date of December 2027.
- Estimated range of costs for the A&E and Related Services required under this RFP: $350,000 to $400,000.

The project will develop a complete design for construction as identified below for the installation of various pedestrian and bicycle treatments consistent with a bicycle boulevard at various locations in Springfield to improve safety and comfort:

- Enhanced crossings (curb extensions or raised crossings) along the corridor at locations such as S.35th St., S.38th St, S.40th St., S.41st St., S.51st Pl., S.54th St. trail connection, and trail connection east of S.57th St.
- 4 speed humps (various locations).
- Sidewalk infill (S.51st Pl. to S.52nd St. and S.54th St. trail connection).
- Shared pavement markings (S.32nd St. to S.41st Pl.).


Virginia Ave: S. 32nd St. to S. 41st St.


Daisy Street: S. 51st Pl. to Bob Straub Parkway
S 51st Pl
S 52nd St
S 52nd Pl
Cynthia Ct
S 53rd St
S 54th St
Bob Straub Pkwy
S 57th St
Daisy St
Forsythia Dr
Booth Kelly Rd

1.3 PROJECT PHASES

Agency anticipates the contracted Services will be a phased development as follows:

- Phase I - Design Acceptance and Final Design
- Phase II - Construction contract administration, construction engineering and inspection ("CA/CEI"). Following the Final Design, Agency may, at its discretion:
  (a) negotiate and amend the Contract to include all CA/CEI Services (or various elements),
  (b) complete various elements of construction oversight work with Agency's in-house staff, or
  (c) assign various elements of CA/CEI Phase to another consulting firm.

1.4 PERIOD OF PERFORMANCE

The schedule for the performance of Services needed under the prospective Contract is approximately:

- August 2025 to September 2026 for Phases I and II. Completion of Phase III, if applicable, is approximately December 2027.

1.5 QUANTITY OF CONTRACTS AWARDED & OFFER PERIOD

If award is made, it is anticipated that one (1) Proposer will be selected for Contract award from this RFP.

A Proposer's Proposal is a firm offer, irrevocable, valid and binding on the Proposer for not less than 180 days following the Closing date for this RFP. Agency may request, either orally or in Writing, that Proposer extend the offer period in Writing.

1.6 FUNDING SOURCE(S):

This is a Federal-Aid project with additional funding provided by the Agency.

1.7 CONTRACT NOT TO EXCEED AMOUNT & METHOD OF COMPENSATION

Proposers are advised that the award and potential dollar amount of the Contract, including as may be amended within the Scope of Work identified in this RFP, are contingent upon Agency receiving approval of funding for use under this RFP as determined by Agency in its sole discretion.

The anticipated value of the Contract awarded from this RFP for Phase I/II is estimated to be in the range of:

$350,000 to $400,000

Contingent upon Agency's need, Consultant's performance, and the availability of approved funding, Agency reserves the right to amend the Contract (within the scope of the project described in this RFP) for additional tasks, project phases and compensation as necessary to complete the project.

The method of compensation will be determined by Agency and may be any of the following methods (may include more than one method – "Mixed"):

- Cost Plus Fixed-fee, up to a maximum NTE amount;
- Time and Materials, up to a maximum NTE amount;
- Fixed Price for all Services; Fixed Price per Deliverable; Fixed Price per Milestone;

1.8 DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PARTICIPATION GOAL

ODOT's DBE Policy Statement is posted at the following Internet address:
https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx

The DBE Policy Statement applies and is incorporated with the same force and effect as though fully set forth in this RFP.

See **RFP Attachment C** – Sample Contract, Exhibit E for:

- information on reporting requirements and how credit for DBE participation is determined (for goal and no-goal Contracts), and
- further explanation and description of the DBE program.

A DBE participation goal of **8.5%** has been assigned for the Contract.

Proposers shall demonstrate the ability to meet the DBE goal if one is assigned to the prospective Contract. Proposers should not assume that a minority-owned business("MBE"), a woman-owned business ("WBE"), a business owned by a service-disabled veteran ("SDV") or an emerging small business ("ESB") currently certified in Oregon is a DBE firm. Proposers are encouraged to verify the DBE firms' certification by:

- 1) requesting a copy of the DBE certification letter from the committed DBE firm; or
- 2) contacting the Oregon Certification Office for Business Inclusion and Diversity ("COBID") at (503) 986-0123. Proposers may also access the updated certification list by accessing COBID's Internet Web Page address at: Business Oregon : Certification Office for Business Inclusion and Diversity (COBID) : Certification Office for Business Inclusion and Diversity (COBID) : State of Oregon

1.9 INSURANCE REQUIREMENTS

See Attachment C - Sample Contract for the insurance requirements (Contract Exhibit C) and terms and conditions that will apply to the prospective Contract from this RFP.

1.10 CONTRACT TERMS & CONDITIONS

See Attachment C - Sample Contract, which is incorporated in the RFP by this reference, for the terms and conditions that will apply to the prospective Contract from this RFP. Unless an official Addendum has modified or reserved the right to negotiate any terms and conditions contained in the Sample Contract or exhibits thereto, Agency will not negotiate any term or condition after the solicitation protest deadline, except the SOW and pricing with the selected Proposer(s). Changes to standard Contract terms and conditions may be subject to approval by ODOT.

By Proposal submittal, the selected Proposer agrees to be bound by the terms and conditions as set out in the Sample Contract associated with this RFP, and as they may have been modified or reserved by Agency for negotiation. **Any Proposal that is received conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate will be rejected.**

2.0 INSTRUCTIONS TO PROPOSERS & SUBMITTAL REQUIREMENTS

2.1 PROPOSER QUESTIONS, RFP PROTESTS and REQUESTS FOR CHANGE

All questions, RFP protests or requests for change relating to any aspect of this RFP or the associated project must be submitted in Writing via e-mail to the Purchaser/Single Point of Contact identified on page 1 of this RFP. RFP protests and requests for change submitted after the due date on page 1 of this RFP will not be considered. Any RFP protest or request for change must identify the RFP number and project name it applies to and must be in conformance with requirements set forth in OAR 137-048-0240(1). The foregoing procedures and deadline shall also apply to protests and requests for change respecting the contents of Addenda to the RFP, unless the Addenda specify a different deadline. **Failing to follow the foregoing requirements regarding the Single Point of Contact for inquiries may result in Proposal rejection by Agency.**

Answers to substantive questions and/or any changes to the RFP will be issued as official Addenda to this RFP, no later than 5 Business Days prior to the Proposal due date.

If a pre-Proposal conference is scheduled, it is stated on page 1 of this RFP.

2.2 ADDENDA *(referred to as "Amendment" in OregonBuys)*

When appropriate, as determined by Agency in its sole discretion, changes to Closing/Proposal due date and time or revisions, additions, substitutions, clarifications of the RFP or attached terms and conditions will be issued as Addenda to this RFP. Modifications to this RFP shall be binding on Agency and Proposer only if in the form of written Addenda issued by Agency. Any such Addenda are incorporated into this RFP as if fully set forth herein. Except for officially issued Addenda, no person has been authorized to provide any other written or oral representation, clarification, warranty or assurance with respect to this RFP or the project.

Agency will post addendums on OregonBuys and advertise addenda, if any, on the Agency website at https://springfield-or.gov/city/finance/purchasing/ . Anyone who has downloaded or received a copy of this RFP will only be alerted to the existence of any Addenda by monitoring and downloading a copy from the Agency website above, or by checking with the Agency's Single Point of Contact for this RFP. Agency is not responsible for sending Addenda to any potential Proposers.

2.3 MINIMUM QUALIFICATIONS

2.3.1 Registered Professional Engineer. In the space provided on the Proposal Cover Sheet (RFP Attachment A), list the name and registration number of at least one Oregon Registered Civil Engineer in active status (or that will be prior to Contract execution) employed by Proposer and proposed to be in responsible charge of engineering Services under the prospective Contract.

2.3.2 Registered Professional Land Surveyor (PLS). In the space provided on the Proposal Cover Sheet (RFP Attachment A), list the name and registration number of at least one Oregon PLS intending to perform Services under the Contract.

2.3.3 Maximum Subcontracting. Proposers are advised that, to be considered for award, the prime consultant must have qualified employees and capacity to self-perform (without subconsultant assistance) at least 51 percent of the Contract value for the proposed services (this does not apply to CA/CEI phase which may be subcontracted without the 51% self-performance requirement). The prime must have qualified employees to self-perform the Services and conduct quality control reviews of the core deliverables required under the Contract. For example, if a bridge design project includes some survey, environmental, and geotechnical services, Agency intends to select a firm with employees qualified to perform bridge design, instead of selecting a survey, environmental, or geotechnical firm that will subcontract the bridge design.

2.4 PROPOSAL & SUBMITTAL REQUIREMENTS

2.4.1 Time, Date and Place for Submission. Proposals and all required submittal items can be mailed or dropped off at Springfield City Hall, Southeast Quad, Attn, Sr. Contract Analyst Amanda Clinton, 225 5th Street, Springfield, OR 97477, during office hours and must be received by the deadline specified on page 1 of this RFP (or such other deadline as may be revised by Addenda issued by Agency). Agency will not accept Proposals submitted email or after the Proposal submittal deadline.

2.4.2 Proposal Page Limit. The Proposal is limited to **25 pages**. Any pages exceeding this limit will not be considered in the evaluation. Items excluded and not counted as pages toward the page limit include:

- Sample Work Product.
- Attachment A - Proposal Cover Sheet.
- Any additional forms required in section 2.4.5.

2.4.3 **Proposal Format.** One page is defined as: one side of any 8-1/2" x 11" page, partial page, tab, index or table of contents that contains substantive text, tables, graphics, charts, resumes, etc. Any page over this size will be counted as 2 pages. Proposals must use a minimum of 12-point font for substantive text (including text in tables or resumes, if any).

2.4.4 **Required Proposal Contents.** Proposals must include:

- A completed and signed Proposal Coversheet - RFP Attachment A (not counted toward page limit).
- Responses to the scored criteria identified in RFP section 3 and any other requirements specified in this RFP or the Proposal Coversheet.
- Any content in the Proposal which Proposer believes to be a trade secret or exempt from public disclosure must be so indicated in conformance with section 5.4 of this RFP.

[This is a qualifications-based selection. Cost information shall not be submitted with Proposals (see RFP section 4.0).]

2.4.5 **Additional Required Forms/Documents.** The following do not count toward the Proposal page limit and must be submitted with the Proposal package (but separate from Proposal):

- **Signed Subcontractor Solicitation and Utilization Report - SSUR** (form available at: https://www.oregon.gov/ODOT/Forms/2ODOT/2721.pdf.) [Submit 1 copy of a completed, signed SSUR with Proposal. Also email a copy of the completed, signed SSUR directly to ODOT Office of Civil Rights (ocr.psk@odot.oregon.gov) within 10 Business Days following Proposal submittal due date. If unable to open form, see instructions for changing browser settings.]
- **Signed Conflict of Interest Disclosure** (form available at: http: https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/COI_LPA.docx)

(Note: Proposers should review section 4 of this RFP to ensure they can comply with submittal requirements for the selected Proposer.)

2.4.6 **Proposal Package.**
Submittal to Physical address, or by mail: Provide one (1) hard copy of proposal and all required submittal items and one (1) electronic copy on a USB flash drive enclosed in a sealed envelope or package with the following information conspicuously and legibly written or typed on the outside:

- Name and address of the proposing firm
- RFP Number
- RFP Title
- RFP Closing date and time
- Name of Agency's Purchaser/Single Point of Contact identified on page 1 of this RFP

Electronic Signatures. By submitting a Proposal in response to this RFP, the Proposer (and if selected for award, also as the Consultant) agrees with the Agency that signatures showing on PDF documents submitted or exchanged electronically are "Electronic Signatures" under ORS Chapter 84 and bind the signing party and are intended to be and can be relied upon by the parties.

