

REQUEST FOR PROPOSALS (RFP)

The City of Tillamook seeks Proposals from qualified professional design-build teams to provide comprehensive services to design and construct the Meadow Avenue Safe Route to School sidewalks project using approved City design typicals on a one block linkage extending along Meadow Avenue 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 April 10th, 2018. It is anticipated that a recommendation for award will be submitted for City Council review at their April 16th meeting. Proposers need to set a completion date for the project at October 15th, 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 Meadow Avenue Safe Route to School Project is partnership between the City and the School District that would construct a new sidewalk segment on each side of Meadow Avenue from Beech to Cypress (see attached Exhibit A for a conceptual map of the proposed sidewalk).

The project aims to provide a safe tie-in between the two schools located on Alder Lane to the Champion Park Apartments on Brookfield Avenue, off Marolf Loop Road, where many children live. The children already have chosen this as their de facto routing. This project would simply make it official and safer, as well as provide a critical east-west linkage for community foot traffic, which is currently limited to Third Street, and complement the School District's recently-successful bond measure improving facilities throughout their service area. The City will be organizing and implementing the project, but due to the serious need for such safe routes, the School District is supporting this application.

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. Contractors will secure, supervise, and manage all construction personnel during construction of the sidewalks, ADA corner ramps, crosswalks, grading, storm drain improvements in compliance with any applicable codes and design criteria.

While the City will acquire the 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 in the area during construction, unless otherwise agreed to by City.

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 Meadow Avenue Design-Build 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 Tuesday, April 10th, 2018.
9. Proposals must be valid until May 31, 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 route (See attached Streetscape Design Standards) that integrates private property boundaries and the needs for storm drainage, and access.
2. Complete the project, following City's approval of final design, by October 15th, 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 April 16th, 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.

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.

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 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.

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 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 March 5, 2018
Proposal Close	April 10, 2018
Proposal Evaluation	Week of April 10, 2018
Recommendation to City Council	April 16 th , 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 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. 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.



Pre-existing catch basin-possible re-location depending on ADA ramp style selected

ADA Ramp: Per Bidder's proposal from RD7 Designs 1-6

ADA Ramp: Per Bidder's proposal from RD7 Designs 1-6

Beech St.

Sidewalk #2110B-ST

Cypress St.



Meadow Ave

ADA Ramp: Per Bidder's proposal from RD7 Designs 1-6

Area Drain Type II Drawing #380

Sidewalk #2110B-ST

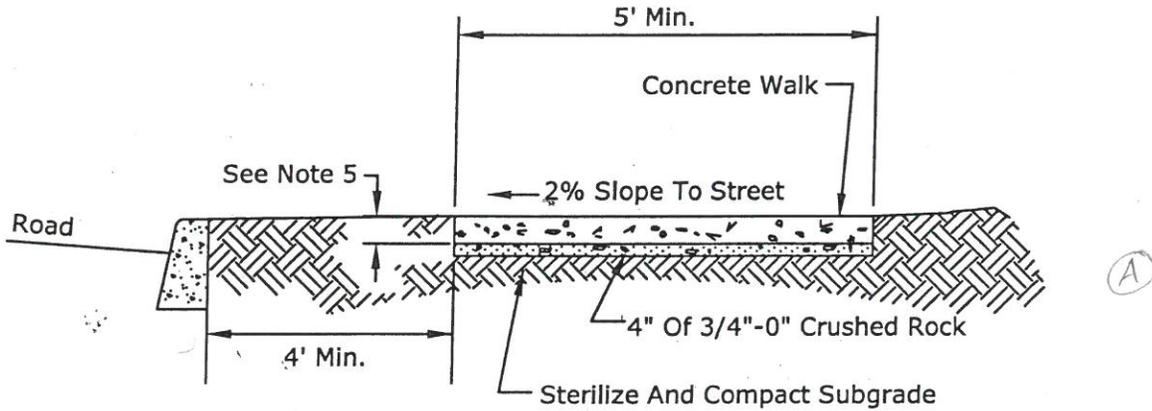
Area Drain Type II Drawing #380 (determine N or S location)

