

# CITY OF FOREST GROVE

## REQUEST FOR PROPOSALS TO PROVIDED SERVICES

19th, 26<sup>th</sup>, & WILLAMINA AVENUE IMPROVEMENTS

DATE:

**September 11, 2017**

CITY  
PO Box 326  
1924 Council Street  
Forest Grove, Oregon 97116



*A place where families and businesses thrive*

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**ATTACHMENTS:**

- A. CERTIFICATION FORM
- B. PROFESSIONAL SERVICES AGREEMENT

**CITY OF FOREST GROVE**  
**REQUEST FOR PROPOSALS**  
**19th, 26th, & Willamina Avenue Improvements**  
**Proposals Due by 4:00 p.m., October 6, 2017**

The City of Forest Grove (City), Oregon, is issuing a Request for Proposals (RFP) from qualified firms or individuals (Proposer) with demonstrated experience in engineering services for improvements to 19th, 26th, and Willamina Avenue. The improvements will include roadway widening, curb & gutter, storm, water and sewer. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in the RFP.

The RFP will be used to select the Proposer to complete engineering services which generally includes and at the same time are not limited to the following: Design, Surveying, Construction Services, Tree Evaluation, Neighborhood Meetings, and ROW Acquisitions (approx. 40 properties affected).

Responses to this RFP will be reviewed, scored, and ranked according to the criteria and process defined in this RFP. The Proposer selected for contract negotiations will be the firm selected as the most qualified through the evaluation process.

The Request for Proposals can be downloaded from the City website at [http://www.forestgrove-or.gov/rfps?field\\_bid\\_rfp\\_status\\_value\\_1=open&=Apply](http://www.forestgrove-or.gov/rfps?field_bid_rfp_status_value_1=open&=Apply), or a printed copy can be obtained at the address listed below, or by contacting Derek Robbins, Project Manager at 503-992-3292, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. For questions or clarifications regarding this RFP, contact Derek Robbins, at [djrobbins@forestgrove-or.gov](mailto:djrobbins@forestgrove-or.gov) or 503-992-3292.

There will be no pre-proposal meeting for this RFP.

Proposals shall be submitted in sealed envelopes and received at the City of Forest Grove Engineering Department, no later than 4:00 p.m. PST, October 6, 2017, addressed to the attention of Derek Robbins, 1928 Council Street, Forest Grove, OR 97116. The outside of the envelope shall plainly identify the Project: "19th, 26th, & Willamina Avenue Improvements" along with the name and address of the Proposer. Faxed or electronic (e-mail) responses will not be accepted. Responses received after the designated closing date and time will not be opened or reviewed.

The City may reject any response not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all responses in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED SEPTEMBER 11, 2017.

Paul Downey, Director of Administrative Services

PUBLISH: Daily Journal of Commerce, September 11, 2017

## SECTION 2 – INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION

### 2.1. INTRODUCTION

The City (“City”) is an Oregon municipal corporation with a 2016 population of approximately 24,058. The City employs approximately 180 full and part-time staff, and is governed by a City Council comprised of six councillors and the Mayor. The Council acts as the Local Contract Review Board for the City.

The City of Forest Grove (City), Oregon, is seeking Proposals from qualified firms, teams or individuals, hereafter called Proposers, with demonstrated experience in engineering services for improvements to 19th, 26th, and Willamina Avenue. The services that need to be completed include (see scope for more details):

- Surveying - Topographic & full Right of Way including filing with County
- Construction Staking
- Tree Evaluation
- Preliminary Design
- Meetings – Neighborhood Meetings & City Council Meetings
- ROW Acquisitions (approximately 40 properties affected)
- 70, 90, 100% Design
- Cost estimates & Graphics
- Construction Inspection and Preparing Conforming to Construction Record Drawings

The primary goals of the improvements consist of upgrading existing roadways to collector standard including installing new utility infrastructure. The specific anticipated improvements needed are as follows (approximately):

1. 19<sup>th</sup> Avenue Improvements:
  - a. 66 foot wide collector street standard improvements with storm (C to D St. - 300LF).
  - b. Has a known downstream storm system deficiency (see project scope for more detail).
  - c. 8 inch waterline connection (C to D St. 270 LF).
2. 26<sup>th</sup> Avenue Improvements:
  - a. 66 foot wide collector street standard improvements (Boyd to Sunset - 2900LF).
  - b. Sewer & Storm is needed on 26th between Hawthorne and Sunset (600 LF Sewer, 1700 LF Storm).
3. Willamina Avenue Improvements:
  - a. 66 foot wide collector street standard improvements with storm (Sunset to Main - 1100 LF).
  - b. Sewer on Willamina between Raymond and Sunset (400 LF).

### 2.2. ISSUING OFFICE AND SUBMITTAL LOCATION

Derek Robbins, Project Manager for the City, will issue the RFP and will be the point of contact for questions, concerns, and protests concerning this RFP. Derek’s contact information is 503-992-3292 or [djrobbins@forestgrove-or.gov](mailto:djrobbins@forestgrove-or.gov).

Each Proposer must provide six (6) total bound copies of their proposal; one (1) copy should be marked “ORIGINAL”.

**The outside of the sealed envelope should state “19th, 26th, & Willamina Avenue Improvements” and shall be addressed and submitted to the following location by October 6, 2017, by 4:00 p.m.:**

**City of Forest Grove  
Derek Robbins, Project Manager  
1928 Council Street (Courier/UPS/FedEX delivery)  
PO Box 326 (United States Postal Service)  
Forest Grove, OR 97116**

All proposals must arrive at the issuing office on or before the listed due date and time. Facsimile or electronically submitted proposals will not be accepted.