2.4.7 **Proposal Withdrawals or Modifications.**

A Proposal may be withdrawn or replaced with a modified Proposal by written request from Proposer, provided the request (and any modified Proposal) is signed by Proposer's authorized representative and received by Agency prior to the deadline for Proposal submittal.

3.0 EVALUATION PROCESS & CONSULTANT SELECTION

3.1 PROPOSAL EVALUATION

Submittals will be reviewed by Agency for responsiveness to all requirements (allowing for minor informalities) set forth in the RFP and RFP Coversheet. Responsive Proposals will be forwarded to an evaluation committee of at least 3 members that will independently review, score and rank Proposals according to the Scoring Criteria set forth in **section 3.2** Evaluators will independently judge the merits of the Proposals by comparing the requirements and criteria stated in the RFP with the responsiveness and the relevance of experience/qualifications presented in the Proposal. The outcome of the Evaluation process may, in Agency's sole discretion, result in:

(a) notice to Proposers of selection or rejection for Contract negotiation and possible award; or
(b) further steps to gather additional information for evaluation (e.g. checking references, notice of placement on an interview list, requesting clarification).

Agency may require any clarification it needs to understand the Proposer's Proposal. Clarifications may not be used to rehabilitate a non-responsive Proposal.

3.2 EVALUATION CRITERIA

	Criteria	Maximum Points
1	<u>Team and Key Personnel:</u> Provide information for the proposed Project Manager and other key staff that you believe are most important based on your understanding of this Project. Describe the role each key staff member will have on this project. Scoring will be based on relevance of the experience, qualifications, and technical competence of the Project Manager and key staff proposed for use on this specific Project. Key Staff Resumes are not included in the Proposal page limit identified for this RFP; however, a maximum of 6 Key Staff Resumes may be submitted. Any resumes submitted beyond this limit will be discarded by the Agency and will not be included in the evaluation. Complete a "Key Staff Resumes" form available at: http://www.oregon.gov/ODOT/CS/OPO/AE.shtml#Forms .	25
2	<u>Project Approach:</u> Given the Project information provided, describe your approach for this Project to cost-effectively meet the Agency's Project deliverables/objectives in the timeline needed. 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 subconsultants?	20
3	<u>Sample Work Product:</u> As a separate attachment, provide at least 2 project samples comparable to the requested services performed by your firm within the last 4 years. For the sample projects – •Describe their relevance to the Project and services included in this solicitation, including an example(s) of where the consultant did not meet the design expectations and how they were addressed and resolved without negatively affecting the schedule or budget. •Include a brief description of project type, location, size, duration, and objectives; a list of key project staff and their roles; tasks performed by the	25

	proposer to fulfill the project objectives; the project budget, and whether the schedule and budget were met. •Include 2 reference contacts for each project with valid contact information.	
4	Project Schedule: Provide a project schedule (in Gantt chart or MS Project format). Include all proposed tasks and subtasks. Include all task dependencies.	10
5	QA/QC: Describe your QA/QC process for this project. Who will be doing QA/QC? When will QA/QC reviews occur?	20
	TOTAL	100

3.3 REFERENCES

Agency reserves the right to investigate references including customers other than those provided in the Proposal or Proposal Coversheet (Attachment A). Investigation may include past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or any other criteria as determined by Agency.

3.4 METHOD OF AWARD

The scores for Proposer ranking and tentative award will be determined as follows:

- Total Proposal Score = Total of all evaluator scores for the given Proposal.
- Final Score = Total Proposal Score plus Total Interview (if conducted).

3.5 RESPONSIBILITY DETERMINATION

At any time prior to Contract execution, Agency may rescind the intent to award notice, if applicable, and reject any Proposer found to be not responsible.

3.6 INTENT TO AWARD NOTICE

If an apparent successful Proposer is selected, Agency will issue an intent to award notice on the City's website (https://springfield-or.gov/city/finance/purchasing/) and will provide a copy of the notice to all Proposers. Award to the apparent successful Proposer is subject to successful negotiation of the Contract.

3.7 PROTEST of CONSULTANT SELECTION

A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Purchaser/Single Point of Contact, identified on page 1 of this RFP, no later than 7 calendar days after the date of the selection notice. Selection protests submitted after this deadline will not be considered. Selection protests must identify the RFP number, and project name it applies to, and must be in conformance with requirements set forth in OAR 137-048-0240(2). All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense.

3.8 PUBLICITY

Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior written approval of the Agency.

4.0 CONTRACT AWARD REQUIREMENTS & NEGOTIATIONS

The submittal requirements in this section 4 apply only to a Proposer that receives intent to award notice following Agency's evaluation and scoring of Proposals (and interviews, if conducted).
Cost information shall not be submitted as part of the Proposal package and shall be submitted only when requested by Agency.

Failure to submit required submittal items in a timely manner may result in Agency rescinding the intent to award notice and issuing notice of intent to award to the next ranked Proposer.

4.1 COST INFORMATION

4.1.1 **Approved Cost Data on File with ODOT.** If awardee or its subconsultants have current, approved overhead, salary, or Negotiated Billing Rate (NBR) rate schedules on file at ODOT, awardee and its subconsultants will submit those approved rate schedules and any required certifications to Agency (or Agency may obtain approved rate schedules from ODOT) in lieu of the submittal requirements in section 4.1.3 below. If awardee or any of its subconsultants do not have approved cost data on file with ODOT, then the cost data and certification forms required under section 4.1.3 must be submitted as applicable.

4.1.2 **Conformance with Federal Cost Principles.** Direct and indirect costs as applied to cost estimates and invoices under federally funded Agency Contracts and subcontracts must be in conformance with Federal Cost Principles (48CFR Part 31). Costs may not be discriminatory against the Agency. It is discriminatory against the Agency if employee (or owner/sole proprietor) compensation (in whatever form or name) is in excess of that being paid for similar non-Agency work under comparable circumstances. Any cost data submitted by Proposer pursuant to this solicitation may be shared with ODOT, FHWA and Oregon Secretary of State as necessary for audit purposes.

4.1.3 **Billing Rates.** Following notice of intent to award, the selected Proposer shall submit (electronically in Excel format) billing rate information within 5 Business Days of request by Agency. Compensation related forms/templates are available at https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx. Billing rate information must include either "Direct Salary and Overhead Information" or "Negotiated Billing Rate Schedule" described below, as applicable to your firm's (and subconsultant's) accounting method:

a. **Direct Salary and Overhead Information:**

(i) **Direct Salary Rate Schedule**. This schedule includes the name, classification and actual direct salary rate for each employee that may be used under the Contract. The direct salary rate schedule will not be included in the Contract but will be used by Agency for negotiations and to develop an approved billing rate schedule, if applicable, for the Contract.

(ii) **Calculation of Overhead Rate** (if applicable for your firm's type of accounting). Current overhead accounting information on a form using the standard 3-column format. Firms shall condense or expand categories as applicable to the firm's method of accounting. Firms that have not established an overhead rate, based upon their particular financial reporting methodology, shall be reviewed by Agency to determine whether an overhead rate schedule will be required or a negotiated non-provisional billing rate will be used. If a firm does calculate overhead, the information must be submitted to Agency and updates must be provided annually.

(iii) **Cognizant Audit** If an audit for the most recent fiscal year has been completed for your firm (or any sub-contractors) by the appropriate federal cognizant agency, this must be submitted with the billing rate information (electronically in PDF format).

(iv) **Independent Audit** - If an audit for the most recent fiscal year has been completed for your firm (or any sub-consultants) by an independent, third-party accounting firm, this must be submitted with the billing rate information (electronically in PDF format).

(v) **Certification of Indirect Rate** - FHWA directive 4470.1A requires firms to submit a signed certification of compliance with 48CFR Part 31 Federal Cost Principles. If your firm calculates overhead, submit a signed copy of the Certification of Final Indirect Costs form.

b. **Negotiated Billing Rate Schedule (NBR):** This schedule is used by firms that do not have an acceptable overhead rate with independent audit as part of their normal accounting practice and Agency determines it is in the best interest of the government to negotiate fully loaded billing rates. The negotiated billing rate schedule includes rates that are fully loaded with direct salary, indirect expenses and profit. Provide name, classification (project role) and fully loaded rate for each employee. Use of a negotiated billing rate schedule may be required by Agency (or ODOT) for consultants or subcontractors that do not have audited overhead rates or that, upon cursory review, appear not to be calculating overhead correctly and in conformance with Federal Cost Principles.

4.1.4 **Cost Estimate Breakdown.** The cost estimate must include a detailed breakdown of the costs for each element of the work regardless of compensation method. Unless specified otherwise in the solicitation, Contract, or by Agency, the estimate must identify:

- the proposed staff assignments (job classifications, and names if requested) and hours per task and sub-task.
- an itemization of any necessary rental equipment, flaggers, travel and other direct non-labor expenses (estimates from vendors or other documentation shall be provided upon request);
- hours per task and sub-task for each subconsultant with job classifications (and names if requested), and itemized direct non-labor costs.
- **Contingency Tasks.** Each contingency task, if any, must be shown as a separate line-item on the estimate with same requirements for breakdown of costs as non-contingency tasks. The total amount for a contingency task must include all labor, overhead, profit, and direct non-labor expenses for the contingency task. Do not include expenses for contingency tasks in the amounts or totals for non-contingency tasks; they must be reported separately on the estimate.

Notes:

- Consultant must submit their initial cost estimate breakdown without profit included. Profit will be negotiated and added to cost estimates following agreement on the SOW, labor costs and expenses.
- Do not add profit to costs based on fully-loaded NBR billing rates. Profit is already included in the hourly rate.

4.2 CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

Within 5 Business Days of receipt of notice of intent to award, for Contracts that will exceed $150,000 (including as may be amended), the selected Proposer shall submit a signed Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters form available online at: https://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/CertFederal.pdf (ref 48CFR 52.209-5)

4.3 CERTIFICATES OF INSURANCE

Prior to Contract execution, selected Proposer shall provide certificates of insurance via e-mail for insurance coverage required in Exhibit C of the Sample Contract (RFP Attachment C).

4.4 COMMITTED DBE BREAKDOWN & CERTIFICATION FORM

The selected Proposer must submit, prior to execution of the Contract (during negotiations), a completed and signed Committed DBE Breakdown and Certification Form (one for each DBE sub). Instructions for submittal are on the "Instructions" tab of the form. The **Committed DBE Breakdown and Certification Form**-AE is available at: https://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx. For additional information, see Exhibit E of the Sample Contract (RFP Attachment C).

4.5 TAX ID NUMBER

The selected Proposer shall provide their Taxpayer Identification Number ("TIN") and backup withholding status on a completed W-9 form if either of the following apply:

- When requested by Agency prior to Contract execution, or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

4.6 BUSINESS REGISTRY NUMBER/REGISTERED AGENT

If selected for Contract award, Proposer must be duly authorized by the State to transact business in the State before executing the Contract. The selected Proposer shall submit a current Oregon Secretary of State business registry number (unless operating as your real and true name). See process for obtaining a business registry number. All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: https://sos.oregon.gov/business/Pages/default.aspx.

4.7 NEGOTIATIONS

Agency will negotiate in the best interest of the government, the SOW, costs, and any provision(s) Agency has indicated in the RFP or any Addenda it will negotiate. Agency will, either orally or in Writing, formally terminate negotiations with the highest ranked Proposer if Agency and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. Agency may thereafter negotiate with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on until negotiations result in a Contract. Agency may end this solicitation if negotiations do not result in a Contract within a reasonable amount of time, as determined in the sole discretion of Agency.