ADA Ramp: Per Bidder's proposal from RD7 Designs 1-6

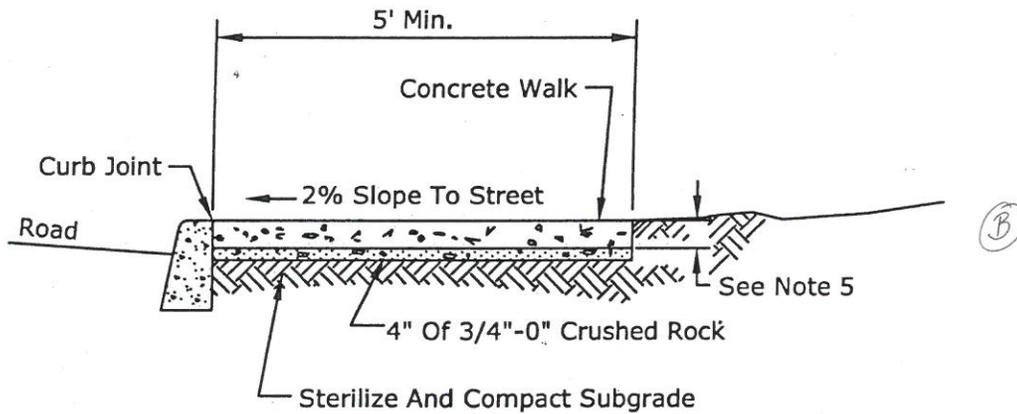
8" Storm Pipe

Meadow Sidewalk Quantities

<u>Typical Drawing No.</u>	Description	Dimensions/Number	Units		
2110-ST "B"	5' Sidewalk and Curb (Cypress to Beech)	410' Curb and sidewalk (2 each at 205')	Sq/Ft		
RD7 (Designs 1-6)	ADA Ramp (East Beech/Meadow)	1	LS		
RD7 (Designs 1-6)	ADA Ramp (West Beech/Meadow)	1	LS		
RD7 (Designs 1-6)	ADA Ramp (East Cypress/Meadow)	1	LS		
RD7 (Designs 1-6)	ADA Ramp (West Cypress/Meadow)	1	LS		
1040-ST or 1060-ST	Approach (pre- existing/not included in sidewalk measurements)	2	LS		
380	Area Drain Type II	3 (1 pre-existing w/possible re-location)	LS		
	8" Storm Pipe	200'	LF		



