

## City of Tillamook



## 12<sup>th</sup> Street Safe Route to Schools Project

Release Date – February 15, 2018  
Deadline Date – March 14, 2018

## **REQUEST FOR PROPOSALS (RFP)**

The City of Tillamook seeks Proposals from qualified professional design-build teams to provide comprehensive services to design and construct a 12<sup>th</sup> Street Safe Route to School sidewalk using approved City design typicals on a linkage extending along the south side of 12<sup>th</sup> Street in Tillamook, Oregon (more fully described below).

Interested parties should submit a proposal that includes pertinent experience in designing and constructing sidewalks as further described in this RFP. The deadline for project proposals will be March 14, 2018. It is anticipated that a recommendation for award will be submitted for City Council review at their March 19, 2018 meeting. Proposers need to set a completion date for the project of October 15, 2018. Final payment of satisfactory performance will occur by November 14, 2018.

All proposals must be received by the City of Tillamook, at 210 Laurel Avenue, Tillamook, Oregon 97141. No electronically submitted proposals (e.g. fax or scanner) shall be accepted. Proposers mailing proposals should allow normal delivery time to ensure timely receipt. The City of Tillamook reserves the right to accept or reject any or all proposals.

### **PROJECT SCOPE**

The 12<sup>th</sup> Street Safe Routes to School Project is partnership between the City and the School District that would construct a new separated sidewalk segment on the south side of Twelfth from where the school sidewalks currently end to the sidewalk heading north on Evergreen. This project would complement the School District's recently-successful bond measure improving facilities throughout their service area and provide a critical east-west linkage for community foot traffic. While the School District is a partner, the City will be organizing and implementing the project.

The Hampton Mill essentially limits east/west connectivity in Tillamook to Third Street and Twelfth, and for years now, school children have had to navigate an area where heavy equipment regularly crosses to various mill properties on each side. This driveway will be left intact and treated as a street crossing. The Mill access road on the south side of 12<sup>th</sup> Street, near the railroad track, will remain as-is, without sidewalks. With the High School essentially located halfway through the community and students arriving and departing in both directions, this linkage is an essential safety feature. Additionally, it also conforms with the pedestrian routing contained in the City's Parks Master Plan, thereby serving recreational needs as well as connectivity needs.

Attached is a conceptual map of the proposed sidewalk (**Exhibit A**). Photos of the project area are attached as **Exhibit B**.

Based upon the proposed concept, the selected design-build team (Contractor) will prepare design documents for City approval, and, following approval, self-perform and/or procure contractors for construction and secure, supervise, and manage all construction personnel during construction of the sidewalk, ADA corner ramps, crosswalks, grading, storm drain improvements in compliance with any applicable codes and design criteria. (**Exhibit C and Exhibit D**)

While the City will acquire all permits, the selected Contractor will be responsible for all design, engineering, demolition, and disposal of the existing site, construction and post-construction site repairs and obtaining any approvals therefor. The site will be delivered to the Contractor "as-is" with no warranty as to the condition or suitability of the existing area. Contractor will be required to maintain integrity of the site and provide continuous, unobstructed access to residences and the mill in the area during construction, unless otherwise agreed to by City.

All Federal, State, and City laws, rules and ordinances shall be followed in regards to labor, material, means, and methods associated with the scope of work. This is a prevailing wage contract.

#### **A. SUBMISSION REQUIREMENTS AND FORMAT**

Proposals must include the items listed below.

1. Identify office location, capacity, capability and availability to perform the work, size of the organization, year the firm began doing business, and the availability of personnel to work with the project.
2. Describe your firm's experience designing and constructing sidewalk facilities.
3. Identify the key staff members who will be assigned to the City for this project. Describe their qualifications and roles, and provide a brief description of the extent of their professional experience and responsibilities working with similar accounts within the last five (5) years.
4. Describe your familiarity with similar municipal projects with respect to cost control, value engineering, quality of work, ability to meet schedules and contract administration. Provide a list of private and municipal clients your firm has worked with during the past three (3) years including a detailed description of work products delivered on similar engagements. This should include the client, contact name and

- position, and telephone number.
5. Address each of the evaluation criteria set forth in Section C.
  6. Provide any other information that supports the scope of services to be provided in this RFP or considered relevant by your firm.