5.0 GENERAL TERMS & CONDITIONS FOR THIS RFP

5.1 NON-DISCRIMINATION

Agency, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252. 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit Proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

5.2 FUTURE WORK LIMITATIONS

(For these purposes, "Affiliate" or "Affiliates" of a consultant means any Person or entity that controls, is controlled by or is under common ownership or control with that consultant.)

- If a consultant is awarded a Contract to prepare an Environmental Impact Statement, Environmental Assessment, Categorical Exclusion or designs and plans/specifications for a project, that consultant and its Affiliates will not be eligible to propose/bid on or enter into a Contract to construct that project.
- If preliminary engineering and final design will be performed under the prospective Contract, Agency is not obligated to proceed with final design for any alternative. All reasonable alternatives will be evaluated and given appropriate consideration, and consultant may not proceed with final

design until the relevant NEPA decision documents have been issued (e.g., Categorical Exclusion, Finding of No Significant Impact, or Record of Decision).

- If a consultant is awarded a Contract to prepare an Environmental Impact Statement, Environmental Assessment or Categorical Exclusion for a project, that consultant and its Affiliates may prepare the designs/plans/specifications for the project or may propose under a separate solicitation to prepare designs/plans/specifications for the project only if Agency concludes that the NEPA document was prepared with objectivity. Agency is not obligated to proceed with final design for any alternative. All reasonable alternatives will be evaluated and given appropriate consideration, and consultant may not proceed with final design until the relevant NEPA decision documents have been issued (e.g., Categorical Exclusion, Finding of No Significant Impact, or Record of Decision).

- If a consultant or any Associate of consultant enters into personal services Contract(s) with Agency for the purpose of advising or assisting in developing specifications, a scope or statement of work, an invitation to bid, an RFP or other solicitation documents and materials related to a given procurement, the consultant may not be eligible to propose/bid on the prospective procurement (based on a case-by-case assessment by Agency, ODOT or FHWA).

5.3 ELECTRONIC FILES LINKED OR ATTACHED TO RFP

This RFP document must be viewed electronically to access files, attachments, forms, provisions or other documents that are attached electronically (shown as icons) or provided via hyperlinks from the Internet in this RFP. All files, attachments forms, provisions or other documents attached electronically or linked from the Internet are incorporated in this RFP with the same force and effect as though fully set forth in this RFP.

5.4 PUBLIC RECORDS

Proposals shall be open to public inspection in accordance with ORS 279C.107. If a Proposal contains any information that may be considered exempt from disclosure as a trade secret under either ORS 192.311(2) or ORS 646.461(4), or under other grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, the Proposer must clearly designate on or with the Proposal the portions of its Proposal which Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon. **Identifying the Proposal in whole as trade secret, confidential or otherwise exempt from disclosure is not acceptable. In such circumstances Agency will require Proposer to submit a memorandum citing the statutory justification for each specific area of the Proposal that Proposer claims to be exempt.** If Proposer fails to identify, on or with the Proposal, the portions of the Proposal Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to have waived any later claim of an exemption or request for nondisclosure of that information. Agency will not be held liable for any disclosure of information which Proposer considers to be exempt from disclosure if required by a Public Records Order. Notwithstanding any rights under 17 USC 101 et seq., (the United States Copyright Act), when Agency is required to provide copies of the non-exempt portion of the Proposal pursuant to a Public Records Order, Proposer hereby grants a license to Agency to copy those portions of the Proposal that are subject to disclosure.

5.5 USE of RECYCLED PRODUCTS

Consultants/contractors shall use recyclable products to the maximum extent economically feasible in the performance of the Contract work set forth in this document.

5.6 RFP CANCELLATION

Agency may reject any or all Proposals and may cancel this RFP at any time if doing either would be in the public interest as determined by Agency. In no event shall Agency have any liability for the cancellation of this solicitation.

ATTACHMENT A - PROPOSAL COVER SHEET

Part I - Proposer Information and References

RFP# S3916

Project Name: Virginia/Daisy Avenue: 32nd St to Bob Straub Parkway (Springfield) (Springfield)

Legal Name of Firm as provided to IRS: ____

DBA Name (if different than legal name): ____

UEI Number: ______ Is Proposer registered as a foreign corporation in Oregon? ☐Yes ☐No

☐ Corporation ☐ Professional Corporation ☐ Ltd. Liability Company ☐ Partnership ☐ Limited Partnership ☐ Ltd. Liability Partnership ☐ Sole Proprietorship ☐ Other:______

State of Incorporation/Organization: _____

Mailing Address: _____

Type name of authorized contact for this RFP: ____

Email address: ____

Telephone: ______________________________ Fax: ______________________________

Type name of person(s) authorized to sign Contract: ____

MINIMUM QUALIFICATIONS Registered Professional Engineer per requirements of RFP section 2.3.1:

Name	Registration Number

- Registered Professional Land Surveyor (PLS) per requirements of RFP section 2.3.2:

Name	Registration Number

REFERENCES

Provide references for 3 clients for which Proposer has provided, in the last 3 years, similar services to those described in this RFP (please verify contact information):

1) Name of Firm: ______________________________Reference Contact Person ______________________

Telephone: ____________________ email ____________________

Project Title: ____

Scheduled Contract Completion Date: ________ Actual Contract Completion Date: _________

Contract Est. Cost: ____________ Contract Actual Cost:____________

Project Delivery Method: ☐DBB; ☐CMGC; ☐DB; ☐ _______________

2) Name of Firm: ______________________________Reference Contact Person ______________________

Telephone: ____________________ email ____________________

Project Title: ____

Scheduled Contract Completion Date: _____________ Actual Contract Completion Date: _____________

Contract Est. Cost: ____________ Contract Actual Cost:____________

Project Delivery Method: ☐DBB; ☐CMGC; ☐DB; ☐ _______________

3) Name of Firm: ______________________________Reference Contact Person ______________________

Telephone: ____________________ email ____________________

Project Title: ____

Scheduled Contract Completion Date: _____________ Actual Contract Completion Date: _____________

Contract Est. Cost: ____________ Contract Actual Cost:____________

Project Delivery Method: ☐DBB; ☐CMGC; ☐DB; ☐ _______________

ATTACHMENT A - PROPOSAL COVER SHEET

Part II - Proposer Certifications

By signing below, the authorized representative on behalf of Proposer certifies that:

1. Proposer agrees to and shall comply with the terms and conditions of the sample Contract associated with this RFP and all requirements, specifications and terms and conditions contained within the RFP (and all Addenda, if any).

2. All contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Cover Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty. No attempt has been made or will be made by Proposer to induce any other person to submit or not submit a Proposal. Proposer understands that any statement or representation it makes, in response to this solicitation, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under the resulting Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

3. Proposer has available the appropriate material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to demonstrate the capability of the firm to meet all contractual responsibilities.

4. Proposer is not experiencing financial distress or having difficulty securing financing, and has sufficient cash flow to fund day-to-day operations throughout the proposed Contract period.

   a. Within the last 3-year period, has your firm filed a bankruptcy action, filed for reorganization, made a general assignment of assets for the benefit of creditors, or had an action for insolvency instituted against it? YES ☐ / NO ☐.
   b. If "YES" above, indicate the filing dates, jurisdictions, type of action, ultimate resolution, and dates of judgment or dismissal, if applicable:

5. Proposer has not been notified within the last 3-year period of any delinquent Federal, State or local taxes in an amount that exceeds $3,000 for which the liability remains unsatisfied.

6. Proposer, its principals and major subcontractors (major subcontractor is defined as receiving 10% or more of the total Contract amount) have not presently, or within the last 3 years, been convicted of, indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) Contract or subcontract; violation of federal or state antitrust statutes relating to the submission of bids or Proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property.

7. Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. And, pursuant to ORS 279A.110, Proposer has not and Proposer will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business certified under ORS 200.055.

8. Proposer has an operating policy supporting equal employment opportunity. If proposing firm has 50 or more people, Proposer also has a formal equal opportunity program.
   - Does Proposing firm have 50 or more employees? ☐ **Yes,** ☐ **No.**
   - Does Proposing firm have a formal equal employment opportunity program? ☐ **Yes,** ☐ **No**

   Firms of 49 people or less do not need to have a formal equal employment opportunity program, but shall have an operating policy supporting equal employment opportunity. Firms of 50 people or more shall also have a formal equal employment opportunity program.

9. Proposer's employees and agents are not included on the list entitled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of the

Treasury and currently found at https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx

10. Proposer and its Principals, and any of its prospective subcontractors for this award are not presently debarred, suspended, disqualified, proposed for debarment or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon, and does not have an Active Exclusion on the System for Award Management (SAM) which is available at https://sam.gov/.

11. Proposer, acting through its authorized representative, has read and understands the RFP instructions, specifications, and terms and conditions contained within the RFP (including the sample Contract) and all Addenda, if any. The Proposal submitted is in response to the specific language contained in the RFP, and Proposer has made no assumptions based upon either (a) verbal or written statements not contained in the RFP, or (b) a previously-issued RFP, if any.

Signature:____Date: ____________________________

(President or Authorized Representative of Proposer)

Print Name:______________________________________ Title: _______________________________________

ATTACHMENT B – STATEMENT of WORK

TASK 1 – PROJECT MANAGEMENT

Consultant shall provide management and coordination of Services under this Statement of Work (“SOW”) for delivery of Tasks and Deliverables according to the agreed upon Task 1 Project Design Schedule.

1.1 Administration & Record Keeping

Consultant shall:

- Prepare a Quality Assurance/Quality Control (“QA/QC”) Plan for Agency review and approval. The QA/QC Plan must be developed consistent with the requirements of ODOT’s “Guidance/Template for Consultants” available online at: http://www.oregon.gov/ODOT/HWY/OPL/docs/SEOPL/Consultant_Quality_Plan_Model.doc;
- Prepare a Project Design Schedule using the Critical Path Method, prepared with MS Project software or approved equal. The Project Design Schedule must include, but is not limited to: all major authorized tasks as agreed upon by the Parties, Project design team meetings, and milestones (type and date) specified in this SOW and required to complete all Services under this Contract. Consultant shall update the Project Design Schedule during the Project if milestone or deliverable due dates are modified. For budgeting purposes, it is assumed that up to (2) Project Design Schedule updates will be necessary;
- Prepare invoices and progress reports according to the requirements set forth in the Compensation Exhibit of the Contract. Each progress report must:
    - Include a summary of previous period’s activities and the planned activities for the upcoming period.
    - Identify percentage completed of each Task/Deliverable.
    - Reconcile the budget with the actual amount billed to date.
    - Identify unresolved issues and concerns that may affect the SOW, Project Design Schedule and/or budget for Services.

  For budgeting purposes, it is assumed that up to (12) progress reports will be necessary.
- Develop and maintain a Project file to include survey and engineering computations, assumptions, meeting agendas and minutes, working drawings, quality control and review documentation, correspondence, and memoranda. (See Contract Terms & Conditions, Records Maintenance; Access)

1.1.1 Consultant Deliverables and Schedule

Consultant shall provide:

- QA/QC Plan submitted electronically (PDF) to Agency Project Manager (“APM") within 7 calendar days of Contract Notice to Proceed (“NTP”).
- Project Design Schedule submitted electronically (MS Project) to APM within 7 calendar days of NTP.
- Updated Project Design Schedule submitted electronically (MS Project) to APM, as necessary, via timeline agreed to by APM.
- Progress reports and invoices submitted electronically (PDF) to APM no later than the 20th calendar day of the month following the reporting period.