**2.3. ANTICIPATED RFP SCHEDULE**

The City anticipates the following general timeline for receiving and evaluating the proposals and selecting a firm/individual for this service. The schedule may be changed if it is in the City’s best interest to do so.

<u>RFP Process</u>	<u>Date (2017)</u>
RFP Advertised	Mon. Sept. 11 & Mon. Sept 18
Deadline to Submit Changes/Solicitation Protests	Wed. Sept. 20
Last Date for an Addenda	Friday. Sept. 29
Proposal Due to City	Friday. Oct. 6
Proposer Interviews (if necessary)	Wed. Oct. 25
Notice of Intent to Award	Mon. Oct. 30
Award Protest Period Ends	Mon. Nov. 6
City Manager Approval	Monday Nov. 20
Commencement of Contract	Friday Nov. 27

**2.4. EXISTING FACILITIES**

19<sup>th</sup> Avenue typical existing conditions



## 26<sup>th</sup> Avenue typical existing conditions



## Willamina Avenue typical existing Conditions



## New 66-ft ROW Approximate Impacts



26<sup>TH</sup> Ave. (Sunset to Boyd)



Willamina Ave. (Sunset to Main)



19th Ave. ("C" to "D")

## 2.5. LIST OF REFERENCE DOCUMENTS

City of Forest Grove design and construction standards.  
Clean Water Services design and construction standards.

## 2.6. ESTIMATED PROJECT COST

Do not submit cost or billing rate information with this proposal. Proposals shall be rejected if they contain this information. Only the proposer selected to negotiate a scope of work shall be required to submit billing rates and cost information.

## 2.7. CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City reserves the right to make changes to the RFP by written addendum, which shall be issued to all prospective Proposers known to the City to have received the Proposal document.

A prospective Proposer may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question, and contain an explanation for the requested change.

NOTE: All requests for changes or additional information must be submitted to the City no later than the date set in the RFP Schedule.

The City will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If, in the Director's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum as stated above.

Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City managers, employees, or agents to the prospective Proposers shall not bind the City.

- A. Addenda will be e-mailed or delivered to all Interested Proposers known by the City to have received the Proposal Document. ***Addendum will also be posted to the City's website at:***

[http://www.forestgrove-or.gov/rfps?field\\_bid\\_rfp\\_status\\_value\\_1=open&=Apply](http://www.forestgrove-or.gov/rfps?field_bid_rfp_status_value_1=open&=Apply)

Proposers should check the City's web page to ensure they have received or downloaded all addendums.

- B. No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarification, or revisions of proposals leading to obtaining best offers or best and final offers.
- C. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued. ***The Proposer shall acknowledge receipt of each individual Addendum on the Certification Form of the proposal.***

## 2.8. CONFIDENTIALITY

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure

consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFP. Proposer should not mark the entire proposal document "Confidential."

## **2.9. CANCELLATION**

The City reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of award.

## **2.10. LATE SUBMITTALS**

All Proposals that are not received by the deadline stated in the RFP schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

## **2.11. DISPUTES**

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

## **2.12. PROPOSER'S REPRESENTATION**

Proposers, by the act of submitting their Proposals, represent that:

- A. They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- B. They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- C. Their Proposal is based upon the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

## **2.13. CONDITIONS OF SUBMITTAL**

By the act of submitting a response to this Invitation, the Proposer certifies that:

- A. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- B. The Proposer has examined all parts of the Request for Proposal, including all requirements and contract terms and conditions thereof, and, if its Proposal is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.
- C. The Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and that no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.

## **2.14. PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS**

Proposers shall promptly notify the City of any ambiguity, inconsistency or error, which they may discover upon examination of the Proposal Documents. Proposers requiring clarification or interpretation of the Proposal Documents shall make a written request for same to the Director at the submittal address located in Section 2.2.

The City shall make interpretations, corrections, or changes of the Proposal Documents in writing by published Addenda. Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

Should any doubt or difference of opinion arise between the City and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the City shall be final and binding upon all parties.

#### **2.15. PROPOSER REQUESTS FOR ADDITIONAL INFORMATION**

Requests for information regarding City services, programs, or personnel, or any other information shall be submitted in writing directly to the Director at the address in the Invitation. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

#### **2.16. COMPETITION**

Respondents are encouraged to comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP, which the respondent believes, will inordinately limit competition.

#### **2.17. COMPLAINTS AND INEQUITIES**

Any complaints or perceived inequities related to this RFP or award of work referenced herein shall be in writing and directed to the Director at the address listed in the RFP and shall be received no later than the date listed in the RFP Schedule. Such submittals will be reviewed upon receipt and will be answered in writing.

#### **2.18. COST OF RFP AND ASSOCIATED RESPONSES**

The City is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a Proposer in protesting the City's selection decision.

#### **2.19. CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, & REVISIONS**

The City reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The City may obtain information from any legal source for clarification of any Proposal or for information on any Proposer. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City, become part of the public records and may be disclosed accordingly.

The City reserves the right to request revisions of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

## **2.20. REJECTION OF PROPOSALS**

The City reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- A. Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- B. Failure of the Proposer to submit a Proposal in the format specified herein.
- C. Failure of the Proposer to submit a Proposal within the time requirements established herein.
- D. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The City may reject any Proposal not in compliance with any of the prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding of the City that it is in the public interest to do so.

