



Meeting Date: **11/19/2025**

Meeting Time: **11:00 AM**

Meeting Location: **Microsoft Teams**

Project Number: **PL2126**

Project Title: **RFP#S4011 – Walk and Roll Springfield: Active Transportation Plan**

The purpose of the pre-proposal meeting is to assist Proposers in becoming familiar with the project's requirements and provide them with an opportunity to ask clarifying questions and discuss potential issues with the Request for Proposals (RFP). All information presented during this pre-proposal meeting shall remain the same or replace the information provided in the RFP issued by the City of Springfield unless it is subsequently confirmed in an official written Addendum. Questions or comments should be raised before the close of the meeting so they can be addressed at that time. Responses to any questions asked outside the parameters of the meeting will be in written format and posted to the City's website in the form of an Addendum. The City shall make a reasonable effort to notify anyone who has signed the Mandatory Pre-Proposal Meeting Sign-in Sheet as an attendee and provide a valid e-mail address of Addenda when issued.

The deadline for submission of questions regarding this Proposal is Tuesday, November 25, 2025, at 5:00 PM, and we will have responses to questions no later than Friday, December 12, 2025, at 5:00 PM.

1.) **Reminder to sign in by putting your name, company, and e-mail address in the chat.**

2.) **Introduction of City Staff**

Drew Larson – Project Manager

Amanda Clinton – Senior Contracts Analyst

Kristi Krueger- Capital Engineering Manager/City Certification Program Liaison (CCPL)

3.) **Project Overview**

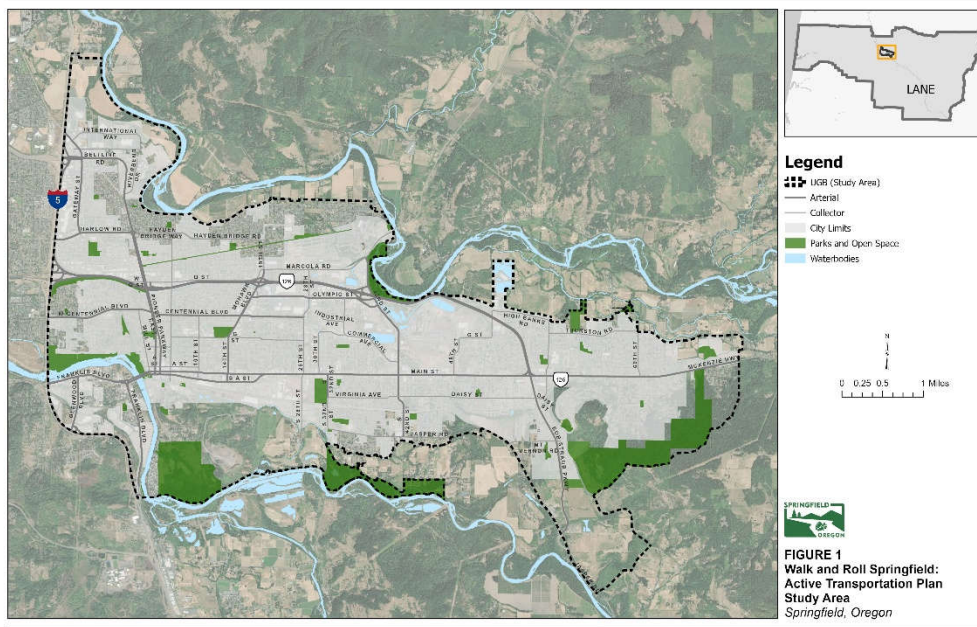
Project Description: This is a Federal-Aid project with additional local funding. It is the first planning project—and the third project overall—that the City of Springfield will be delivering as a Federally Certified Agency. The RFP process will be conducted in accordance with federal and local procurement requirements.

The *Walk and Roll Springfield: Active Transportation Plan* will develop a new Active Transportation Plan (ATP) for the City of Springfield to address critical gaps in the City's active transportation network.

The City currently relies on an outdated 1998 Bicycle Plan and the 2035 Transportation System Plan (TSP). This Project will replace the 1998 Bicycle Plan and **serve as the bicycle and pedestrian system component of the City's TSP**. The project will comply with current Transportation Planning Rules for bicycle and pedestrian system planning. The 2035 TSP will otherwise remain in

effect until the next major update. In cases of conflict, the *Walk and Roll Springfield: Active Transportation Plan* will take precedence.

Map on page 5 of the RFP and also attached.



Procurement Schedule:

Procurement Schedule	Date/Details
RFP Publish Date	Friday, October 31 st , 2025
Pre-Proposal Conference	Wednesday, November 19 th , 2025, at 11:00 AM <i>(via Teams)</i>
Deadline for Proposer Questions	Tuesday, November 25 th , 2025, by 5:00 PM
Deadline for Proposer Responses	Friday, December 12 th , by 5:00 PM
Proposal Due Date	Thursday, January 8 th , 2026, by 1:59 PM <i>(No public opening)</i>
Proposal Evaluation (No Interviews)	January 12 th – 23 rd , 2026
Notice of Intent to Award	Monday, January 26 th , 2026
Negotiations & Consultant Documents Due	January 28 th to February 11 th , 2026
Award/Contract Start	Monday, March 2 nd , 2026

Project Schedule:

- Estimated date for completion of Services required under this RFP: September 2027.
- **Schedule for Selection Process for Proposals**
 - a. Responses to questions received during this pre-proposal meeting will be addressed at the meeting. If there are additional questions, they need to be directed to Amanda Clinton, Sr. Contracts Analyst at aclinton@springfield-or.gov. All questions received outside of the pre-proposal meeting will be

posted via a Clarification log or an Addendum, both posted on the following webpage: [Walk and Roll Springfield Project: Active Transportation Plan - City of Springfield Oregon](#).

- b. Proposals due – Thursday, January 8th, 2026, by 1:59 PM (no public opening).
 - c. Evaluation Period- January 12th to 23rd, 2026
 - d. Approx. Award Contract – **Monday, January 26th, 2026**
 - i. **All contract related questions should be directed to Amanda Clinton until the notice of intent to award is sent.**
- 4.) Other Items for Discussion
- 5.) All questions after the close of the meeting should be submitted by email to Amanda Clinton at aclinton@springfield-or.gov no later than Tuesday, November 25th, 2025, by 5:00 PM.
- 6.) Meeting Close