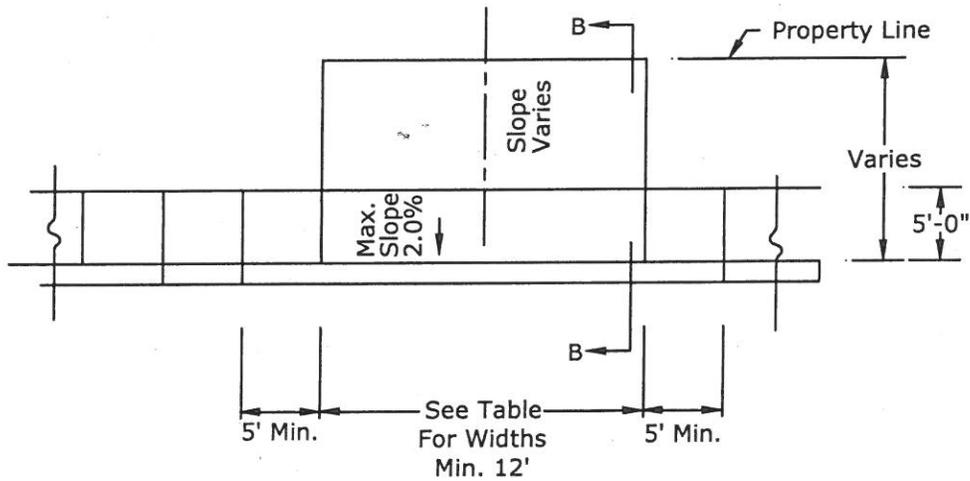
SIDEWALK AWAY FROM CURB



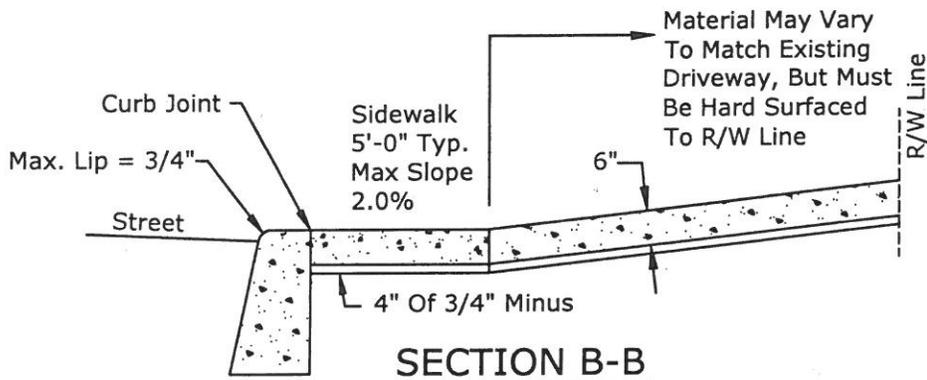
SIDEWALK ADJACENT TO CURB

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-3Q 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.



