



Request for Proposals: A&E and Related Services

Issued by:

City of Springfield (herein after referred to as “Agency”)

RFP Number #S4011

RFP Title/Project Name:

Walk and Roll Springfield Project, No. PL2126

Key #21733

Issue Date: Friday, October 31st, 2025

PROPOSAL DUE DATE and TIME:

Thursday, January 8th, 2026, by 1:59 pm (No public opening)

Proposer questions, RFP protests, and requests for change are due **via email no later than seven (7) calendar days prior to the proposal due date.**

A Mandatory Pre-Proposal Conference will be held virtually via Microsoft Teams on: Wednesday, November 19th, 2025, at 11:00 a.m.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 255 443 038 690 02

Passcode: So7QQ6sy

Issuing Office; Purchaser/Single; Point of Contact

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

Notes:

- This RFP is a **Qualifications-Based Selection (QBS)** process 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 physical or email address listed above.

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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.

Section 0.0 OREGONBUYS ePROCUREMENT SYSTEM

0.1 REGISTRATION REQUIREMENT and VENDOR GUIDANCE

Agency 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 \(springfield-or.gov\)](http://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/bsa>. 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 Agency is not responsible for any Proposer expenses associated with the RFP.

Procurement Schedule	Date
RFP Issued	Friday, October 31 st , 2025
Pre-Proposal Conference	Wednesday, November 19 th , 2025, at 11:00 am, here: Join the meeting now Meeting ID: 255 443 038 690 02 Passcode: So7QQ6sy
Deadline for Proposer Clarification Questions	Tuesday, November 25 th , 2025, by 5:00 pm
Deadline for Proposers' responses to Questions	Friday, December 12 th , 2025, by 5:00 pm
Closing/Proposal Submittal Deadline	Thursday, January 8 th , 2026, by 1:59 pm <i>(No public opening)</i>
Proposal Evaluation Period	January 12 th - 23 rd , 2026
Notice of Intent to Award (Estimated)	Estimated January 26 th , 2026
*Negotiations (Estimated)	Estimated January 28 th to February 11 th , 2026
Contract Start Date (Estimated)	Estimated Monday, March 2 nd , 2026

*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.

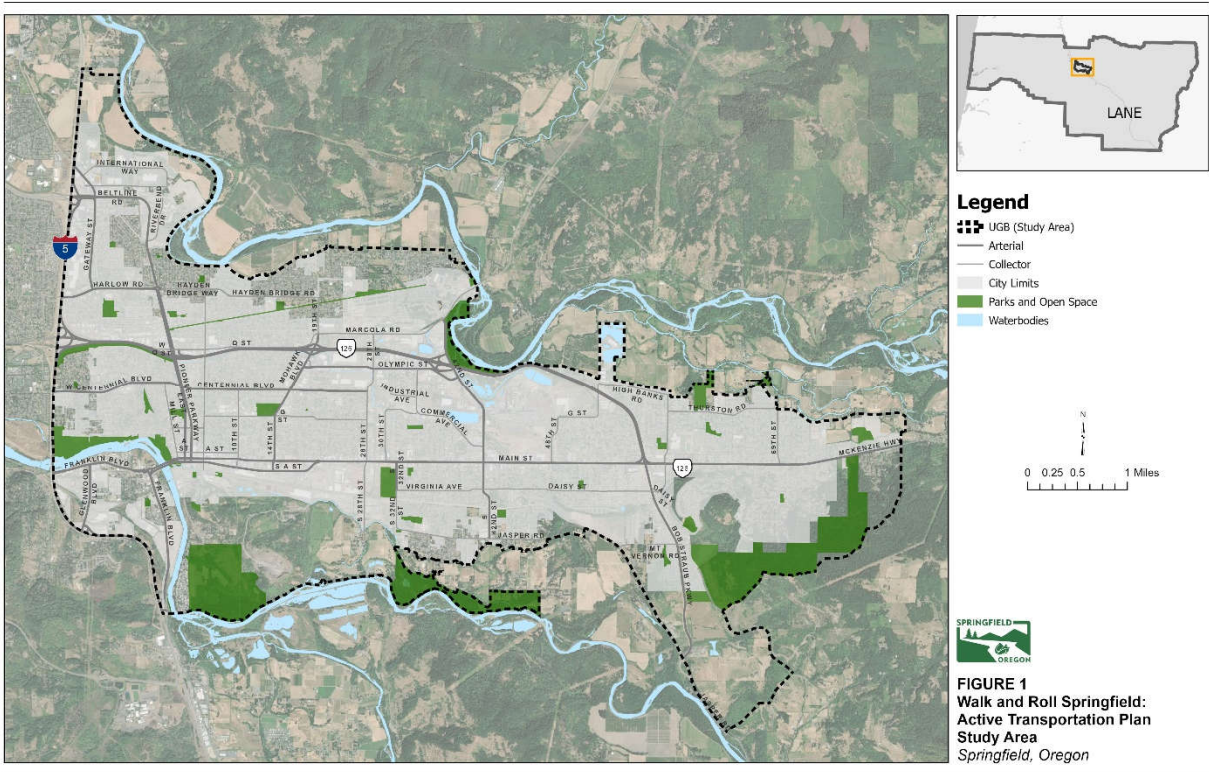
1.2 PROJECT BACKGROUND/SCOPE INFORMATION & LOCATION