## **2.21. MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER**

A Proposal may not be modified, withdrawn, or canceled by the Proposer for 60 (sixty) calendar days following the time and date designated for the receipt of Proposals.

Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the City Director of Administrative Services, at the Proposal submittal location, prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original Proposal or any other material contents of the original Proposal.

Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

## **2.22. PROPOSAL OWNERSHIP**

All Proposals submitted become and remain the property of the City and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City shall make available to any person requesting information through the City's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to award has been released.

## **2.23. DURATION OF PROPOSAL**

Proposal prices, terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the ninety (90) day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

## **2.24. INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

Pursuant to ORS 279A, other public agencies shall have the ability to purchase the awarded goods and services from the awarded Contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the Contractor and the participating public agency and shall not impact the Contractor's obligation to the City. Any estimated purchase volumes listed herein do not include other public agencies and the City makes no

guarantee as to their participation. Any bidder, by written notification included with their solicitation response, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies.

**2.25. AFFIRMATIVE ACTION/NONDISCRIMINATION**

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive Order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

**2.26. PERFORMANCE AND PAYMENT BONDS**

No performance and payment bonds are required.

**2.27. PRE-PROPOSAL MEETING**

There will be no pre-proposal meeting for this RFP.

**2.28. MEETING WITH CITY STAFF**

Each proposer may contact Project Manager with questions one (1) week to the proposal due date. The Project Manager would like to limit meetings during this qualification based selection process. Project Manager would prefer to address questions via phone calls or emails. There will be no facility tours provided during the RFP process. If needed, proposer will be limited to a one (1) hour meeting with Project Manager. The meeting with the Project Manager must occur one (1) week prior to the proposal due date.

## SECTION 3 – SCOPE OF WORK

The City of Forest Grove (City), Oregon, is seeking Proposals from qualified firms, teams or individuals, hereafter called Proposers, with demonstrated experience in engineering services for improvements to 19<sup>th</sup>, 26<sup>th</sup>, and Willamina Avenues.

### 3.1. SCOPE OF WORK REQUIREMENTS: 19<sup>th</sup>, 26<sup>th</sup>, and Willamina Avenues

The proposer shall divide the scope of work into two schedules. Schedule I work will include 19<sup>th</sup> Avenue and a downstream Hawthorne Drainage Improvement Project. Schedule II will include the 26<sup>th</sup> Avenue and Willamina Avenue Project.

The 19<sup>th</sup> Avenue and Hawthorne Drainage Improvements is a higher priority project because the City has agreed to complete the improvements to 19<sup>th</sup> Avenue as part of a proposed subdivision located west of the project (See 3.1.1 for Hawthorne Drainage Improvements). It is anticipated that the 19<sup>th</sup> Avenue Improvements Project will need to be completed by the fall of 2018. At this time it is not anticipated that this project will require a presentation to City Council or neighborhood meetings. Therefore, the Schedule I scope shall not include these services, even though they are generally identified in the following section.

The services generally include and at the same time not limited to the following:

- Surveying - Topographic & full Right of Way including filing with County
- Construction Staking
- Tree Evaluation
- Preliminary Design
- Meetings – Neighborhood Meetings & City Council Meetings
- ROW Acquisitions (approximately 40 properties affected)
- 70, 90, 100% Design
- Cost estimates & Graphics
- Construction Inspection and Preparing Conforming to Construction Record Drawings

The primary goals of the improvements consist of upgrading existing roadways to collector standard including installing new utility infrastructure. The specific anticipated improvements needed are as follows (approximately):

1. 19<sup>th</sup> Avenue Improvements:
  - a. 66 foot wide collector street standard improvements with storm (C to D St. - 300LF).
  - b. Has a known downstream storm system deficiency (see 3.1.2 for details).
  - c. An 8" waterline connection (C to D St. 270 LF).
2. 26<sup>th</sup> Avenue Improvements:
  - a. 66 foot wide collector street standard improvements (Boyd to Sunset - 2900LF).
  - b. Sewer & Storm is needed on 26<sup>th</sup> between Hawthorne and Sunset (600 LF Sewer, 1700 LF Storm).
3. Willamina Avenue Improvements:
  - a. 66 foot wide collector street standard improvements with storm (Sunset to Main - 1100 LF).
  - b. Sewer on Willamina between Raymond and Sunset (400 LF).

In general the minimum Scope of Work shall consist of the following tasks. These tasks may be expanded upon by the proposer:

1. Meetings and Coordination. The project manager and other appropriate staff/sub shall attend a project kick-off meeting and bi-weekly progress meetings throughout the course of the project as recommended by the proposer and requested by the City. The proposer shall provide project oversight and coordination as necessary for the prompt and successful completion of the Contract design and construction services.

Proposer shall work with City Project Development Team (PDT) consisting of Proposer, appropriate sub staff and City staff. Proposer shall be a licensed Professional Engineer qualified in Civil Engineering in the State of Oregon and experienced in roadway projects. Proposer shall schedule, prepare for, and attend, and documents PDT meetings and coordinate these activities with the City.

Proposer shall prepare a detailed project schedule showing all major tasks, PDT meetings, and review milestones. Monthly progress reports and progress billings shall be prepared in a format approved by the City.