1.2 Coordination

Consultant shall:

- Coordinate with the APM as the main point of contact for coordination and management of Consultant Services under the Contract.
- Contact other Agency staff and regulatory agency staff, if necessary, throughout the Contract, to gather any additional information needed for the Project, Project site, regulations and guidance.
- Provide overall management, direction, and coordination of staff (including sub-consultants, if any) to include any necessary internal Consultant staff meetings.

- Contact APM via telephone or other agreed upon communication means on a weekly basis to provide Project status information. Consultant shall prepare meeting minutes and memoranda reflecting the communications as requested by APM.

1.2.1 Consultant Deliverables and Schedule

Consultant shall provide:

- On-going coordination and communication as needed to appropriately manage the Services under this Contract (no tangible deliverables for this task).
- Meeting minutes and phone memoranda for major project decisions submitted electronically (PDF) to APM as agreed with the APM.

1.3 Project Meetings

1.3.1 Project Kickoff Meeting

Consultant shall organize, conduct, prepare for and attend a 1-hour Project kickoff meeting. The Project kickoff meeting will be held virtually with Agency, Consultant's Project Manager ("PM") and other necessary Consultant staff in attendance. Consultant shall prepare the meeting agenda with input from the Agency. The purpose of the Project kickoff meeting is to review Project issues such as SOW; work products and deliverables; Project Design Schedule; budgets; right-of-way ("R/W"); utility coordination/design; design criteria; guidance documents; standards and quality control ("QC"). Consultant shall schedule Project kickoff meeting within 10 business days of NTP. Consultant shall prepare draft meeting minutes for review by Agency. For budgeting purposes, it is assumed that up to 3 Consultant staff shall attend the 1-hour Project kickoff meeting.

1.3.2 Project Development Team Meetings ("PDT")

Consultant shall organize, conduct, prepare for and attend up to 22 virtual PDT Meetings. Each PDT meeting will be held virtually with Agency, Consultant's PM and other necessary Consultant staff in attendance. Consultant shall prepare the meeting agenda with input from the Agency. Consultant shall prepare draft and final meeting minutes to be distributed to Agency and all other meeting participants. For budgeting purposes, it is assumed that up to2 Consultant staff shall attend each PDT meeting. If subconsultant staff are needed to address specific technical items, Consultant shall obtain APM occurrence before inviting subconsultant staff to PDT meetings.

1.3.3 Consultant Deliverables and Schedule

For each meeting, Consultant shall provide:

- Meeting agenda submitted electronically (PDF) to APM and all other meeting participants at least 2 business days prior to the meeting.
- Draft meeting minutes submitted electronically (MS Word) to APM and all other meeting participants within 2 business days of the meeting.
- Final meeting minutes submitted electronically (PDF) to APM and all other meeting participants within 7 business days of the meeting.

TASK 2 - SURVEY (RESERVED AS CITY COMPLETES)

TASK 3 - ENVIRONMENTAL SERVICES

Consultant shall complete necessary field and literature investigations to provide Agency and ODOT environmental documentation and permits required for completion of this Project. Consultant shall complete the following environmental investigations, documentation, and permits for this Project, unless marked as a CONTINGENCY TASK, which Consultant shall complete only following receipt of Contingency Task NTP from Agency:

For all of Task 3, the Project Area is the same as described in Section A of this SOW unless otherwise noted and described in specific Task 3 subtasks.

Consultant in coordination with Agency is responsible for obtaining all Rights-of Entry ("ROE"). Consultant shall not conduct any fieldwork outside of Agency R/W or property until all ROEs for private property have been obtained and are in field staff's possession.

3.1 National Environmental Protection Agency ("NEPA") Categorical Exclusion ("CE") and Programmatic CE ("PCE") and Supporting Documentation (RESERVED AS ODOT COMPLETES)

3.1.1 Environmental Prospectus (Environmental Scoping Documentation) (RESERVED AS ODOT COMPLETES)

3.1.2 PCE Determination (Draft Only) (RESERVED AS ODOT COMPLETES)

3.1.3 Final NEPA CE and PCE Documentation (RESERVED AS ODOT COMPLETES)

3.2 Archaeological Resources

All archaeological subtasks must be completed by registered professional archaeologists who meet the Secretary of the Interior's professional standards for Archaeology (36 CFR 61, Appendix A) and who have been "qualified" through the ODOT Cultural Resources Consultant Qualification Training Program.

3.2.1 Literature Review/Field Reconnaissance/Baseline Report

The purpose of this task is for Consultant to conduct archival and background research in combination with field reconnaissance to determine the presence or absence of high probability landforms or archaeological sites within the Area of Potential Effect ("APE") and to make recommendations for further archaeological review.

Consultant shall conduct a Literature Review for the APE, and include a description of the APE, detailed historic context and ethno-historic information, methodology, recommendations for future work, detailed bibliography, maps, and photos. Consultant shall provide the ODOT Archaeologist with a minimum of 5 business days advance notice prior to Field Reconnaissance.

Consultant shall examine the following:

- The State Historic Preservation Office ("SHPO") database in Salem, OR; appropriate Tribal Historic Preservation Office ("THPO") database if APE is within a recognized reservation boundary;
- General Land Office ("GLO") maps;
- Sanborn Fire Insurance Maps; and
- Other records archives (i.e. historical societies; tribal archives) for known/potential prehistoric and historic archaeological resources within a 1mile radius of the APE.

Field Reconnaissance must include a pedestrian survey. Consultant shall conduct pedestrian surveys within the APE and must include areas where ground will be disturbed by Project construction including temporary access roads, as well as staging areas, material sources, disposal sites, detours, etc.

Pedestrian survey methods must be consistent with the latest updated SHPO guidelines. The recommended maximum spacing of transects is 20 meters apart and may vary depending on terrain features or ground visibility. Consultant shall determine transect spacing based on professional judgment to ensure that all probable site locations are discovered. All cultural resources observable on the surface and in exposed subsurface profiles must be identified and recorded. Field Reconnaissance must enable Consultant to identify areas of high and low probability for archaeological resources and to determine the appropriate level of survey or subsurface exploratory probing.

Consultant shall prepare a Baseline Report that must contain the following:

- A completed Oregon SHPO Archaeological Report Cover Page.
- A purpose statement and full Project description including:

- ODOT Key Number and Federal Aid Number;
- Location and legal description;
- General environmental description;
- Historic context;
- Proposed construction activities;
- Defined APE and APE map; and
- Total acreage of impact.

- Results of SHPO/THPO database search including:
  - Brief summary of previous archaeological research completed within one (1) mile of APE; and
  - Brief summary of recorded archaeological features within one (1) mile of APE; include eligibility discussion if available.
- Results of GLO and Sanborn map review including:
  - Brief summary of features (trails, buildings, etc.) depicted on maps and within APE; include eligibility discussion if available.
- Description of pedestrian survey methods including date of survey, types of transects used, and names and duties of personnel conducting the survey.
- Findings of pedestrian survey including ground conditions (percent visibility) and difficulties encountered, if any.
- Identification of areas of high and low probability for archaeological resources within APE.
- Recommendations for appropriate level of additional survey and subsurface exploratory probing, if any.
- Site and isolate forms (hard copies) for newly discovered archaeological sites and isolates. Consultant shall also complete the SHPO online site form.
- List of references cited.
- Location map at 1:24,000 scale; aerial image (Google map acceptable) showing APE; and representative digital images of current conditions within APE.

3.2.1.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft Baseline Report submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final Baseline Report submitted electronically (PDF) to ODOT and APM 2 weeks following receipt of draft review comments.

3.2.2 Phase I Archaeological Investigation with Technical Report (CONTENGENCY)

The purpose of this task is for Consultant to establish the presence or absence of archaeological sites in, or eligible for the National Register of Historic Places (“NRHP”), which may be in the APE for the Project. Investigations under this task must comply with Guidelines for Conducting Field Archaeology in Oregon. The Phase I investigation must comply with the latest updated SHPO guidelines and the latest updated SHPO guidelines for Reporting on Archaeological Investigations. These investigations must include pedestrian survey or subsurface exploratory probing or both, as applicable. Subsurface probing must be conducted in areas where ground visibility is low and in areas of high probability for archaeological resources, unless documented proof of previous fill is available i.e. as-builts/geomorphological work.

Consultant shall conduct record searches and literature review for the APE provided by ODOT and a 1 mile radius, prior to any fieldwork. Consultant shall, at a minimum, examine the following databases and documents:

- SHPO database in Springfield, OR.
- Appropriate THPO database if APE is within a recognized reservation boundary.
- GLO maps.
- Historic topographic maps.
- Sanborn Fire Insurance Maps.

- Other records archives (i.e. historical societies; tribal archives) for known/potential prehistoric and historic archaeological resources within a 1 mile radius of the APE.

Consultant shall conduct pedestrian field surveys within the APE and must include areas where ground will be disturbed by Project construction including temporary access roads, as well as staging areas, material sources, disposal sites, detours, etc. Consultant shall provide the ODOT Archaeologist with a minimum of 5 business days advance notice prior to conducting a pedestrian survey. Pedestrian survey methods must be consistent with the latest updated SHPO guidelines. The recommended maximum spacing of transects is 20 meters apart and no more than 30 meters apart; and may be as close as 10 meters apart vary depending on terrain features or ground visibility. Consultant shall determine transect spacing based on professional judgment to ensure that all probable sites are discovered. All cultural resources observable on the surface and in exposed subsurface profiles during the inventory must be identified and recorded.

Consultant shall obtain all required excavation permits and conduct subsurface exploratory probing in the APE. Copies of the draft excavation permits must be provided to the ODOT Archaeologist prior to submittal to SHPO. Consultant shall provide the ODOT Archaeologist with a minimum of 5 business days advance notice of exploratory probing. Subsurface Exploratory Probing field methodology must be consistent with the latest updated SHPO guidelines.

Probing must be based on an established research design. Probes must be at least 30cm in diameter and dug to sterile (at least 2 levels void of cultural material) or to 50cm and 2 sterile levels where possible, or as appropriate based on varying field conditions. Materials must be screened with a 1/8-inch mesh screen (1/4-inch as needed, see SHPO guidelines).

Auguring may be used, to establish soil stratigraphy or depth of archeological deposits and may be incorporated into the research design, if approved by ODOT Archaeologist. Materials must be screened with a 1/8-inch mesh screen.

Consultant shall prepare Phase I Archaeological Investigation Report. The Report must include:

- A purpose statement and full Project description including:
  - ODOT Key Number and Federal Aid Number;
  - Location and legal description;
  - General environmental description;
  - Historic context;
  - Proposed construction activities;
  - Defined APE and APE map;
  - Total acreage of impact; and
  - Anticipated direct, indirect and cumulative impacts.
- Results of SHPO/THPO database searches including:
  - Brief summary of previous archaeological research completed within one (1) mile of APE with eligibility description if available; and
  - Brief summary of recorded archaeological features within one (1) mile of APE with an eligibility description if available.
- Results of GLO and Sanborn map review including:
  - Brief summary of features (trails, buildings, etc.) depicted on maps and within APE.
- Discussion of ethno-historic information and historic context of APE and surrounding environment.
- Description of pedestrian survey methods including date(s) of survey, types of transects used, and names and duties of personnel conducting the survey.
- Results of pedestrian survey including ground conditions (percent visibility) and difficulties encountered, if any; descriptions of any archaeological artifacts encountered and other pertinent information.
- Description of subsurface exploratory probing methodology including date(s) of probing, and names and duties of personnel completing probes.