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.

Walk and Roll Springfield: Active Transportation Plan

- Project location: The Study Area for the Project consists of all areas within the Springfield Urban Growth Boundary (“Study Area”), as shown in **Figure 1**
- Estimated date for completion of the A&E and Related Services required under this RFP: September 1st, 2027
- Estimated range of costs for the A&E and Related Services required under this RFP: \$200,000-275,000

Figure 1: Study Area: Springfield Urban Growth Boundary



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The Walk and Roll Springfield: Active Transportation Plan (“Project”) will create a new Active Transportation Plan (ATP) for the City of Springfield to address critical gaps in the City’s active transportation infrastructure network, especially in Climate Friendly Areas (CFA). The City currently has an outdated 1998 Bicycle Plan. The City also has a [2035 Transportation System Plan](#) (TSP). This Project will replace the 1998 Bicycle Plan and will comprise the bicycle and pedestrian system elements for the City of Springfield’s TSP. The Project will comply with current Transportation Planning Rules requirements for bicycle and pedestrian system planning. The 2035 TSP will otherwise still be in effect until the next major TSP update. If there is a conflict between the 2035 TSP and the Walk and Roll Springfield: Active Transportation Plan, the Walk and Roll Springfield: Active Transportation Plan will apply.

The current plans lack sufficient detail for effective implementation and fail to meet modern design standards and fulfill current Oregon Transportation Planning Rules requirements for pedestrian and bicycle system planning. This project will refine existing active transportation connections from the 1998 Bicycle Plan and [2035 Transportation System Plan](#) that have not yet been constructed and will produce an updated list of pedestrian and bicycle projects that ensure connectivity throughout Springfield.

This Project is intended to fulfill the transportation planning requirements for pedestrian and bicycle planning in the following Oregon Administrative Rules (OARs):

- 660-012-0500 Pedestrian System Planning,
- 660-012-0510 Pedestrian System Requirements,
- 660-012-0520 Pedestrian System Projects,
- 660-012-0600 Bicycle System Planning,
- 660-012-0610 Bicycle System Requirements,
- 660-012-0620 Bicycle System Projects, and
- 600-012-0630 Bicycle Parking.

The pedestrian system is intended to serve people walking and those using mobility devices or other devices that operate at a similar speed and scale to people walking. The pedestrian system is intended to serve most short trips under one mile in cities. The bicycle system is intended to serve people riding bicycles and other vehicles that operate at a similar speed and scale to people riding bicycles. These vehicles include, but are not limited to electric bicycles, kick-style and electric scooters, and skateboards; and do not include motorcycles.

Additionally, the project will provide an opportunity to assess active transportation policies and priorities through an equity lens. It will identify social, cultural, and physical barriers to mobility, engaging communities that face additional challenges to walking, biking, and rolling—such as those with limited English proficiency, people of color, immigrants, individuals with disabilities, youth, low-income residents, and seniors. This engagement will help shape updated projects and policies that address these barriers and promote inclusivity in Springfield’s active transportation network.