Proposer Project Management responsibilities include (see 3.1.1. for more detail description) :

- Contract Management
  - Sub Management
  - Schedule, coordinate, and supervise project work
  - Maintain liaison and coordination with City
  - Provide materials and assist with public meetings
    - Organize and conduct Kick-off meeting at City Hall
    - Prepare materials for and participate in two public meeting for each of the project areas
      - i. one at 30% design and a second meeting at 90% design
    - Prepare materials for and participate in two City Council meetings
  - Provide meeting summaries
  - Provide exhibits, maps, figures, as needed and required.
  - Monitor Project Budget
  - Prepare, maintain, and update project activity schedule
  - Furnish accurate account of labor and expenses incurred in the performance of the work
  - Provide timely response to City comments
2. Site Survey and Mapping. Proposer shall perform all survey needed to prepare plans, design all elements for the project, and prepare any needed easements and/or ROW descriptions. Proposer site survey and plan preparation responsibilities include:
- Research and compile available survey data.
  - Establish horizontal and vertical control points.
  - Perform topographic survey and mapping as necessary to prepare the design plans.
  - Locate existing natural and man-made features.
  - Tie horizontal location of all utilities to Subsurface Utility Quality Level C per ASCE 38-02.
  - Prepare base map.
  - Provide field staking of design for construction work.
3. Tree Survey and Evaluation. In accordance with the City requirements, Proposer will perform a tree survey by a Certified Arborist to include the following information: Species, Diameter, Health, Wind throw resistance. The project deliverables will include: Tree inventory and assessment spreadsheet. Each tree shall have a unique identifier number and the spreadsheet shall provide a summary total by species. General tree location reference map. Identifier numbers and dbh shall be shown for all trees 10" dbh and greater.
4. Right-of-Way Acquisition Services. Provide title coordination and appraisal services. Negotiate acquisition of ROW and temporary construction easements for the new street alignment. Prepare legal descriptions and maps for permanent and temporary easements. Provide survey staking for ROW and temporary and permanent easements. (Deliverable: Between 60% and 90%). There are approximately 40 properties that will need acquisition services.
5. Preliminary Design. The Proposer shall work closely with City Engineering, Public Works, and planning staff to develop a preliminary design and initial cost estimates of the proposed street improvements. The City

anticipates using this preliminary information to help determine ROW needs, for public open house event, and for approval from City Council to move projects forward. Proposer Preliminary Design responsibilities include:

- Select, recommend and justify design. Design shall consider existing conflicts, City staff input, and timing considerations.
- Evaluate design alternatives if necessary.
- Review preliminary design and alternatives with the City.
- Develop 30% Design Drawings and Specification Table of Contents for selected alternatives
- Submit Draft Preliminary Design
- Review available budget vs. estimated costs; if necessary, work with the City to make adjustments in the design needed to meet project objectives within the available budget.
- Coordinate with City to obtain necessary permits (e.g. Clean Water Service, Wa. Co.).
- Respond to City review comments.
- Incorporate City Comments into Preliminary Design and submit Final Preliminary Design

The City of Forest Grove will obtain Council approval of the project upon completion of preliminary design (30%) prior to proceeding further into design, securing permits, and acquiring ROW. The Proposer shall provide the City with exhibits, plans, and specifications table of contents, drawings, and cost estimates to assist the City with their presentation to public and City Council for approval of this project.

6. Stormwater Analysis. Proposer shall prepare a Stormwater Drainage Report in conformance with Clean Water Services (CWS) Standards. Stormwater quality and design shall be in conformance with CWS standards.
7. Environmental Documentation, Permitting, and Agency Consultation. Proposer shall review the general location and project limits, review applicable statutes and regulations, perform all environmental field studies, provide hazardous materials assessment, prepare necessary technical memoranda or reports, prepare and submit permit application forms, and coordinate communications with review agencies as needed to obtain all permits necessary to advance project through construction.
8. Property and Right-of-Way research, Mapping, Descriptions, Staking, and Acquisition related work. Proposer shall research existing properties and right-of-way information in order to prepare legal descriptions for property, easements or right-of-way to be acquired. Proposer Property/Right-of-Way/Easement Research, Mapping, Descriptions, Staking and Acquisition responsibilities include:
  - Research and compile available property, right-of-way and easement data.
  - Identify and review with the City all areas of property acquisition and temporary or permanent easements and/or right-of-way required based on the preliminary design.
  - Prepare legal descriptions, maps, and documentation for acquisition of property, and temporary or permanent easements, and right-of-way as reviewed and approved by city staff. Legal descriptions shall be prepared by an Oregon licensed professional land surveyor. City of Forest Grove has standard easement and Right-of-Way dedication forms.
  - Provide staking of temporary and permanent easements and/or right-of-way for acquisition.
9. Final Design & Bid Documents. Proposer shall prepare the final design of the proposed street improvements, including, but not limited to, construction staging, traffic control, erosion control, permit requirements, typical sections, cross sections, driveway & curb return details, sanitary & storm sewer system design, waterline design, and a signing/stripping plan. Proposer Final Design responsibilities include:
  - Prepare final design including final drawings.
  - Prepare cost estimates to City for each design phase.
  - Prepare proposed construction schedule.
  - Prepare and submit 70 and 90 percent drawings and specification to the City.
  - Prepare for and attend design review meetings with the City at 70, and 90 percent stages.

- Respond to City comments on final plans, specifications and estimates, and make revisions as necessary.
- Prepare construction bid documents. City will provide standard bid document and specifications.