**PLAN
SIDEWALK NEXT TO CURB**

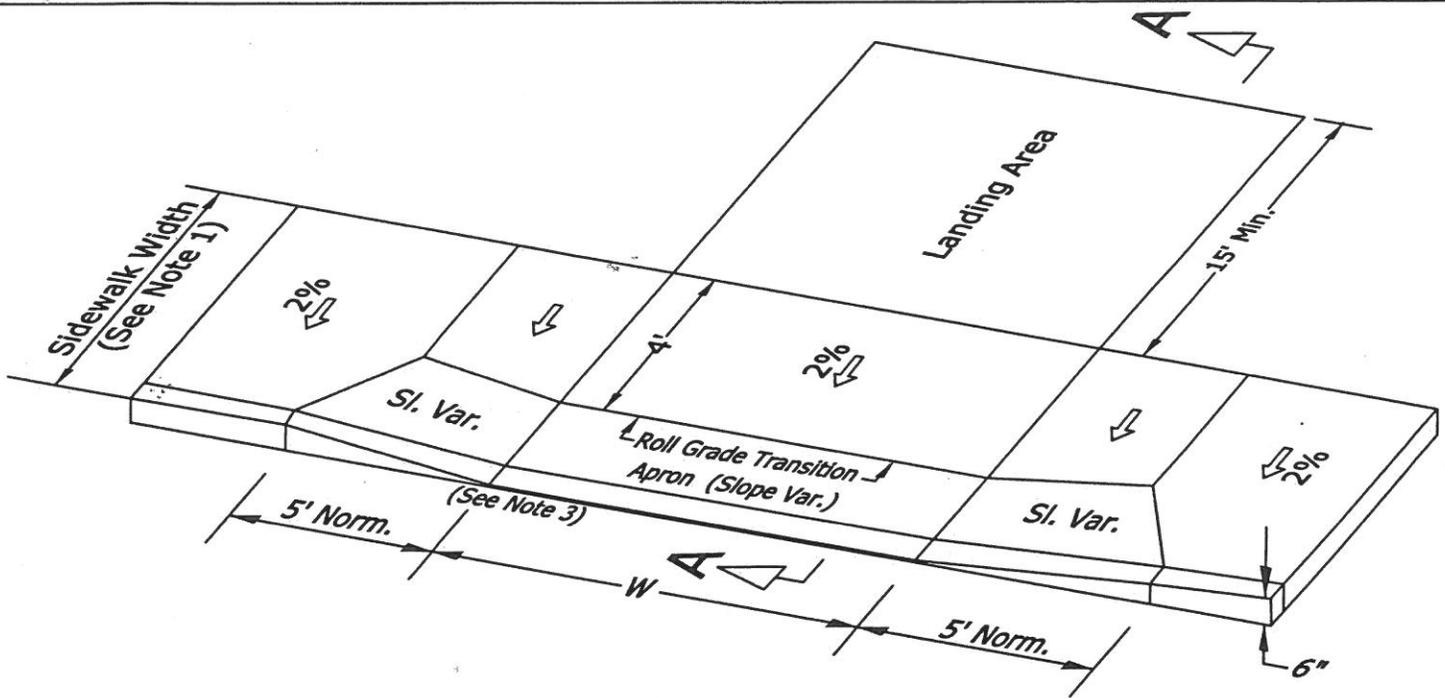


SECTION B-B

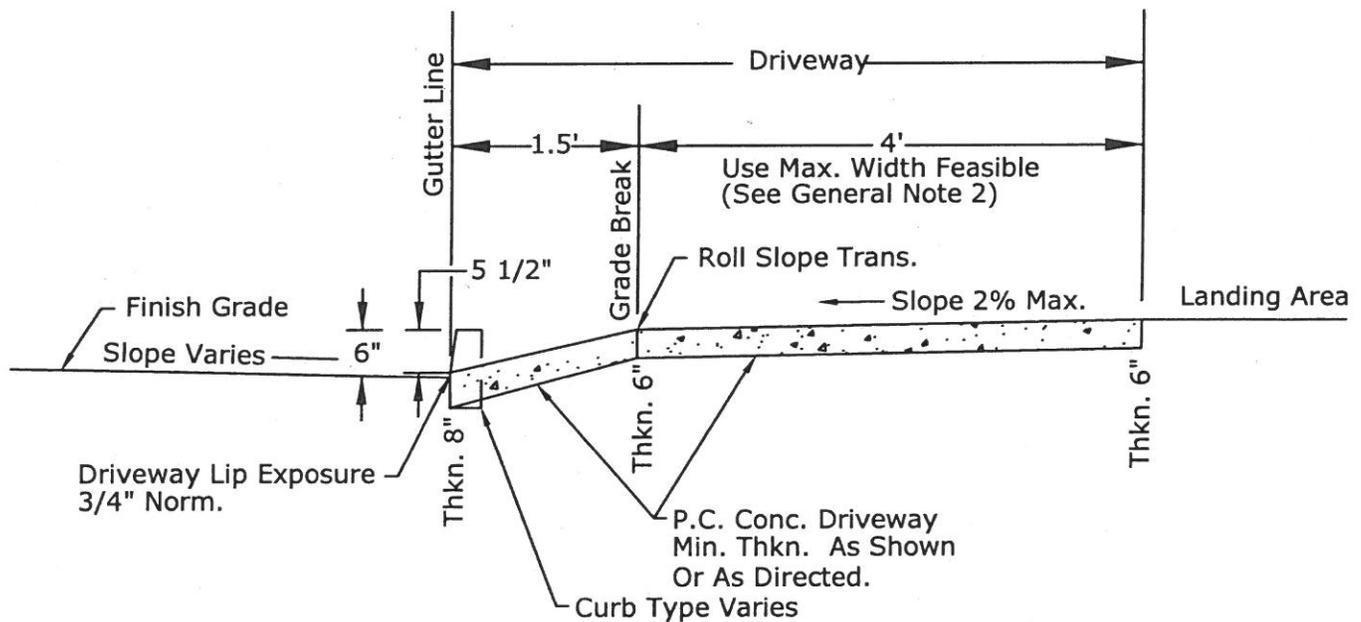
NOTE: RESIDENTIAL DRIVEWAYS

DRIVEWAY WIDTH TABLE		
LAND USE	MINIMUM DRIVEWAY WIDTH	MAXIMUM DRIVEWAY WIDTH
See Code of Ord. 155.022 Detail on Driveway Spacing.	10 Feet	24 Feet