- Results of subsurface exploratory probing, including descriptions of soil conditions and any archaeological artifacts encountered and other pertinent information. Negative findings must be reported also.
- Summary of Tribal consultation(s), to be provided by ODOT.
- A summary with recommendations that must include a discussion of the site(s) identified and whether or not they meet NRHP criteria and maintain integrity.
- List of references cited.
- Location map at 1:24,000 scale; aerial image (Google map acceptable) showing APE; and representative digital images of current conditions within APE.
- Site forms and isolate forms (hard copies) for newly discovered archaeological sites and isolates. Consultant shall also complete the SHPO Online Site Form.
- Site update forms for previously identified archaeological sites.
- A modified Determination of Eligibility ("DOE"), a maximum of 2-3 pages long, must be included in the Appendix for historic sites with no subsurface component. This Appendix must include a short discussion on Boundaries (vertical and horizontal), Integrity as well as Statement of Significance and discussion of the NRHP Criteria. Consultant shall provide enough information to write a detailed DOE.
- Maps, photos and an artifact catalogue.

Establishing eligibility without testing for prehistoric sites may be difficult; however, this is possible with historic sites if sufficient historic documentation is provided. Please refer to SHPO guidelines.

Consultant shall provide final Phase I Technical Report and site forms in PDF format; digital images of each photo and illustration; raw GPS files (*ssf and *.cor), and edited GIS files (*shp, *.shx, and *.dbf).

3.2.2.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft Phase I Technical Report with site forms (and isolate forms, if applicable) submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final Phase I Technical Report with site forms (and isolate forms, if applicable) submitted electronically (PDF) to ODOT and APM 2 weeks following receipt of draft review comments.

3.2.3 Phase II Archaeological FIELD Investigation (RESERVED)

3.3 Historic Resources_

All historic subtasks must be completed by professional historians who meet the Secretary of the Interior's professional standards for architectural history or history (36 CFR 61, Appendix A) and who have been "qualified" through the ODOT Cultural Resources Consultant Qualification Training Program.

3.3.1 Historic Resources Baseline Report

The purpose of the ODOT Historic Resources Baseline Report is to identify and characterize the historic resource issues using APE to determine what may be impacted by a transportation project. The Historic Resources Baseline Report is a scoping report that is not intended to be a comprehensive technical report. As part of developing the Historic Resources Baseline Report, Consultant shall review the SHPO Statewide Inventory and conduct an on-site reconnaissance of the Project area.

Consultant shall prepare the Historic Resources Baseline Report which must include, but is not limited to:

- Project description and a description of the APE;
- Photographs of resources that are 45 years old or older;

- Descriptions of historic resources that are 45 years old or older, including a discussion of each potential NRHP eligibility (A-D); and
- Map that identifies the location of each potential historic resource within the APE.

It is anticipated that resources will be identified in the baseline report, as there are many residences within the corridor that are 45 years old and older.

3.3.1.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft Historic Resources Baseline Report submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final Historic Resources Baseline Report submitted electronically (PDF) to ODOT and APM within 2 weeks following receipt of draft review comments.

3.3.2 Section 106 Determination of Eligibility ("DOE") CONTINGENCY TASK (Requires separate NTP from APM)

A DOE is a finding that a property meets the eligibility criteria (A-D) for inclusion in the NRHP. If requested by ODOT and Agency staff, then Consultant shall prepare draft and final DOE Reports for each historic resource that is considered potentially eligible for the NRHP. For authorized DOE Report(s), Consultant shall also prepare a Project Submittal Letter in ODOT-approved format. Consultant shall prepare each DOE using the most recent ODOT form.

The DOE must include but is not limited to:

- Brief physical description of the resource and contributing and non-contributing features, including the history, significance and context of the resource, the design, setting, materials, workmanship, feeling, and association;
- Map showing the location and orientation of the resource and its historic boundary; and
- Photographs of the resource, including historic photographs and current photographs.

Consultant shall prepare DOE(s) for resources. There are many residences within the corridor 45 years old and older. ODOT Cultural/Historic Resource Specialist will transmit the final DOE(s) to SHPO and will obtain the necessary concurrence documentation from SHPO.

3.3.2.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft DOE(s) submitted electronically (MSWord) for each resource that is potentially eligible for the NRHP to APM and Local Agency Project Manager ("LAPM") for review per Task 1 Project Design Schedule.
- Final DOE(s) submitted electronically (PDF) for each resource that is potentially eligible for the NRHP to APM and LAPM 2 weeks following receipt of draft review comments.

3.3.3 Section 106 Finding of Effect ("FOE") CONTINGENCY TASK (Requires separate NTP from APM)

Following coordination with ODOT and Agency staff, Consultant shall prepare a FOE Report for each resource that is listed or has been determined eligible for the NRHP following the format provided by ODOT (including coordination of public outreach). When requested by ODOT and Agency, Consultant shall coordinate with Agency Project Designer or Project Team Leader to discuss available options to avoid or minimize adverse effects to listed or eligible historic resources. Consultant shall coordinate with ODOT to ensure that FHWA concurs with the proposed FOE on the resources prior to transmittal to SHPO. A Project Submittal Letter must be submitted with an FOE Report.

Consultant shall coordinate with ODOT and Agency to obtain FHWA concurrence with the proposed FOE on the resource(s), prior to submittal to SHPO.

Consultant shall prepare FOE using the most current ODOT form. The FOE(s) must include:

- Narrative assessment of the Project's potential effects of the Project to the historic resource's qualities that make it significant and/or eligible or listed, including: physical destruction or damage; alteration or rehabilitation; removal; change of setting; introduction of visual, atmospheric or audible elements; neglect of a property; or transfer or sale of ownership; and
- Discuss alternatives to avoid or minimize adverse effects to the resource.

Consultant shall prepare FOE(s) for resources. There are many residences within the corridor 45 years old and older. ODOT Historic Resource Specialist will transmit the final FOE(s) to SHPO and will obtain the necessary concurrence documentation from SHPO.

3.3.3.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft FOE(s) with Project Submittal Letter submitted electronically (MSWord) for each effected resource that is listed or eligible for the NRHP to ODOT and APM for review per Task 1 Project Design Schedule.
- Final FOE(s) with Project Submittal Letter submitted electronically (PDF) for each effected resource that is listed or eligible for the NRHP to ODOT and APM 2 weeks following receipt of draft review comments.

3.4 Hazardous Materials (RESERVED)

3.5 Biological Resources Compliance and Permitting

Consultant shall complete the appropriate biological resources tasks presented below based on the Design Acceptance Plans. General biological work must be executed by a qualified biologist who meets the following minimum qualifications: 3 full years of environmental analysis or resource Project management experience and a Bachelor's degree that included 30-quarter or 20-semester hours in biology, environmental science, natural science, or closely related field. An individual who makes determinations of effect under the Endangered Species Act ("ESA") and prepares ESA documentation must also be an ESA qualified biologist as per ODOT Technical Services Bulletin GE14-03(B) or most current (http://www.oregon.gov/ODOT/Engineering/Doc_TechnicalGuidance/GE14-03b.pdf).

3.5.1 Endangered Species Act ("ESA") No Effect Memorandum ("NE Memo")

When ODOT determines or approves Consultant's determination that a proposed action will not affect State or Federal ESA listed or proposed species or critical habitat, a NE Memo is prepared to document compliance with the State and Federal ESAs. The NE Memo must be completed by an ESA qualified biologist as described above.

Consultant shall:

- Use a qualified ESA biologist(s) to conduct 1 field survey of the area of (Area of Potential Impact) ("API") at the appropriate time for each ESA listed plant, fish and wildlife species with the potential to be present in the API and their potential suitable habitats following standard/appropriate field survey techniques.
- Conduct Oregon Department of Agriculture ("ODA"), Oregon Department of Fish and Wildlife ("ODFW"), National Marine Fisheries Service ("NMFS"), and U.S. Fish and Wildlife Service ("USFWS") database searches to acquire ESA information for the Project area.
- Contact ODOT or Oregon Biodiversity Information Center ("ORBIC") or both, as needed, to obtain data regarding listed threatened and endangered species as well as those proposed for listing under the federal and state ESA that may occur within the API. Consultant shall determine if Federally-listed species and their habitat will be affected by the Project.

- Communicate with local ODA, ODFW, NMFS and USFWS staff via phone or email to acquire additional specific ESA information for the Project area.
- Make ESA effects determinations following the analysis of gathered ESA information. If a determination is No Effect for at least one (1) listed or proposed species, obtain ODOT concurrence on the No Effects determination.
- Coordinate with design staff, ODOT and APM to develop appropriate measures (i.e., Construction Special Provisions) to avoid impacting listed species proposed for coverage in the NE Memo if avoidance measures are necessary to obtain the No Effect determination.
- Prepare draft NE Memo for the Project area using the most recent ODOT provided form; provide to ODOT and APM for review and comment.
- Prepare final NE Memo for ODOT and Agency acceptance.
- Notify ODOT and Agency immediately if Consultant determines that an ESA determination of No Effect is no longer appropriate.

3.5.1.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft No Effect Memo submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final No Effect Memo submitted electronically (PDF) to ODOT and APM within 2 weeks following receipt of draft review comments.
- Draft Construction Special Provisions relevant to NE determination submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final Construction Special Provisions relevant to NE determination submitted electronically (PDF) to ODOT and APM within 2 weeks following receipt of draft review comments.

3.5.2 Federal-Aid Highway Program ("FAHP") ESA Programmatic Documentation

Consultant shall coordinate and document compliance with the Federal ESA for NMFS trust species and USFWS trust species using the FAHP ESA Programmatic. The FAHP ESA Programmatic is appropriate for most Projects with Federal-Aid funding. ESA documentation must be completed by a qualified biologist (as per Section B.3 of this SOW). All documentation for the Project design phase must follow procedures contained in the most recent version of the ODOT FAHP Programmatic User's Guide available on the ODOT Biology ESA website: (http://www.oregon.gov/ODOT/GeoEnvironmental/Pages/ESA.aspx). FAHP ESA programmatic documentation must be completed by an ESA qualified biologist as described above.

Consultant shall:

- Facilitate early coordination with NMFS (and USFWS if applicable) according to Section 2.3 of the FAHP Programmatic User's Guide.
- Coordinate with the APM and ODOT biologist to complete the FAHP Project Stakeholder list as shown in Table 4 of the FAHP Programmatic User's Guide.
- Utilizing the latest template available on the FAHP Programmatic website, prepare and submit the Project Initiation Form to the Region Environmental Coordinator ("REC") for the Project.
- Contact the ODOT biologist via phone or email for site-specific information on ESA species including but not limited to background reports and ORBIC special status species lists.
- Contact via phone or email ODA, ODFW, NMFS (and USFWS if applicable) for additional site-specific information on ESA species.
- Review all ESA information provided or obtained.
- Facilitate and attend 1 site visit with the ODOT, Agency (and USFWS if applicable), NMFS to discuss Project impacts, applicable FAHP Programmatic standards, and possible modifications to the Project to meet FAHP Programmatic

standards; Consultant shall prepare site visit meeting notes that include topics discussed and recommendations.

- Prepare and submit all required FAHP Programmatic forms to Agency and ODOT REC for the Project, utilizing the latest templates available on the ODOT ESA website. In addition to the Stakeholder List and Initiation Form detailed above, the following forms are required as part of the FAHP Project Notification documents:
  - Notification Form
  - Additional Info
  - Additional Stormwater
  - Change Form

3.5.2.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft Site Visit Meeting Notes submitted electronically (MS Word) to APM and REC within 1 week of the meeting.
- Final Site Visit Meeting Notes submitted electronically (PDF) to APM and REC within 1 week of receiving draft review comments.
- Draft FAHP Programmatic Project Initiation Form submitted electronically (MS Word) to APM and REC within 2 weeks of the Kickoff Meeting.
- Final FAHP Programmatic Project Initiation Form submitted electronically (PDF) to APM and REC within 1 week of receiving draft review comments.
- Draft FAHP Programmatic Project Notification documents submitted electronically (MS Word) to APM and REC per Task 1 Project Design Schedule.
- Final FAHP Programmatic Project Notification documents submitted electronically (PDF) to APM and REC within 2 weeks of receiving draft review comments.