10. Construction Engineering Services. Proposer shall provide construction engineering and management services during construction of each identified project. Proposer Construction Engineering and Management responsibilities include:

- Bidding Assistance: Conduct a Pre-bid meeting at the City. Respond to bidder inquiries. Prepare addenda during the bidding process as necessary. Review bid pricing with City project manager during the protest period.
- Furnish survey personnel and equipment as required to establish baseline control for construction.
- Assist the city in Coordinating and Conducting the Pre-Construction meetings for project.
- As required attend monthly project meetings. Assist City to verify monthly reports of construction progress and monthly estimates as the basis of payment to the contractor.
- Provide construction inspection and Preparing Conforming to Construction Record Drawings

### **3.1.1. Hawthorne Drainage.**

The stormwater from the 19<sup>th</sup> Avenue improvements project will discharge to the stormwater collection system which eventually flows to Hawthorne Street just south of the 23<sup>rd</sup> Avenue. The stormwater pipe which crosses Hawthorne St. is undersized which causes flooding of Hawthorne Street. As required by Clean Water Services Design Standards, the downstream deficiency must be addressed in order to make the improvements to 19<sup>th</sup> Avenue. To eliminate the downstream deficiency, the 2007 Storm Drainage Master Plan identified that the existing 48" and 36" storm line should be upsized to 54". In addition, a water quality facility or an approach will have to be constructed near this storm line to treat the flows from this basin. This work generally includes and at the same time is not limited to the following:

- Surveying
- Construction Staking
- Environmental Assessment
- Confirmation of basin flows and pipe size
- Water Quality Treatment Approach/Facility Evaluation and Design
- Preliminary Design
- Railroad Utility Crossing Permitting
- DSL and Corps Permitting
- Temporary, Permanent Easement Descriptions
- Land Acquisition
- 70, 90, 100% Design
- Cost estimates & Graphics
- Construction Inspection and Preparing Conforming to Construction Record Drawings

The primary goal of upsizing the existing storm line is to eliminate flooding of Hawthorne Street and to install water quality treatment facilities or approaches. These improvements generally consist of and at the same time not limited to confirming storm flows and final pipe size, environmental assessment, design to upsize approximately 200 feet of existing storm piping consisting of 48 & 36 inches up to 54-inches, design of headwalls upstream at the inlet and outlet of the storm line, acquiring necessary easements and property as needed, preparing necessary permits, and evaluate the needs for and design of new storm water quality treatment facilities or approaches.

In general the minimum Scope of Work shall consist of the following tasks. These tasks may be expanded upon by the proposer:

1. Site Survey and Mapping. Proposer shall perform all survey needed to prepare plans, design all elements for the project, and prepare any needed easements and/or ROW descriptions. Proposer site survey and plan preparation responsibilities include:

- Research and compile available survey data.
- Establish horizontal and vertical control points.
- Perform topographic survey and mapping as necessary to prepare the design plans.
- Locate existing natural and man-made features.
- Tie horizontal location of all utilities to Subsurface Utility Quality Level C per ASCE 38-02.
- Prepare base map.
- Provide field staking of design for construction work.

2. Preliminary Design. The Proposer shall work closely with City Engineering, Public Works, and planning staff to develop a preliminary design and initial cost estimates of the proposed Hawthorne Drainage Improvements. Proposer Preliminary Design responsibilities include:

- Select, recommend and justify design. Design shall consider existing conflicts, City staff input, and timing considerations.
- Evaluate design alternatives as necessary.
- Confirm stormwater flows and pipe size identified in the 2007 Storm Drainage Master Plan.
  - PC-SWMM modeling software was used to model and analyze City storm system. Hardcopy of Hydrologic & Hydraulic Modeling Input/Output data is available.
- Review preliminary design and alternatives with the City.
- Develop 30% Design Drawings and Specification Table of Contents for selected alternatives
- Submit Draft Preliminary Design
- Review available budget vs. estimated costs; if necessary, work with the City to make adjustments in the design needed to meet project objectives within the available budget.
- Coordinate with City to obtain necessary permits (e.g. Clean Water Service, Wa. Co.).
- Respond to City review comments.
- Incorporate City Comments into Preliminary Design and submit Final Preliminary Design

3. Railroad Permits. The proposer shall prepare railroad crossing permits and the Temporary Use/Right of Entry Permit(s) to be submitted by the City to the Oregon Department of Rail Transportation and to the current rail line lessee. The City shall pay fees associated with the railroad permits.

4. Environmental Assessment. The Proposer will visit the site to determine the jurisdictional limits of water quality sensitive areas (i.e., stream, wetlands), and Clean Water Services (CWS) vegetated corridors, as applicable. Water quality sensitive areas will be mapped in the field using a device capable of submeter accuracy. Dimensions of vegetated corridors will be drawn on the base map per CWS 2017 Design and Construction Standards. The Site Assessment will be summarized in a memorandum for submittal to CWS. All required drawings and the Sensitive Areas Certification Form will be included. The draft Site Assessment memorandum will be provided in electronic PDF format for client review. The final Site Assessment memorandum incorporating any client comments will be provided in electronic PDF format. If State Removal-Fill and/or Federal Section 404 permits are needed for the repairs, the proposer will complete the Joint Permit Application (JPA) for submittal by the City to the Oregon Department of State Lands and/or U.S. Army Corps of Engineers. All required drawings will be included in 8.5"X11" format. City shall pay for all fees associated to obtain necessary permitting under this scope element.

5. Property and Right-of-Way research, Mapping, Descriptions, Staking, and Acquisition. Work related to this task has been more generally described above.