By aligning with recent regulatory changes and addressing community needs, the goal of this project is to create a safer, connected, and more sustainable urban environment that encourages people to use active transportation.

Background

The 1998 Bicycle Plan is now 27 years old. It includes completed projects but no longer addresses the evolving needs and priorities of Springfield's community. Similarly, Springfield’s Transportation System Plan (TSP), adopted in 2014 and updated in 2020, identifies broad cycling connections but lacks sufficient detail to define the preferred cycling facilities or the trade-offs necessary to establish these corridors. While both the 1998 Bicycle Plan and TSP provide a solid foundation, they need updates to align with modern standards, regulations, and the current and future needs of the community. Furthermore, they do not fully reflect recent changes in the Oregon Transportation Planning Rules which place a greater emphasis on active transportation in the coming years. Creating a new ATP will ensure the City remains effective in meeting the community’s current and future transportation needs and priorities.

Springfield has active transportation gaps in key east-west connections, which hinder access from east Springfield to downtown and to the University of Oregon and Eugene. Additionally, the project will need to strengthen north-south connections within the active transportation network. These gaps pose barriers to safe movement and limit accessibility for both residents and visitors.

In addition to the City's plans, the Willamalane Park and Recreation District has an adopted 2024 Willamalane Park and Recreation Comprehensive Plan which includes a recommended project list for paths and trails. Walk and Roll Springfield: Active Transportation Plan aims to "improve connectivity between existing trails," which was identified as a priority through the public engagement that informed the Willamalane Comprehensive Plan. Walk and Roll Springfield: Active Transportation Plan will not include soft-surface hiking trails. The Willamalane Comprehensive Plan and the City's TSP provide high-level guidance on major connections. A more detailed, comprehensive approach is necessary.

The Project will create a plan for a complete and prioritized pedestrian and bicycle system by focusing on refining connections, determining preferred facility types, establishing low-stress corridors, and exploring necessary trade-offs (e.g., reallocation of parking or travel lane space) in collaboration with the community. This process will help confirm the best approach and ensure smooth implementation in the future. The project will complete the planning that is needed to create an integrated and cohesive active transportation network.

This initiative will build on previous planning efforts, such as the 2024 Willamalane Park and Recreation Comprehensive Plan, the 2035 Springfield Transportation System Plan, and the 1998 Bicycle Plan, as well as ongoing initiatives, including:

- *Climate Friendly Areas*: Supporting active transportation to reduce single-occupancy vehicle use and align with mixed-use development goals.
- *2015 Scenario Plan* (updated 2025): Prioritizing active transportation policies to reduce greenhouse gas emissions through infrastructure and programs; and
- *Safe Routes to Schools Action Plans*: Enhancing safety for students traveling to school.

Project Objectives

The objective of the project is to develop a Walk and Roll Springfield: Active Transportation Plan that achieves the following:

- Promote Active Transportation: Encourage walking and cycling as viable modes of transportation through the creation of a comprehensive network of bicycle facilities, shared-use paths, and pedestrian-friendly streets.
- Improve Safety: Identify locations in the community where safety improvements are necessary and plan projects to enhance safety through effective and proven safety countermeasures.
- Enhance Accessibility: Increase accessibility for all ages and abilities through improved bicycle facilities, sidewalks, crosswalks, ramps, and pedestrian-friendly infrastructure, creating healthy accessible neighborhoods.
- Engage Community: Involve the community in the planning process to further understand their needs, wants, and priorities.
- Plan for Equitable Outcomes: Ensure benefits reach all demographics, including low-income people and people with disabilities. Outreach will engage underserved populations to ensure the specific needs of these groups are addressed and that benefits are distributed fairly.
- Support Economic Development: Boost the local economy by helping people reduce their personal transportation costs and increase their ability to access jobs and services via active transportation modes.

- Encourage Health and Wellness: Promote physical activity and public health by making walking, biking, and other forms of active transportation attractive options.
- Integrate with Transit: Coordinate with Lane Transit District for seamless multi-modal connectivity between walking, cycling, and public transit to make multimodal travel options easier and more convenient.
- Fund and Implement: Identify available funding to demonstrate how the prioritized active transportation projects are realistic and achievable.
- Monitor and Evaluate: Incorporate and expand the performance measures identified in the implementation chapter of the *2015 Scenario Plan* (updated 2025).