### **Mandatory Proposal Requirements**

7. Proposals must be signed by a principal member of the proposing company capable of binding the company.
8. Proposers must provide five (5) originals of the proposal clearly marked "Proposal for Tillamook 12<sup>th</sup> Street Safe Route to Schools Project" and contained in a sealed envelope or box, addressed to Paul Wyntergreen, City Manager, City of Tillamook, 210 Laurel Avenue, Tillamook, Oregon 97141, and must be received by 2:00 p.m. local time, on Thursday, March 14<sup>th</sup>, 2018.
9. Proposals must be valid until April 15, 2018.

### **B. SELECTION PROCESS**

Appointment of a Design-Build Contractor will be determined by the Proposer's experience, services proposed to be provided, and the cost for such services. The City's objective is to select the Contractor best qualified to:

1. Work with the City to develop a practical design that provides a safe separated route (See attached Exhibit C - Streetscape Design Standards) that integrates private property boundaries and the needs for storm drainage, loading, access, and maneuvering.
2. Complete the project, following City's approval of final design, by October 15, 2018.

The City will assign a committee with the task of recommending the selection of the best-qualified Contractor. The committee will use a three-step process:

Step 1: The City's evaluation committee will review, score, and rank all proposals received in accordance with the point values that have been noted next to each proposal requirement. Proposals will be reviewed and, based on the strength of the proposals the City may, at its discretion result in a notice to proposers of selection and award directly from the evaluation of the proposals, based on the highest scoring responsive proposal submitted by a responsible proposer. Or, based on the strength of the proposals the evaluation committee may short-list multiple qualified firms to participate in oral interviews.

Step 2: If the evaluation committee decides to interview proposers, candidates on the short list will be asked to give a brief oral presentation and be interviewed by the committee.

Step 3: The candidates will be ranked based upon the evaluation criteria set forth below. This process should result in a recommendation to the City Council on or about March 19, 2018.

### **C. EVALUATION CRITERIA**

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the City. After meeting the requirements listed above, proposals will be evaluated on the following factors:

1. **Design Process Proposal** – The proposed design process should incorporate a description of how the Contractor will use the City's Design Standards to produce a quality sidewalk within the short timeframe allotted. The proposed design should also identify how critical decisions will be made when design changes need to occur, such as identifying areas where the separated sidewalk premise may not be able to function and other alternatives need to be considered.

Demonstrate that the proposer has an understanding of what is required with regard to the project. Provide a description of the proposer's approach to the project and how key issues will be dealt with, including methods for the proposer's quality assurance/quality control.

*Higher scores will be given to teams with the best design proposal that the Contractor represents can be designed and constructed within the City's schedule. (25 Points)*

2. **Proposed Pricing Arrangements** – Contractors will propose a pricing structure whether Fixed Price, Time and Materials, or other arrangement, that provides for a quality project on time.

In addition, the design proposal should provide information related to any warranties associated with the project's design and construction.

*Higher scores will be given to pricing arrangements most beneficial for the City's needs. (35 Points)*

3. **Experience** – Describe the proposer's design and construction experience on projects of similar size and scope. Provide information from other completed projects that will demonstrate that the proposer understands this type of project. Describe experience in completing

projects of this type in a timely manner and within budget. Include copies of drawings and/or photos from similar projects that have been completed, and demonstrate long- term durability of components and materials.

*Higher scores will be given to proposers that demonstrate the greatest experience in designing and constructing projects of a similar scope, and that demonstrate prior projects that have shown long-term durability of components and materials. (30 Points)*

4. **Availability** – Indicate current availability and anticipated project timeline.

*Higher scores will be given to teams that can complete the project in the timeliest manner. (10 Points)*

#### **D. ECONOMY OF PRESENTATION**

Statements should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Fancy bindings, colored displays, promotional materials, etc., are not important. Emphasis should be on completeness and clarity of content.