- 1) Concrete Shall Be Oregon Standard Commercial Grade Concrete (3,000 psi).
- 2) Curb Joints Shall Be Troweled With A Minimum 1/2" Radius Along Back Of Curb.
- 3) Expansion Joints Shall Be 1/2" Premolded Asphalt Impregnated Material Or Equal, Extending From Subgrade To Finish Grade.
- 4) Contraction Joint Spacing Shall Be A Max. Of 10'.
- 5) 15' Minimum Separation Between Driveways.



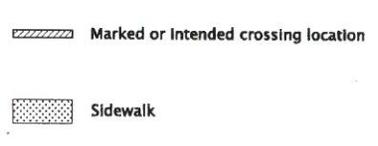
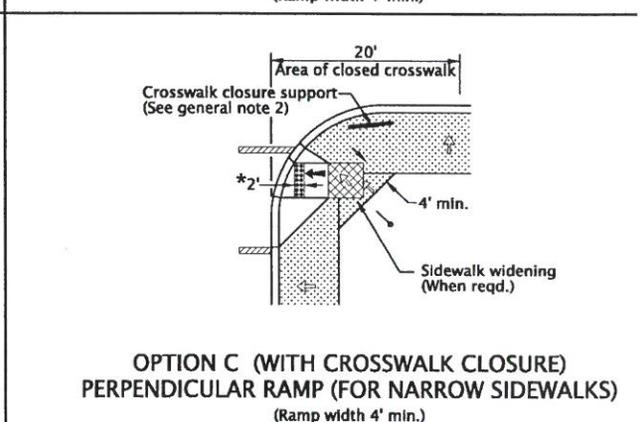
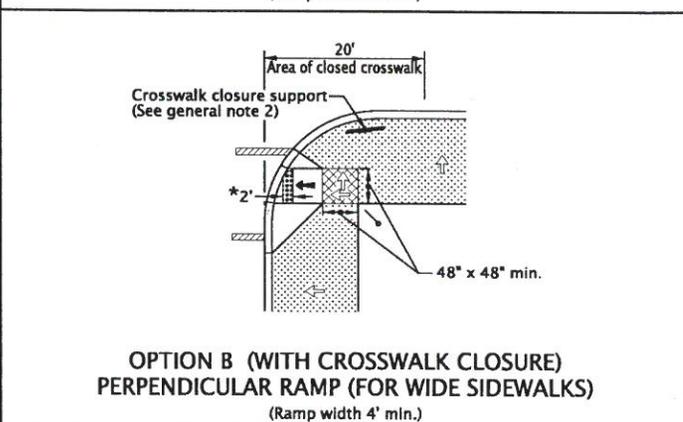
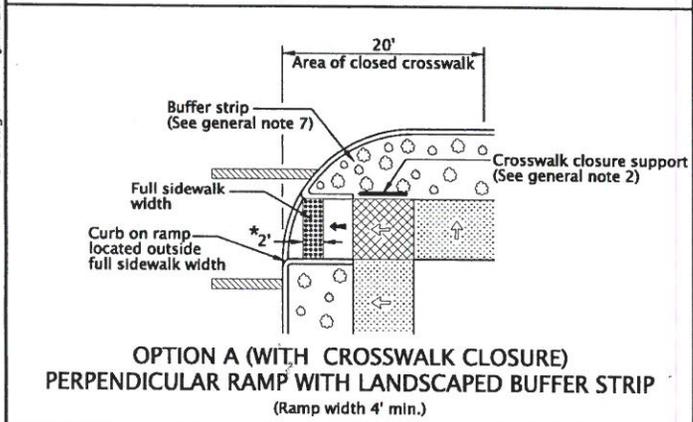
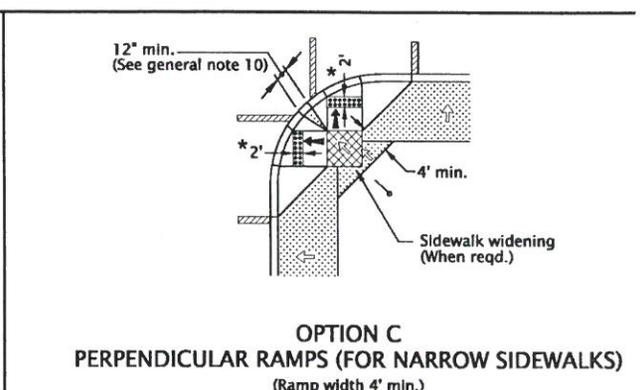
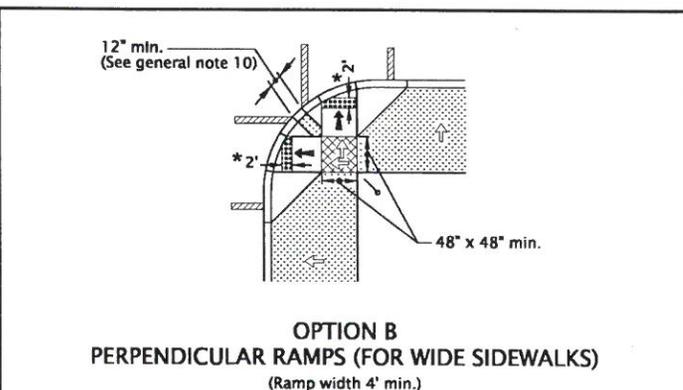
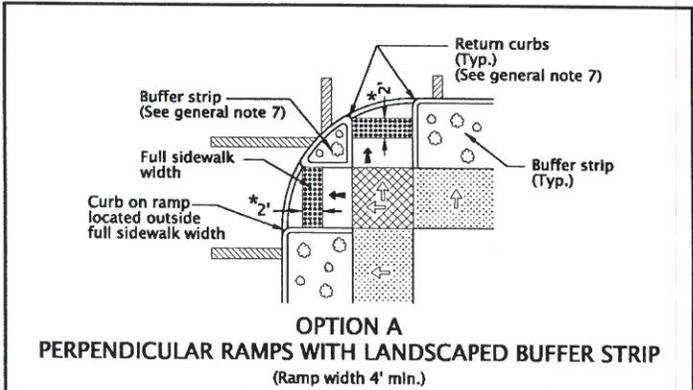
OPTIONAL EXTG. SIDEWALK MODIFICATION (Where Warranted)



SECTION A - A

Notes:

1. 4 Feet Of Unobstructed Clear Passage With Slope Of 2% Max. Is Required Behind Driveway Apron.
2. Check The Gutter Flow Depth At Driveway Locations To Assure That The Design Flood Does Not Overtop The Back Of The Sidewalk. If It Does An Inlet May Be Needed For Mitigation.
3. This Driveway Configuration Shall Only Be Used When No Other Driveway Configuration Is Feasible. Use Of This Detail To Be Approved In Advance By The City Engineer.



Turning space
Min. level area 4' x 4'
4' x 5' when constrained (with longer dimension in direction of pedestrian street crossing).
For the purposes of this application, a max. 2.0% finished surface slope (for drainage) is considered level.