By prioritizing safety, accessibility, and connectivity, our Active Transportation Plan aims to create a more vibrant, equitable, and resilient community.

1.3 PROJECT PHASES

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

Phase 1 Design Acceptance

Phase 2 Final Design

1.4 PERIOD OF PERFORMANCE

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

- **January 2026 through September 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:

\$200,000 to \$275,000

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 (RESERVED)

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 so 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, 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. (PASS/FAIL). The proposer must clearly indicate on Attachment A **Proposal Cover Sheet** how they meet each of the minimum requirements listed.

2.3.1 Registered Professional Engineer. In the space provided on the Proposal Cover Sheet (RFP Attachment A), the Proposer must list the name and registration number of a least one Oregon Registered Civil Engineer in active status intending to perform services under the WOC.

2.3.2 Subconsultant list. In the space provided on the Proposal Cover Sheet (RFP Attachment A), the Proposer must list by name all subconsultant firms that, if selected, will be utilized on the Proposer's team for this Project.

2.3.2 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 must only be submitted by mail or delivered in person to **Springfield City Hall, Southeast Quad, 225 5th Street, Springfield, OR 97477, during office hours.** Proposals must be received by the deadline specified on page 1 of this RFP (or by any revised deadline stated in an Addendum issued by the Agency). The Agency will not accept Proposals received after the submittal deadline.

The Agency may cancel the procurement or may extend the date and time of receipt of Submittals by issuing an Addendum immediately after the Electronic Procurement System or electronic mail system becomes available.

2.4.2 Proposal Page Limit. The Proposal is limited to **20 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.

Provide 1 hard copy of Proposal and all required submittal items and electronically 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 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

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	<p>Team and Key Personnel: 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.</p> <p>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.</p> <p>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.</p> <p>Complete a “Key Staff Resumes” form available at: http://www.oregon.gov/ODOT/CS/OPO/AE.shtml#Forms .</p>	25
2	<p>Project Approach: 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. What percentage of the work will be done by the prime versus subconsultants?</p>	20
3	<p>Sample Work Product: As a separate attachment, provide a maximum of 2 project samples comparable to the requested services performed by your firm. Attach a cover memo to each explaining the similarities (or differences) between the Sample Work Product and the work the Agency is soliciting. Include the project budget and project schedule and if the project was within budget and delivered on time.</p>	25
4	<p>Project Schedule: Provide a project schedule (in Gantt chart or MS Project format). Include all proposed tasks and subtasks. Include all task dependencies.</p>	10
5	<p>QA/QC: Describe your QA/QC process for this project. Who will be doing QA/QC? When will QA/QC reviews occur?</p>	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 a given Proposal, divided by the number of evaluators.
- **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 on line 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 (RESERVED)

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
- 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#:S4011; Project Name: Walk and Roll Springfield

Legal Name of Firm as provided to IRS: _____

DBA Name (if different than legal name): _____

DUNS Number: _____	Is Proposer registered as a foreign corporation in Oregon? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Corporation <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Ltd. Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Ltd. Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> 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

<p>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):</p>	
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: <input type="checkbox"/> DBB; <input type="checkbox"/> CMGC; <input type="checkbox"/> DB; <input type="checkbox"/> _____	
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: <input type="checkbox"/> DBB; <input type="checkbox"/> CMGC; <input type="checkbox"/> DB; <input type="checkbox"/> _____	
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: <input type="checkbox"/> DBB; <input type="checkbox"/> CMGC; <input type="checkbox"/> DB; <input type="checkbox"/> _____	

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.
 - o Does Proposing firm have 50 or more employees? Yes, No.
 - o 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

The Statement of Work is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

Attachment B is available as a separate file posted with this RFP at the following website:

<https://springfield-or.gov/city/finance/purchasing/walk-and-roll-springfield-project-active-transportation-plan>

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.

<https://springfield-or.gov/city/finance/purchasing/walk-and-roll-springfield-project-active-transportation-plan>