3.5.3 Scope to Determine if Project Must Address the Oregon Fish Passage Law (OARs 635-412-0005 to 625-412-0040) (RESERVED)

3.5.4 Fish Passage Scoping Field Visit (RESERVED)

3.5.5 Determine Appropriate Approach to Meet Fish Passage Requirements (RESERVED)

3.5.6 Fish Passage Exemption Application (RESERVED)

3.5.7 Fish Passage Waiver (RESERVED)

3.5.8 Fish Passage Plan (RESERVED)

3.5.9 Scientific Take Permit for Fish Salvage Operations (RESERVED)

3.5.10 Bird Protection

Consultant shall comply with laws that protect birds including the Migratory Bird Treaty Act, the Bald and Golden Eagle Protection Act, and state and federal ESA.

Consultant shall:

- Alert ODOT and Agency environmental staff and United States Department of Agriculture (“USDA”) Animal and Plant Health Inspection Service (“APHIS”) Wildlife Services personnel as soon as possible whenever an active bird nest is observed in the Project area.
- Avoid disturbing, relocating or removing active bird nests, the eggs, or chicks; if avoidance is not possible, stop all actions that may disrupt the nest and contact the APM. Do not resume work that may disrupt nesting until approved by the APM.

- Avoid prolonged activity near any active nest that might prevent parent birds from adequately caring for eggs and chicks, and that might negatively impact successful fledging; if avoidance is not possible, stop all actions that may disrupt the nest and contact the APM. Do not resume work that may disrupt nesting until approved by the APM.
- Avoid disturbing or removing vegetation from March 1 through August 31.

3.6 Wetland and Water Resources

Consultant shall research and prepare documentation necessary to satisfy the requirements of Section 404 of the Clean Water Act and Oregon's Removal Fill Law (ORS 196.795-196.990).

3.6.1 Wetland/Waters of the U.S./State Fieldwork and Determination Memo (RESERVED)

3.6.2 Wetland/Waters of the U.S./State Delineation Report (RESERVED)

3.6.3 Wetland Functional Assessment Report (RESERVED)

3.6.4 Stream Functional Assessment (RESERVED)

3.7 Environmental Permits and Clearances

Consultant shall research and prepare State and Federal permit applications required for the Project as described in the subtasks listed below.

3.7.1 USACE/DSL Joint Permit Application ("JPA") and Oregon DEQ Section 401 Certification

Consultant shall prepare a complete JPA meeting all the applicable requirements of the most recent version of the Oregon Department of State Lands Removal-Fill Guide and USACE permit application standards. Consultant shall submit the JPA and Stormwater Management Plan to the Oregon DEQ to obtain Section 401 Water Quality Certification.

Agency will select the preferred design for the Project prior to the preparation of the JPA.

Consultant shall:

- Prepare JPA for a USACE Individual Permit and a DSL Individual Permit, to authorize work within the jurisdictional waters and any wetlands found in the Project area.
- Provide pre-submittal coordination with DEQ to inform them of the Project and verify requirements and documentation necessary to apply for Section 401 Water Quality Certification.
- Provide pre-submittal coordination with representatives of the USACE and DSL to confirm permitting requirements and application procedures. Conduct pre-submittal coordination by phone and email. No pre-submittal site visit will be required.
- Verify that features and impacts are correctly identified for the permit application.
- Prepare all JPA required drawings, maps, photographs, site descriptions, and any additional information required by DSL or the USACE for inclusion in the JPA.
- Prepare narratives and descriptions on Project purpose and need and Project alternatives using Project development information provided by Agency as necessary to complete the JPA.
- Respond to questions or comments raised by the USACE and DSL following the submission of the JPA. This task may include correspondence and clarification of the JPA in the form of telephone calls, letters, or emails, to clarify regulatory Agency concerns and to facilitate the issuance of the USACE and DSL permits for this Project. No regulatory Agency site visit or in person meetings will be required.
- Submit the complete JPA package to the DSL and USACE on behalf of Agency.
- Submit to DEQ a copy of the complete Joint Permit Application, Stormwater Management Plan, and provide a transmittal letter to DEQ requesting Section 401 Water Quality Certification for the Project.

All required wetland and waters mitigation will be satisfied with Payment-to-Provide or purchase of mitigation bank credits. On-site or off-site compensatory wetland/waters mitigation coordination and planning will not be required.

Due to the varied nature of post-submittal coordination, it is expected that Consultant shall not expend more than 8 hours for office review and coordination time for post-submittal coordination with DSL, USACE, and DEQ. Consultant shall be responsible for obtaining Land Use Planning Signature on the JPA. Consultant shall be responsible for payment of any associated fees for DSL, USACE, and DEQ to review and approve the submittals.

3.7.1.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft JPA Submittal Package submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final JPA Submittal Package and final Stormwater Management Plan submitted electronically (PDF) to ODOT and APM 2 weeks following receipt of draft review comments.
- Paper copy and electronic submission of the final JPA Submittal Package to both the DSL and USACE 2 weeks following receipt of draft review comments.
- Paper copy and electronic submission of the final JPA and final Stormwater Management Plan to DEQ2 weeks following receipt of draft review comments on the JPA.

3.7.2 DEQ 1200-CA Permit Application

If the Project design results in an overall ground disturbance that is greater than 1 acre, a DEQ 1200-CA Permit will be required.

Consultant shall provide pre-submittal coordination with representatives of the DEQ and Agency to confirm permitting requirements and application procedures. Consultant coordination includes correspondence in the form of telephone calls, email, letters, and memos to document permit needs. Consultant shall assemble permit application materials including the application forms, plans, drawings, memos, details, and specifications to support the permit application.

Consultant shall provide support to successfully transfer the 1200-CA permit to the eventual construction contractor by providing a detailed technical memorandum to Agency fully describing all steps, processes, and timeline to transfer the Permit to the Contractor.

Consultant shall be responsible for payment of any associated fees. Consultant will acquire Agency's Planning Department signature. Agency must be listed as applicant on the 1200-CA application.

3.7.2.1 Consultant Deliverables and Schedule

Consultant shall prepare and submit:

- Draft 1200-CA Permit Application Package submitted electronically (MS Word) to ODOT and APM for review per Task 1 Project Design Schedule.
- Final 1200-CA Permit Application Package submitted electronically (PDF) to ODOT and APM 2 weeks following receipt of draft review comments.
- 1200-CA Permit Transfer Technical Memorandum submitted electronically (PDF) to APM per Task 1 Project Design Schedule.

TASK 4 - PUBLIC INVOLVEMENT SUPPORT

Consultant shall assist Agency with public involvement and outreach, as defined below, for the design phase of the Project through Final Plans, Specifications, and Estimate ("PS&E") Agency will have overall responsibility for the Project public involvement and outreach program.

Applicable Standards:

- ODOT's NEPA Manual addresses public involvement requirements for FHWA funded NEPA projects, specifically for Categorical Exclusions and Programmatic Categorical Exclusions in Oregon. The requirement, as interpreted for Oregon in the ODOT NEPA Manual, was approved in 2017 by FHWA Oregon Division. The ODOT NEPA Manual is available at: https://www.oregon.gov/odot/GeoEnvironmental/Docs_NEPA_Manual/412.NEPA_Manual.pdf
- All electronic materials must be finalized in an ADA accessible format (EPA Section 508). https://www.section508.gov/

4.1 Public Involvement Plan

Consultant shall prepare a Public Involvement Plan ("PIP"), with input from the Agency, for the Project Design Phase through final PS&E. The PIP must include stakeholder and community input into Project design details and aesthetic considerations and incorporate this input into Project planning. Consultant shall coordinate this PIP with the technical elements of the Project, to meet regulatory requirements and to address identified Project issues. The PIP must include a preliminary list of potential stakeholders(by group) for Agency review.

The PIP for the design phase of the Project must include appropriate public involvement elements as specified in the FHWA-approved ODOT NEPA Manual linked above.

Consultant shall discuss, modify, and confirm with Agency the following items for inclusion in the PIP:

- Schedule for deliverables associated with public involvement;
- Desired strategic approach for each phase of the Project;
- Target audience;
- Desired outcome for public involvement;
- Project message; and
- Which communications and outreach tools will most effectively engage and reach the desired audience.

4.1.1 Consultant Deliverables and Schedule:_

Consultant shall provide:

- Schedule for deliverables associated with public involvement submitted electronically (MS Project) to APM within 7 calendar days of NTP.
- Draft PIP submitted electronically (MS Word) to APM within 3 weeks of NTP.
- Final PIP submitted electronically (PDF) to APM 10 business days following receipt of draft review comments.

4.2 Project Information Item

Consultant shall prepare the following:

- Project e-newsletters,
- Project background statements,
- Project fact sheets,
- Flyers,
- Door hangers, and
- Project sketches.

4.2.1 Consultant Deliverables and Schedule:

Consultant shall provide:

- Written meeting summaries submitted electronically (PDF) within 5 business days of each meeting to APM.
- Each Project information item prepared under Task 4.2 submitted electronically (PDF) to APM 2 weeks prior to event needed for item.

4.3 Electronic Communication
Consultant shall prepare Project information and other related materials for the items below:
- Social media (e.g. Instagram, Facebook, YouTube, on-line blogs, etc.) and
- Website(s).

For budgeting purposes, it is assumed that 16 hours will be allocated by up to 2 Consultant staff to prepare electronic communications.

4.3.1 Consultant Deliverables and Schedule:
Consultant shall provide:
- Electronic file or link submitted to APM, as per schedule defined in the PIP developed under subtask 4.1.1, for each of the following: E-newsletters, website language, fact sheets, background statement, and Project sketches.
- Monthly updates to the list above submitted to APM for 12 months to keep content current.

TASK 5 - UTILITIES
Consultant shall perform the coordination of all utility facilities within the Project limits in accordance with the Oregon Utility Relocation Manual (available at: https://www.oregon.gov/ODOT/ROW/Pages/Utilities.aspx under “Policies and Guidance”).

If any utility is nonresponsive or uncooperative, Consultant shall notify Agency, and Agency will communicate with the utility to affect a solution.

5.1 Utility Location and Coordination
Consultant shall perform utility coordination and liaison activities with utility owners/operators for the Project. Consultant shall comply with the current version of the utility coordination policy requirements as described in the Oregon Utility Relocation Manual. This work includes reviewing utilities that may be in conflict with the Project work and utility relocation coordination with the utility owners to resolve those potential conflicts. Additionally, Consultant shall obtain system mapping from utilities located within the Project limits. Consultant shall use this information to confirm the survey map as developed under Task 2, Surveying. Where potential conflicts exist, Consultant shall work with the utility owner to acquire their “pothole” information for verification of utility size and depth.

5.1.1 Consultant Deliverables and Schedule
Consultant shall provide:
- Coordinate with the City to include existing utility information gathered in Task 5.1 in the survey map / base map.
- Record of communications with each utility within the Project limits. Copies of communication record must be submitted electronically (PDF)to APM within 3 business days of request.