Truncated dome detectable warning surface

↔ Slope 1.5% max.
(Max. 2.0% finished surface slope)
(Normal sidewalk cross slope)

← Slope 7.5% max.
(Max. 8.3% finished surface slope)
(Ramp length 15' max., measured along finished surface slope)

*2' See general note 5

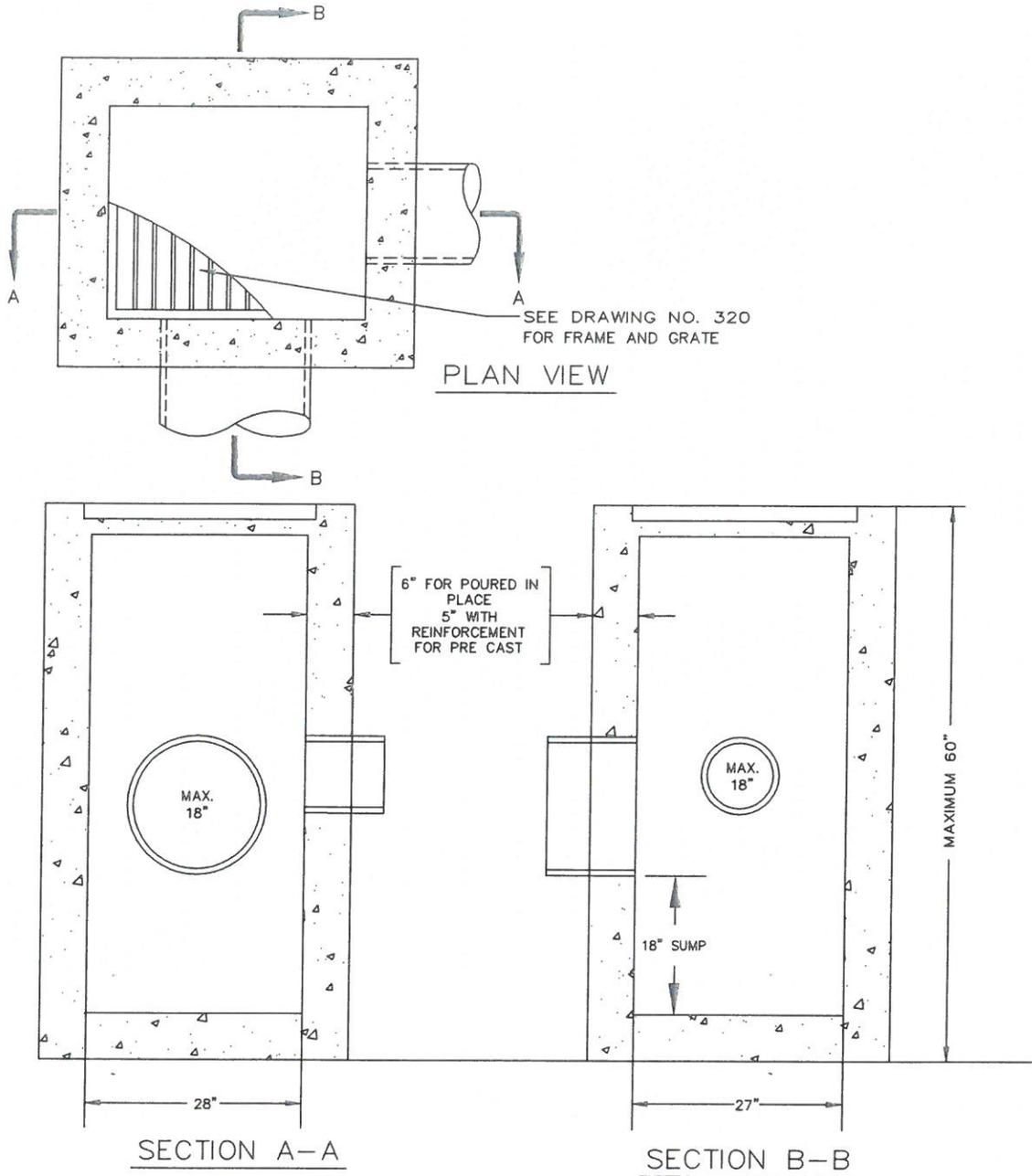
GENERAL NOTES FOR ALL DETAILS:

- Sidewalk ramp details are based on United States Access Board Standards.
- See Std. Drgs. RD700 & RD701 for curbs. See Std. Drg. RD720 for sidewalks. See Std. Drgs. TM503 & TM530 for crosswalk markings, widths, etc. See Std. Drg. RD755 for sidewalk ramp details. See Std. Drg. TM490 for crosswalk closure detail.
- Tooled joints are required at all sidewalk ramp slope break lines.
- Sidewalk curb ramp slopes shown are relative to the true level horizon (Zero bubble).
- Place truncated dome detectable warning surface in the lower 2' adjacent to traffic of throat of ramp only. For details not shown, see Std. Drg. RD759.
- Side flares that are not part of the path of travel may be any slope. Check the gutter flow depth to assure that the design flood does not overtop the back of sidewalk. If overtopping occurs place an inlet at upstream side or perform other approved design mitigation.

- Return curb may be provided in lieu of flared slope only if protected from cross travel by landscaping or fixed barrier.
- For the purpose of this drawing, a curb ramp is considered "perpendicular" if the angle between the longitudinal axis of the ramp and a line tangent to the curb at the ramp center is 75° or greater.
- Ramps for paths intersecting a roadway should be full width of path, excluding flares. When a ramp is used to provide bicycle access from a roadway to a sidewalk, the ramp should be 8' wide.
- When 2 curb ramps are immediately adjacent as in Options B & C, the curb exposure (e) between the adjacent side flares may range between 3" and full design exposure.
- Only use options allowed by jurisdiction.
- See project plans for details not shown.
- See Traffic Standard Drawings for signal pole and pedestrian pedestal details.

CALC. BOOK NO. N/A	BASLINE REPORT DATE 23-JAN-2017
NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications	
OREGON STANDARD DRAWING	
SIDEWALK RAMP PLACEMENT OPT SMALL RADII	
2015	
DATE	REVISION DESCRIPTION
01-2015	REVISED DRAWING TITLE, DETAILS & NOTES
07-2015	REARRANGED DETAILS & REVISED NOTES
01-2016	REVISED DETAIL & NOTES
07-2016	REMOVED DETAILS, ADDED DETAILS & REVISED NOTES
01-2017	REVISED NOTE

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.



NOTES:

1. ALL PRE CAST SECTIONS SHALL CONFORM TO REQUIREMENTS OF ASTM C-478.
2. INSTALL STRUCTURE ON MIN. OF 8" OF $\frac{3}{4}$ "-0" COMPACTED BASE MATERIAL.
3. PRE CAST REINFORCEMENT SHALL BE REBAR MEETING ASTM A615 GRADE OR WELDED WIRE MEETING ASTM A497.
4. ALL POURED IN PLACE CONCRETE SHALL HAVE A 28 DAY STRENGTH OF 3000 P.S.I. AND A SLUMP OF 2" TO 4".
5. CHANNEL REQUIRED IN FLOW THROUGH APPLICATIONS, AS APPROVED. ALL OTHER APPLICATIONS REQUIRE AN 18" SUMP BELOW LOWEST PIPE INVERT.
6. INSTALL STEPS WHEN DISTANCE FROM TOP OF GRATE TO FLOW LINE OF PIPE IS GREATER THAN 48". SEE DRAWING NO. 100. SET FIRST STEP 12" FROM TOP OF GRATE.
7. PRE-CAST STRUCTURE'S CONFORMING TO O.D.O.T. TYPE G-2 CATCH BASIN INLET ARE AN ACCEPTABLE ALTERNATE. (ALL GRATE MATERIALS SHALL MEET STANDARDS AS SHOWN ON DETAIL #320)