#### **E. CONTACT PERSON**

Respondents can contact Paul Wyntergreen, Tillamook City manager, for further information regarding this RFP. Contact with other City officials may be grounds for disqualification. If proposers have any questions regarding this RFP or the selection process, questions shall be submitted in writing to Mr. Wyntergreen at [pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov) or by U.S. Mail to Tillamook City Hall, 210 Laurel Avenue, Tillamook, Oregon 97141. All responses will be issued by email and posted on the City's website at <http://www.tillamookor.gov>.

#### **F. QUESTIONS**

Questions may be sent via email. The firm posing the question will not be identified in the notification/response.

#### **G. SCHEDULE FOR SELECTION PROCESS**

RFP Advertised	Week of February 15, 2018
Proposal Close	March 14, 2018
Proposal Evaluation	Week of March 15/16 <sup>th</sup> , 2018
Recommendation to City Council	March 19 <sup>th</sup> , 2018
Contract Awarded	TBA

## **H. LATE PROPOSALS NOT CONSIDERED**

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

## **I. ADDENDA**

In the event that it is necessary to amend, revise, or supplement any part of the RFP, addenda will be provided to all proposers who have notified Mr. Wyntergreen by email at [pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov) or by U.S. Mail to 210 Laurel Avenue, Tillamook, OR 97141. Addenda will also be posted on the City website at [www.tillamookor.gov](http://www.tillamookor.gov). Any addenda so issued are to be considered part of the specifications of the RFP. City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by City.

## **J. PROPOSAL OWNERSHIP**

All material submitted by the proposers shall be considered property of City, and City shall not be required to return same to any proposer. The material submitted by proposers will be treated in the same manner as City's own records. After proposal opening, all proposals become part of the public record unless exempt under Oregon Public Records Law.

## **K. EXCEPTIONS TO RFP**

If, for any reason, a proposer should find fault with the structure of this RFP or with the evaluation process, concerns may be submitted in writing to: Paul Wyntergreen, City Manager, City of Tillamook, 210 Laurel Avenue, Tillamook, Oregon 97141.

The City will make every effort to answer questions and, if warranted, to amend the RFP. Proposers who are unable or unwilling to meet any of the requirements of this RFP should include, as part of their response, written exceptions to those requirements.

## **L. COMMENTS AND PROTEST PROCEDURES**

A prospective proposer may deliver to the City of Tillamook, Attention Paul Wyntergreen, City Manager, a written request for change to any of the specification listed in this RFP. Such request shall be delivered at least five (5) working days prior to the RFP closing date. A written request for change shall include:

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

The City will review the specification change request and notify the prospective proposer of the decision in writing prior to the RFP closing date.

**M. INCURRING COSTS**

The City of Tillamook is not liable for any cost incurred by respondents prior to issuance of a contract.

**P. RIGHT TO REJECT ALL PROPOSALS**

The City reserves the right to reject any and all proposals, to waive any irregularities, and to accept the proposal deemed in the best interests of City. The City may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all bids upon a finding of the City it is in the public interest to do so.

**Q. PROFESSIONAL SERVICES CONTRACT**

The selected consultant/contractor will be required to sign a professional services contract acceptable to the City including all applicable required clauses for public contracts relating to the services being requested herein.