6. Final Design. Proposer shall prepare the final design of the proposed Hawthorne Drainage Improvements, including, but not limited to, construction staging, traffic control, erosion control, water

quality treatment approach(s) and/or facility(s) water quality permit requirements, plan and profile drawings, typical sections, cross sections, details. Proposer Final Design responsibilities include:

- Prepare final design including final drawings.
- Prepare cost estimates to City for each design phase.
- Prepare proposed construction schedule.
- Prepare and submit 70 and 90 percent drawings and specification to the City.
- Prepare for and attend design review meetings with the City at 70, and 90 percent stages.
- Respond to City comments on final plans, specifications and estimates, and make revisions as necessary.
- Prepare construction bid documents. City will provide standard bid document and specifications.

7. Construction Engineering Services. Proposer shall provide construction engineering and management services during construction of each identified project. Proposer Construction Engineering and Management responsibilities include:

- Furnish survey personnel and equipment as required to establish baseline control for construction.
- Assist the city in Coordinating and Conducting the Pre-Construction meetings for project.
- As required attend monthly project meetings. Assist City to verify monthly reports of construction progress and monthly estimates as the basis of payment to the contractor.
- Provide construction inspection and Preparing Conforming to Construction Record Drawings

### **3.1.2. Project Management (required element).**

Each Proposer shall include Project Management as one of the work tasks. The following Project Management description is the minimum project management requirements and may be expanded upon by the Proposer:

The Proposer shall act as a manager of the Proposer's team, including any sub. The Proposer shall manage and coordinate all components of the Project and take a proactive role in keeping all tasks on schedule and budget and ensure timely completion of the Project. Proposer shall give prior notice to City, and obtain acceptance from same, before performing work outside the contract work scope and thereby contract budget amount.

The Proposer shall ensure full coordination with City staff and be responsive to any email and telephone discussions, in addition to the minimum meetings as listed under various tasks in the scope of work. The Proposer shall be in contact with the City frequently enough to ensure a timely City review of deliverables. The Proposer is expected to work with all stakeholders in a responsible manner.

The Proposer shall organize a kickoff meeting with City staff:

- Define project goals and objectives
- Outline project and management approach
- Identify roles and responsibilities
- Confirm scope and schedule

Proposer shall prepare all project related agendas and meeting minutes. All agendas and the supporting information shall be distributed via emails to the City's Project Manager at least three (3) business days prior to any meetings, except draft reports for which shall be submitted at least five (5) business days ahead of the meetings. Meeting minutes shall be distributed to all attendees and any other identified parties within five (5) business days of the meeting date.

Submit a summary report of work completed by sub-tasks for the invoice period with each invoice. Indicate each individual's time spent on each sub-task for the invoice period. Alert the City if any issues or concerns may affect the progress and/or cost of the project.

**3.1.3. Optional Task.**

The proposer may include optional tasks in their scope of work. These optional tasks that the Proposer is recommending shall be clearly separated from the minimum scope requirements as described above.

## SECTION 4 – PROPOSAL AND PROPOSER REQUIREMENTS

### 4.1. SUBMITTAL OF PROPOSALS

In order to be considered for this project, each Proposer must provide six (6) total copies of their proposal; one (1) copy marked "ORIGINAL". All proposals must arrive at the issuing office on or before the listed due date and time. A corporate officer who has been authorized to make such a commitment must sign the proposals. Proposals shall be sealed in an envelope, with the words "26th, 19th, & Willamina Avenue Improvements" clearly written on it. The document shall be addressed and delivered to the issuing office identified in Section 2.2.

### 4.2. PROPOSER REQUIREMENTS

**4.2.1. Mandatory Requirements** (Pass/Fail). These requirements will not be scored. Failure to meet any of these qualifications will render your proposal non-responsive.

- a) ***Introductory Letter.*** This letter shall:
  - i. Specifically stipulate that the Proposer accepts all terms and conditions contained in the RFP and supporting documents.
  - ii. Name the person(s) authorized to represent the Proposer in any negotiations and the name of the person(s) authorized to sign any contract that may result.
  
- b) ***Proof of Licensure.*** Proposer may not provide engineering services unless the work is done under the full authority and responsible charge of an Oregon Registered Professional Engineer (PE) as defined in ORS 672.002(2). The PE must be currently registered in active status with the Oregon State Board of Examiners for Engineering and Land Surveying, and must supervise and direct the work proposed under the contract. As required by Oregon law, Proposers shall place their official Oregon Registered PE certified seal and signature on all reports, maps, design drawings, and specifications delivered to City.

Proposer shall submit proof that they and any sub have current, active license to practice engineering in the State of Oregon. Proposer and any sub shall obtain a City business license if selected.

**4.2.2. Minimum Criteria.** The following minimum criteria will apply:

- a) Proposer shall include sufficient evidence as to the Proposer's Proposals to perform the work. This information shall disclose and include all pertinent facts as may be appropriate and shall include a description of past performance on projects of similar type, scope and size Proposers.
  
- b) Shall demonstrate, to the satisfaction of the Selection Review Committee, the ability to provide the services required within the Scope of Work, within the timeline determined, to the City and shall demonstrate a proven history of providing such services.
  
- c) Shall not have a record of substandard workmanship. The City will verify this requirement by communication with the licensing authority, the Proposer's clients and references, and as many other references as may be deemed appropriate.

### 4.3. PROPOSER REPRESENTATIONS

The Proposer further agrees to the following:

- A. To examine all specifications and conditions thoroughly.
  