5.2 Utility Report
Consultant shall prepare a draft and final “Utility Report” for those utilities located within the Project limits. The “Utility Report” must include as many of the following items that are known and applicable:
- Description of utilities located within the Project limits
- Utility facility’s structure dimension
- Probable buried depth of cover or aerial lowest height of wire
- General description of utility facility structure material
- Reliance upon other utilities in the vicinity (joint use facility)
- Description of the means used to verify facility location and limits of conflict (test hole data a.k.a. “pothole” verification)
- Proposed project construction requirements
- Potential utility conflicts
- Probable conflict resolution (relocation, adjustment concept, or protect in place)

5.2.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Draft Utility Report submitted electronically (MS Word) with Design Acceptance Package ("DAP") (Task 13) to APM.
- Final Utility Report submitted electronically (PDF) to APM within 10 business days following receipt of draft review comments.

5.3 Utility Coordination Meetings

To facilitate the development of each utility relocation plan, Consultant shall organize, conduct, prepare for and attend the following utility coordination meetings with utilities within the Project limits:

- Utility kickoff meeting to begin utility coordination. The meeting must address known facilities, potential for impact, design alternatives to address conflicts, timing requirements for potential relocations, and initial information on reimbursable requirements.
- Up to 2 individual meetings with potentially affected utilities.
- 1 on-site group utility meeting, to coordinate relocation plan, construction constraints, means and methods, work sequence and schedule limitations.

Consultant shall prepare a meeting agenda, and meeting minutes summarizing the discussions at the group meeting.

For budgeting purposes, it is assumed that up to 2 Consultant staff shall attend each 1 hour meeting, including travel time.

5.3.1 Consultant Deliverables and Schedule

For each meeting Consultant shall provide:

- Meeting Agenda submitted electronically (PDF) to APM and all other meeting participants within 2 business days prior to the meeting.
- Draft Meeting Minutes submitted electronically (MS Word) to APM and all other meeting participants within 2 business days prior to the meeting.
- Final Meeting Minutes submitted electronically (PDF) to APM and all other meeting participants within 5 business days after the meeting.

5.4 Utility Relocations

Consultant shall coordinate the efforts of the utility agencies in developing and executing a plan for relocating utilities to resolve conflicts with the Project design. As part of that effort, Consultant shall complete the following subtasks:

5.4.1 Utility Notices

For those utilities where no conflict is anticipated, Consultant shall provide a Project Notification [first notice per Oregon Administrative Rule ("OAR") 734055045]. Consultant shall use the Project Notification letter template (contact APM for template). The Project Notification letter must include plan sheets indicating location of existing utilities in relationship to proposed project.

For those Utilities where a conflict is anticipated, Consultant shall provide a Conflict Notice (first notice per OAR 734055045). Consultant shall use the Conflict Notice letter template (contact APM for template).

Consultant's coordination schedule must allow each utility a 30 calendar day period to respond with a proposal from date of the notice. If additional facility conflicts become apparent, Consultant shall create and deliver multiple notices or revised notices to utility owner, and the utility owner's response time may be shortened to 7 calendar days.

5.4.1.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Project Notification letter(s) and Conflict Notice(s) with enclosures submitted electronically (PDF) through e-mail to Utilities within 10 business days after submittal of DAP plans to APM.
- Project Notification/Utility Conflict letters with enclosures submitted electronically (PDF) to APM and State Utility Liaison ("SUL") within 3 business days after submittal of Project Notification letter(s) and Conflict Notice(s) with enclosures to Utilities.

5.4.2 Review Utility Relocation Plans and Relocation Time Requirement Letters

Consultant shall examine all received utility relocation plans for completeness and accuracy. If relocation plans do not resolve utility conflict, Consultant shall provide comments to utility for correction and re-submittal.

Consultant shall negotiate with each utility a utility construction work schedule that conforms to the Construction Schedule. Consultant shall deliver a Time Requirement Letter (second notice) to each utility owner accepting or modifying the required utility facility construction time.

5.4.2.1 Consultant Deliverables and Schedule

Consultant shall provide:

- The final utility relocation plan(s) submitted electronically (PDF) to APM within 10 business days after acceptance.
- Time Requirement Letter(s) submitted electronically (PDF) to each utility, APM and SUL within 20 business days after submittal of Advance Plans to APM.

5.5 Utility Reimbursement (CONTINGENCY)

5.6 Utility Certification

Consultant shall complete and sign the Utility Certification (Form 734-5162) verifying that all utility work has been completed or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the physical Construction Schedule.

If an exception is required, Consultant shall prepare, for the APM's signature, a Public Interest Finding as part of the Utility Certification including facts regarding the cause for the exception, an action plan and time table in securing a utility agreement (a.k.a. Time Requirements letter).

5.6.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Utility Certification submitted electronically (PDF) to APM and SUL for co-signature within 10 business days prior to PS&E.
- Signed Utility Certification form (PDF) to be incorporated into PS&E package.

5.7 Subsurface Utility Pothole Investigation (CONTINGENCY)

TASK 6 - GEOTECHNICAL / PAVEMENT SERVICES (RESERVED)

TASK 7 - HYDRAULICS RELATED SERVICES (RESERVED)

TASK 8 - TRAFFIC ENGINEERING & MANAGEMENT

Consultant shall provide traffic analysis and design Services under this SOW for delivery of Tasks and Deliverables according to the agreed upon Task 1 Project Design Schedule.

8.1 Traffic Analysis (RESERVED)

8.2 Traffic Signal Design (RESERVED)

8.3 Traffic Signal Interconnect (RESERVED)

8.4 Permanent Signing

Consultant shall prepare Plans, Specifications, and Construction Cost Estimates for the permanent signing associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD, ODOT, and Agency standards.

8.4.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Permanent Signing Plans and Cost Estimate included in DAP (Task 13).
- Advance Permanent Signing Plans, Special Provisions, and Cost Estimate included in Advance PS&E submittal (Task 15.2).
- Final Permanent Signing Plans, Special Provisions, and Cost Estimate included in final PS&E Package submittal (Task 15.3).

8.5 Permanent Pavement Markings

Consultant shall prepare Plans, Specifications, and Construction Cost Estimates for the permanent pavement markings associated with the proposed improvements. The design must be completed in accordance with applicable MUTCD, ODOT, and Agency standards.

8.5.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Permanent Pavement Marking Plans and Cost Estimate included in DAP (Task 13).
- Advance Permanent Pavement Marking Plans, Special Provisions, and Cost Estimate included in Advance PS&E submittal (Task 15.2).
- Final Permanent Pavement Marking Plans, Special Provisions, and Cost Estimate included in final PS&E Package submittal (Task 15.3).

8.6 Illumination Design (RESERVED)

8.7 Traffic Management Plan (RESERVED)

8.8 Traffic Control Plans ("TCPs")

Consultant shall prepare and submit PS&E for temporary traffic control to accommodate the public during construction. Consultant shall develop Plans and Specifications to accommodate vehicle, bicycle and pedestrian traffic during construction. ODOT or Agency standard plans must be referenced where possible.

Consultant's TCPs must indicate such elements as traffic control sequencing, work zone limits, transitions, traffic control devices, signage, detours and staging cross sections (where applicable), and work zone details for vehicles, bicycles and pedestrians.

Consultant shall prepare a Temporary Pedestrian Accessible Route Plan ("TPARP") as part of the TCPs. The TPARP must include a pedestrian route through or around each work area that is equal to or better than the route that was there before construction.

TCPs must meet MUTCD, ODOT, and Agency requirements.

8.8.1 Consultant Deliverables and Schedule

Consultant shall provide:

- TCPs and Cost Estimate included in DAP (Task 13).
- Advance TCPs, Special Provisions, and Cost Estimate included in Advance PS&E submittal (Task 15.2).

- Final TCPs, Special Provisions, and Cost Estimate included in final PS&E Package submittal (Task 15.3).

TASK 9 - RAILROAD COORDINATION AND SUPPORT (RESERVED)

TASK 10 - ROADWAY DESIGN

Consultant shall provide roadway design Services under this SOW for delivery of tasks and deliverables according to the agreed upon Task 1 Project Design Schedule.

10.1 Design Criteria

Consultant shall prepare draft and final design criteria. Design criteria must be consistent with City of Springfield's Design Standards. Consultant shall present the design criteria in a table or matrix format listing all conditions, assumptions, and minimum standards for the roadway design elements of the Project. This includes the following:

- Determine design speed
- Confirm access control requirements or access management techniques.
- Determine pedestrian and ADA design considerations.
- Determine bicycle design considerations.
- Determine transit design considerations.
- Determine sight distance considerations.
- Determine cross slope, horizontal curves, and super-elevation.
- Determine maximum grade, vertical curves.
- Determine cross section elements:
    - Number and width of travel lanes;
    - Shoulders;
    - Curbs;
    - Sidewalks;
    - Curb ramps;
    - Side slopes;
    - Inlets and catch basins (drainage facilities); and
    - Parking.
- Determine intersection design elements

The agency will provide the Consultant with comments on the draft design criteria, which the consultant will incorporate into the final design criteria.

10.1.1 Consultant Deliverables and Schedule:

Consultant shall provide:

- Draft design criteria submitted electronically (MS Word) to APM within 6 weeks from NTP.
- Final design criteria submitted electronically (PDF) to APM within 2 weeks following receipt of draft review comments.

10.2 Concept Plans/Alternative Analysis (RESERVED)

10.3 Roadway Design Exceptions (RESERVED)

TASK 11 - BRIDGE DESIGN (RESERVED)

TASK 12 - PERMITS

Consultant shall provide permitting Services under this SOW for delivery of tasks and deliverables according to the agreed upon Task 1 Project Design Schedule.

12.1 Permit Research

Consultant shall evaluate permit requirements for the Project. Consultant's evaluation shall include permit requirements from applicable Federal, State and local public agencies with jurisdiction for the Project.

Based on Project information and available state and local zoning and land use information, Consultant shall determine the required federal, state, and local environmental and transportation permits and processes applicable to the Project. The proposed construction activities for the Project are anticipated to occur within, but not limited to, the jurisdiction of the following permitting agency(ies): City of Springfield.

Consultant shall prepare a technical memorandum detailing permits required, public agencies and the staff contacted, and the cited respective code sections that require them (the "Permitting Technical Memorandum"). Consultant shall outline the procedure for obtaining permits and approximate timeframes associated with them in the Permitting Technical Memorandum. Consultant shall include specific conditions listed in those code sections which may apply to the Project in the Permitting Technical Memorandum. Consultant shall contact by phone or email applicable permitting agency, APM or planning staff members to verify the required permits, processes, standards, and criteria. Consultant shall perform 1 set of revisions, if needed, after receiving Agency comments on the draft Permitting Technical Memorandum.

12.1.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Draft Permitting Technical Memorandum submitted electronically (MS Word) with draft DAP (Task 13) to APM per Task 1 Project Design Schedule for DAP.
- Final Permitting Technical Memorandum submitted electronically (PDF) to APM, within 10 business days following receipt of draft review comments.

TASK 13 – DESIGN ACCEPTANCE PACKAGE ("DAP") (30%)

The objective of the DAP is to identify the size of the Project footprint, required design exceptions, environmental impacts, NEPA classification and any required environmental permits prior to advancing needed environmental permit application(s), R/W acquisitions, and preparing the Advance and Final Plans. The DAP is intended to be a complete deliverable with all submitted items completed to a well-defined state.

13.1 Draft and Final DAP

Consultant shall prepare and submit a draft DAP for review by Agency and a final DAP that records and addresses comments received from draft review, which include design plans (30%), cost estimate, a design narrative and that address the following:

- Description of the purpose, need, and design solution for the Project.
- Summary of existing conditions, (i.e., Project location, lanes, posted speed, and other design standards pertinent to the Project).
- Summary of design exceptions that will be necessary.
- Summary of roadway typical sections.
- Outline of Project constraints such as topography, environmental, permits, R/W, utilities and cost (NOTE: these may be executive summaries prepared by Consultant for other deliverables associated with this Project).
- Summary of the Traffic Analysis.
- Environmental impacts and summary of proposed mitigation measures.
- Environmental permitting requirements identified.
- Utility conflicts.
- Public Involvement efforts.
- Description of geotechnical subsurface conditions.
- Draft and final Stormwater Management Plan;
- Proposed R/W needs.
- Permit needs.