TURA Project Area

Crosswalk

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Exhibit A Google Earth

Imagery Date: 6/22/2017 45°26'53.64"N 123°49'53.05"W elev 48 ft eye alt 1894 ft

Tillamook Cheese  
TILLAMOOK  
T  
TILLAMOOK  
TILLAMOOK  
Tillamook Cheese

436 ft

1994

# Exhibit B



12th Street and Evergreen Drive looking west



12th Street near Evergreen looking west



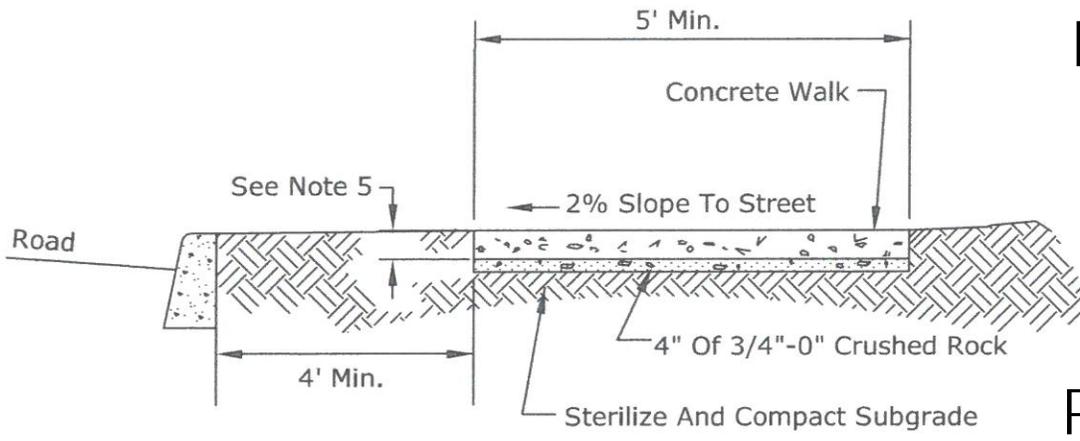
12th Street at THS looking east



12th Street near THS looking east

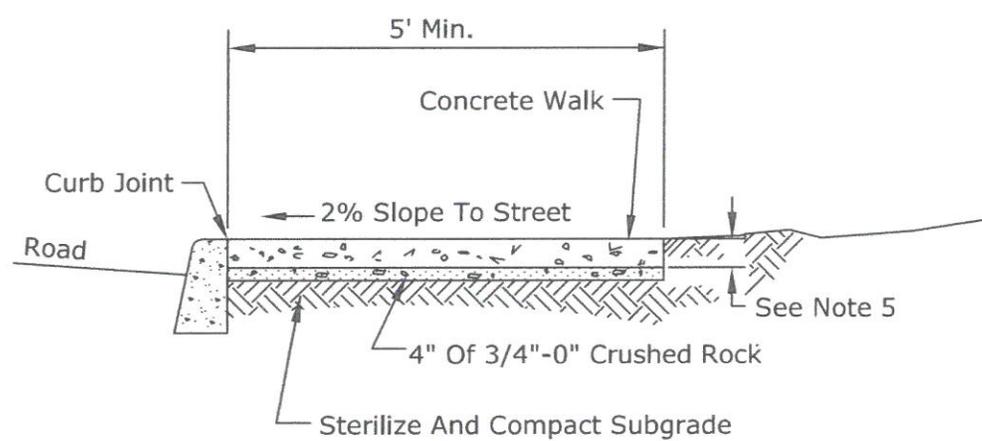


12th Street near Evergreen looking east



**SIDEWALK AWAY FROM CURB**

Preferred



**SIDEWALK ADJACENT TO CURB**

Notes:

1. Concrete Shall Be Oregon Standard Commercial Grade Concrete (3,000 psi).
2. Panel Dimensions To Be Nominal 5 Feet Or As Directed By Engineer. Perimeters Of Each Panel Shall Be Trowel Finished (shined). All Panels Shall Have A Broom Finish. Panels shall be scored in 2', 2.25' or 2.5' squares.
3. Expansion Joints To Be Placed Adjacent To Driveway Approaches, Utility Vaults, Drainage Inlets, Sidewalk Ramps, Curb Joints And At Spacing Not To Exceed 200 Feet.
4. Sidewalk Edges Shall Be Troweled With A Minimum 1/2" Radius.
5. Sidewalk Shall Have A Minimum Thickness Of 6 Inches (See Structural Sections In Standard Drawings 1020-ST And 1030-ST) If Mountable Curb is Used, Or If Sidewalk Is Intended As Portion Of Driveway. Otherwise Sidewalk Shall Have Minimum Thickness Of 4 Inches.
6. Drain Blockouts In Curbs Shall Be Extended To Back Of Sidewalk With 3" Dia. Plastic Pipe At 2% Slope. Construction Joint To Be Placed Over Pipe.
7. At Each CG-30 And CG-48 Inlet Location, Place A 10 Ft. Long #4 Bar Centered Between Back Of The Inlet Structure And Back Of Walk. Install Joints And Rebar At Direction Of Engineer.



P.C. CONCRETE  
SIDEWALK DETAIL

# Exhibit D

## Railroad Typical