- Proposed construction staging, temporary detours, and temporary protection and direction of traffic during construction.
- Draft and final Access Management Strategy.
- Design acceptance checklist.

Consultants shall prepare DAP plan sheets according to the following table:

Name of Sheet
Title sheet
Typical sections
Details
Temporary protection and direction of traffic (including bicycle and pedestrian traffic)
Construction staging
Roadway plans
Roadway profiles
Roadway cross sections
Erosion control
Drainage/water quality details
Sign and striping plans
Illumination
Landscaping (if needed)

Consultant shall summarize and reference in the DAP all of the reports and technical memoranda pertinent to the Project. Consultant shall prepare and submit design plans and a cost estimate as appendices within the DAP. Drawings submitted with the draft DAP must be marked as "Design Acceptance Plans for Review." Engineered documents and reports that are finalized with the DAP must bear the responsible engineer's seal. Consultant shall prepare the Title sheet in accordance with Agency standards and provide an index to the drawing set.

Agency will provide comments on the draft DAP. Consultant shall address Agency comments. Consultant shall arrange and attend a DAP Plan Review Meeting to communicate and discuss resolution to Agency review comments. Consultant shall provide written responses to address review comments received from Agency after attending the DAP Plan Review Meeting and prepare the final DAP for the record.

For budgeting purposes, it is assumed that up to 2 Consultant staff shall attend the 1 hour virtual DAP Plan Review Meeting.

13.1.1 Consultant Deliverables and Schedule:

Consultant shall provide:

- Draft DAP submitted electronically (PDF) to APM within 16 weeks of NTP.
- Written responses to DAP review comments submitted electronically (Excel) to APM within 1 week of the DAP Plan Review Meeting.
- Final DAP submitted electronically (PDF) to APM within 1 week of Agency acceptance or resolution of comments.

TASK 14 - RIGHT OF WAY ("R/W") (RESERVED AS CITY COMPLETES AND COORDINATES R/W CERTIFICATION WITH ODOT)

TASK 15 - PLANS, SPECIFICATIONS, AND ESTIMATE ("PS&E")

Consultant shall prepare plan sheets according to the following table:

Table 15

Name of Sheet	Advance Submittal	Final Submittal
Title sheet	X	X
Typical sections	X	X
Details	X	X
Temporary protection and direction of traffic and Temporary Pedestrian Accessible Route (TPAR) plan(s)	X	X
Roadway plans	X	X
Roadway profiles	X	X
Curb Ramp plans	X	X
Drainage plan/profiles		
Erosion control	X	X
Drainage details		
Pipe data sheet		
Sign and striping plans	X	X
Illumination	X	X
Landscaping (if needed)		

15.1 Preliminary PS&E (RESERVED)

15.2 Advance PS&E (90%)

This task includes preparation of Advance Plans, Special Provisions, Construction Cost Estimate, risk assessment, and quality control reviews, as well as incorporating comments from previous reviews.

Advance Plans:
Consultant shall prepare drawings, per Table 15 above and reference Agency standard drawings and details, and other related drawings.

Advance Special Provisions:
Consultant shall update Project Special Provisions based on changes and clarifications to the Project design, as determined at DAP and in accordance with 2024 *Oregon Standard Specifications for Construction as amended by Agency* and the *Specification and Writing Style Manual*. Consultant shall prepare the Special Provisions to the 90% level (the “Advance Special Provisions”) in MS Word utilizing “Track Changes”.

The Advance Special Provisions must incorporate Agency’s boilerplate Special Provisions corresponding with the Project bid date. If a bid date has not been identified, Consultant shall use the most current boilerplate Special Provisions. Boilerplates, by bid date, can be found at the following website: https://www.oregon.gov/odot/Business/Pages/Special-Provisions.aspx

Consultant shall obtain concurrence from Agency for any unique Special Provisions or changes made to the boilerplate Special Provisions, beyond fill-in-the-blank changes. Consultant shall document the changes made to the Special Provisions and Agency concurrence.

Consultant shall submit the ODOT Civil Rights Request for Goals Worksheet to ODOT’s Office of Civil Rights and incorporate the appropriate Disadvantaged Business Enterprise (“DBE”) goals and On the Job Training (“OJT”) hours into the Project Special Provisions.

Consultant shall consult with Agency and incorporate the required insurance information into the Special Provisions.

Advance Cost Estimate:
Consultant shall update the Construction Cost Estimate quantities and unit costs utilizing Agency standard bid items to support the Advance Plans (the "Advance Cost Estimate"). Consultant shall prepare the estimate to include mobilization, contingencies, and construction engineering based on the percentages agreed to by both parties. The estimate must be based on unit prices utilizing Agency, ODOT, and Consultant historic bid information and anticipating a 2027 calendar year bid letting. Consultant shall prepare the final Cost Estimate using Excel or Agency required software.

Construction Schedule:
Consultant shall prepare a Construction Schedule, using the Critical Path Method ("CPM") (MS Project and PDF) that outlines a reasonable Project construction sequence and time frames. The Construction Schedule must include anticipated material lead times, Project milestones and anticipated construction phasing and staging.

Advance PS&E Revisions/Corrections:
The APM and ODOT will submit a single electronic file of Advance PS&E Comment Log review comments to Consultant.

Consultant shall address comments received and communicate with the APM the proposed resolution to the comments. Consultant shall provide written response to address review comments received from the APM and ODOT on the Advance PS&E.

15.2.1 Consultant Deliverables and Schedule

Consultant shall submit the following electronically to the APM within 8 weeks of the APM's written approval (email acceptable) of the final DAP (30%) (Task 13):

- Advance Plans (PDF)
- Advance Special Provisions (MS Word, utilizing "Track Changes")
- Advance Construction Cost Estimate (Excel and PDF)
- Construction Schedule (MS Project and PDF)
- Comment response log for Plans and Specifications (Excel)
- Special Provisions changes and APM concurrence (MS Word, utilizing "Track Changes")
- Civil Rights request for goals worksheet (MS Word, utilizing "Track Changes")

Consultant shall submit Advance PS&E Review Comment Log with initial responses electronically (Excel) to the APM and ODOT within 2 weeks following receipt of comments.

15.3 Final PS&E Package (100%)

Consultant shall prepare the final PS&E package for bidding purposes. The Final Plans, Special Provisions, and Construction Cost Estimate must incorporate all revisions agreed to and documented on the Advance PS&E Comment Log (Task 15.2).

Consultant shall coordinate with the APM to ensure all deliverables listed on the most current version of the Certified Local Public Agency ("CLPA") PS&E Submittal Completeness Checklist will be satisfied. Refer to the latest version of the CLPA PS&E checklist (Form #734-5182) at:
https://www.oregon.gov/odot/LocalGov/Pages/Forms-Apps.aspx
Agency will review final plan sheets and note any final revisions needed prior to preparation and submittal of Professional of Record ("POR")-signed Final Plans within 2 weeks of receipt of documents from Consultant. Consultant shall incorporate final revisions into POR-signed Final Plans.

Upon request from Agency, Consultant shall resolve comments from Agency and ODOT.

15.3.1 Consultant Deliverables and Schedule

Consultant shall submit the following to APM, 4 weeks prior to the PS&E due date:

Description	To APM	
	Electronic	Paper
Unsigned Final Design Plans (11 x 17)	PDF	
Project Special Provisions	MS Word & PDF	
POR Certification with all Special Provisions sections stamped	PDF	X
Signed Special Provision Integrity Certification	PDF	
Special Provision Summary Form	Excel	
Email from Civil Rights noting Applicable DBE goals and OJT hours	PDF	
Construction Cost Estimate (Agency Format)	PDF, .est & .dat, Excel	
Certified Local Public Agency Cost Estimate Form (ODOT Form 734-5096)	PDF, .est & .dat, Excel	
CPM Construction Schedule (11 x 17 in color)	PDF, MS Project	
NEPA Approval Documentation (delivered under Task 3)	PDF	
R/W Certification (delivered under Task 14)	PDF	
Utilities Certification (delivered under Task 5)	PDF	

Consultant shall submit the following to APM, no later than 1 week prior to the PS&E Due Date:

- POR-signed Final Plans printed on 11 x 17 paper, 2 copies
- POR-signed Final Plans (PDF)

15.4 LETTER OF PUBLIC INTEREST FINDINGS ("LPIF") AND EXEMPTION ORDERS ("EO") (CONTINGENCY TASK; Requires separate NTP from APM) (RESERVED)

TASK 16 - ADVERTISE AND AWARD ASSISTANCE

This task includes the preparation of addenda, as needed, and responding to questions during the Advertisement or Ad phase of the project. Consultant shall respond to questions from Agency and prospective bidders about the plans and specifications during the advertisement for bids and award process.

The PM may not discuss possible or probable changes to the Project unless the changes have been formalized by issuance of an Addendum. Consultant shall alert the APM if the potential response to a Bidder's question conflicts with the Bid Documents, and then an Addendum will be issued by Agency if determined appropriate in Agency's discretion.
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16.1 Questions During Advertisement

Consultant's Project Manager, or Consultant's designee(s) approved by Agency, shall assist Agency with questions regarding the bid documents and bid process. Consultant shall respond to all questions in writing within 3 calendar day(s) to APM.

Consultant shall, during the bidding process, assist the Agency with the communications with prospective bidders and suppliers in a manner that assures that no prospective bidder or supplier is provided with information not in the bidding documents and that could provide a bidding advantage or disadvantage. Consultant shall prepare a written log to document conversations and questions asked by prospective bidders or suppliers and the answers provided to the Agency. Consultant shall maintain the written log in the Project file and provide upon request of the APM.

16.1.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Written answers to questions from the City submitted electronically (e-mail) ~~sent~~ to Agency Contracts Analyst ("ACA")APM upon request and no later than 5 calendar days after receipt of the question and prior to the bid questions' closing date.

16.2 Addenda to the Bid Documents (CONTINGENCY TASK; Requires separate NTP)

This task identifies specific deliverables that the Agency at its discretion may elect to authorize Consultant to produce. Consultant shall only complete this Task 16.2 and the identified deliverables if written (email acceptable) NTP is issued by the Agency.

Consultant shall provide information within 24 hours after receipt of questions from ACA for ~~prepare up to 2~~ bid addenda's that ACA will prepare to provide interpretation of construction documents.

Consultant shall prepare and deliver to Agency the addenda text in a PDF and Microsoft Word file. Consultant shall prepare and deliver to Agency stamped drawings in PDF and shall coordinate reviews of addenda by APM prior to submittal. Consultant shall not be responsible for distributing addenda to bidders. Agency will issue and distribute all addenda.

16.2.1 Consultant Deliverables and Schedule

Consultant shall provide:

- Bid document addenda (MS Word and PDF); stamped drawings; or S~~pe~~cial Provision revisions (PDF); submitted electronically via email to ACA within 24 hours after receipt of questions from ACA.

16.3 Pre-Bid Meeting (CONTINGENCY TASK; Requires separate NTP) (RESERVED)

16.4 BID ANALYSIS ASSISTANCE (CONTINGENCY TASK; Requires separate NTP) (RESERVED)

ATTACHMENT C – SAMPLE CONTRACT

The Sample Contract (including its terms, conditions, and Exhibits) is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

Attachment C is available as a separate file posted with this RFP at the following website: https://springfield-or.gov/city/finance/purchasing/.