- B. To provide for appropriate insurance, deposits, and performance bonds if required.
  
- C. To comply fully with the scope of services as described in Section 3 for the agreed contract.

- D. That any and all registration and certification requirements required for Contractors are met as set forth in the Oregon Revised Statutes.

#### **4.4. PROPOSER REPRESENTATIVE**

The selected Proposer shall assign a competent representative acceptable to the City who will represent the Proposer in providing contracted services to the City. If the representative is removed by the Proposer, the new representative must be acceptable to the City.

#### **4.5. PROPOSAL FORMAT AND REQUIREMENTS – MANDATORY**

Each Proposer shall provide the following:

##### **4.5.1. Formatting Requirements.** Proposal shall be submitted with the following formatting limitations:

- a) Proposals must be submitted on letter-sized (8.5" X 11") paper. Margins must be at least ½" on all sides. Font size can be no smaller than 11.
- b) The maximum total number of pages in the proposal must not exceed thirty (30) single-sided pages or fifteen (15) double-sided pages.
  - i. 11x17 inch paper will count as 2 pages if printed singled sided or 4 pages if printed double sided.
  - ii. Tabs and/or dividers used to separate proposal sections shall be blank except for the section name. Tabs and/or dividers which only include the Section name shall not count against total page limitation. If additional information is provided on the Tabs and/or dividers, then each side of the tab with additional information will count against the maximum page count.
- c) Proposer shall include a cover page with the submitted proposal. The cover page does not count in the total pages. The following information shall be on the cover page:
  - i. The RFP Title;
  - ii. The name, title, address, telephone number, fax number, e-mail address of Proposer's primary contact person; and
  - iii. The date of submission. In addition to the above information, but not in lieu thereof, Proposers may include other information on the cover page.
- d) Proposers must include a maximum two page Introductory Letter, which does not count against the total page limitation.

Following submitted as appendix items to proposal:

- e) Proposers must submit Proof of Licensure, which does not count against the total page limitation.
- f) Resumes, if provided shall be limited to two (2) single-sided pages, or one (1) double-sided page. Resumes will not count against total page limitation.
- g) The Certification form and Addendum do not count against the total page limitation.
- h) If proposer elects to submit an alternate form of contract to the City for review, it will not count against the total page limitation.

##### **4.5.2. Proposal Content.**

- a) **Introductory Letter.** Include the name of the proposing Firm or Individual and its principal business address and phone number. The letter should address the Proposer's willingness and commitment, if selected, to provide the services as outlined in their Scope of Work and a description of why the Proposer believes they should be selected. The letter should be addressed to Derek Robbins, Project Manager, and should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal. Please provide contact telephone, fax number(s), e-mail address(es), and address(es) of your office(s).
- b) **Project Team and Experience.** Identify Principal, Project Manager, and other key staff, and extent of their involvement should your firm be selected to respond to the RFP. Identify staff from key subcontractor(s) mentioned above. Proposer shall include an organizational chart under which the Proposer will provide the requested services to the City, if selected. Upon completion of the contract, key personnel assigned to the project cannot be changed without written approval of the City.

Describe individual roles, responsibilities, credentials, and related experience that will allow the City to evaluate the qualifications of the individuals proposed for the project. Include each individual's percentage of overall time that can be dedicated to the project.

If subcontractors are part of the Proposers team, then included name and information about the qualifications and experience of any subcontractor(s).

- c) **Proposers Capabilities.** Proposer must describe their capabilities. This section will provide a basis for determining how well the capabilities and resources of the Proposer's Firm relate to this specifically to this project. The Proposer should provide the following:
- i. Describe your firm's areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Provide the same information for any sub to be utilized on the project.
  - ii. Provide the address of the firm's home office and the address of the office that will manage the project, if applicable.
  - iii. Describe lines of authority and responsibility, your firm's approach to validating project progress against project scope and intent, and the process to respond promptly to problems and any changes to scope of work or project intent. Describe the processes and tools to be used to ensure deliverables are complete, correct, clear, coordinated, constructible, and consistent with project objectives and goals.
  - iv. Describe a minimum of five (5) similar projects performed within the last five (5) years, which best characterize the firm's capabilities to address the tasks listed in the scope of work. Include the name of the proposed team members whom worked on these similar projects. Also include the name, address and phone number of a person who can be contacted regarding your performance for at least three (3) of the referenced projects.
  - v. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm and contact information for the lead firm's Project Manager.
- d) **Project Approach and Understanding.** The Proposers understanding and approach to the project is an important aspect of the RFP process. The Proposer should provide clear and concise understanding of the requested services by describing your scope of work through

submission of the 26th, 19th, & Willamina Avenue Improvements and clarifying any major issues based upon project information provided in this RFP. More specifically include the following:

- I. Include outline and description of project tasks, how they will be accomplished within the specified timeframe, any challenges the Proposer foresees and how those challenges will be addressed.
- II. Please provide a description of assumptions regarding City staff responsibilities as they pertain to this project. Clearly delineate between minimum required tasks and any optional tasks.
- III. Provide estimated project timeline showing all major milestones and other relevant information.
- IV. Furnish a disclosure statement of involvement in any civil or criminal litigation or investigation regarding your business practices during the past five years.
- V. For each schedule of work required to develop a complete 26th, 19th, & Willamina Avenue Improvements, the project approach should:
  - Prepare a detailed scope of work which meets the City's goals for this project. For each work task provide a detailed narrative description of how the firm proposes to execute the task.
  - Identify the team members who will work on each task.
  - Describe the proposed work products that will result from each task or activity.
  - Submit a schedule showing major milestones and all work tasks from the project kick off meeting to the deliverable of the final documents.
  - Describe how City staff and other City resources will be utilized during the project and knowledge and skills will be passed on to City Staff which may allow the City to analyze future scenarios.
- VI. Optional tasks being recommended by the Proposer shall be clearly separated from the detailed scope of work required to complete the project. The proposer shall include the following for these optional tasks:
  - Provide a detailed narrative description of how the firm proposes to execute the task
  - Describe the proposed work products that will result from each task or activity.
  - Why the Proposer is recommending the City consider including their proposed optional tasks as part of the Project.
  - Include Optional Tasks in the schedule and clearly identify them.

**4.5.3. Sample Professional Services Agreement (Attachment A).** Review the sample agreement and list any concerns with the sample agreement within the cover letter.

**4.5.4. Addenda.** All Addenda of this RFP shall be submitted with the Certification Form as part of the Proposal. The Proposer shall acknowledge receipt of each individual Addendum in the in the Certification Form of the proposal. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued by the City. The Addendum(s) will not count against the total page limitation.

**4.5.5. Certifications.** The Proposer shall submit as part of the Proposal the Certification Form. The Certification Form shall be filled out, signed, dated, and included in the Proposal Appendix. This form does not count against the total page limitation.

## SECTION 5 – PROPOSAL SELECTION AND EVALUATION

### 5.1. GENERAL INFORMATION

Each proposal will be judged on its completeness and quality of its content. The City reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the City. Upon the completion of the evaluation process, the City intends to negotiate a contract with the Proposer whose proposal is deemed to be most advantageous to the City.

### 5.2. SELECTION REVIEW COMMITTEE

The Selection Review Committee may be comprised of up to six (6) members of City Staff. The role of the Selection Review Committee is to evaluate the proposals submitted and make a recommendation of award. The City may also seek independent expert advice with no apparent or perceived conflicts of interest to help review proposals. However, any such person that is contacted by the City for their expert advice shall not, from first being contacted until the RFP process is completed, or otherwise brought to an end, have communications with any Proposers regarding their proposals or the process.

Scoring will be completed covering all areas listed below in the Evaluation Criteria. All scores for each Proposer shall be added together to arrive at an evaluation score for each Proposer. Proposals will then be ranked in descending order by the total Proposal score.

At the City's option, interviews may be conducted with all or a select few of the Proposers after the Proposals are evaluated. The interview scores will be added to the criteria evaluation scores, and the list re-ordered. City will enter into contract negotiations with the highest ranked Proposer. If a contract with the highest ranked Proposer cannot be reached, the City will commence negotiations with the second highest ranked Proposer.

### 5.3. INTERVIEWS

Proposers selected for final evaluation (if necessary) may be required to make an oral presentation of their proposal to the City. Such presentation shall provide an opportunity for Proposers to clarify their proposal to ensure thorough mutual understanding. The Selection Review Committee may interview the Proposers and ask additional questions related to the proposal and the scope of work. The City will schedule the time and locations of the interviews, if required, on the dates indicated in the RFP Schedule. Interviews will take place at a location to be determined, in Forest Grove. Firms invited to the interview will be responsible for making and paying for their own travel arrangements.

### 5.4. SCORING AND EVALUATION CRITERIA

The criteria listed below will be used to evaluate the Proposers to determine the finalists and apparent successful Vendor. **Total possible evaluation points prior to interviews will be 100. If interviews are conducted, an additional 100 points will be added to the proposal core to determine final scores.** The following criteria and their assigned maximum points will be used to evaluate both the proposals and interviews (if held):

- A. Project Team and Experience: 25 points
- B. Proposer Capabilities: 25 points
- C. Project Approach and Understanding: 50 points
- D. **Reference Check (no points)**

The City reserves the right to contact references as part of the decision making process and prior to making a final selection.

### 5.5. RANKING OF PROPOSALS

- A. Proposals may be ranked by the Selection Review Committee based on evaluation of proposals and interviews (if any), with the first-ranked Proposer being that Proposer which is deemed to be the

most appropriate and fully able to perform the services, and the second ranked Proposer being the next most appropriate, all in the sole judgment of the Selection Review Committee.

- B. Proposer's scores will be totaled and ranked. Any Proposer's response to this RFP shall be considered de facto permission to the City to disclose the results, when completed, to selected viewers at the sole discretion of the City

## SECTION 6 – CONTRACT REQUIREMENTS

### 6.1. CONTRACT AWARD

The award of a contract is accomplished by executing a written agreement that incorporates the entire RFP, Proposer's response, clarifications, addenda, and additions. All such materials constitute the contract documents. The Proposer agrees to accept the contract terms of the attached Personal Services Agreement unless Proposer either proposes modifications to the attached agreement in the cover letter or submits another contract form the Proposer wishes to propose as part of their proposal. If a proposer submits another contract form, the contract form shall not count against the total page limitation, and shall be included as an appendix to the Proposal..

***Requested modifications to the attached Professional Services Agreement or submission of an alternate contract form as part of the proposal must be identified in the cover letter. The proposed modifications will be negotiated with the selected Proposer.***

The issuing office is the sole point of contact for the issuance of the contract.

### 6.2. REQUIREMENTS

The firm must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. In addition, the firm must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, and indication that there is no conflict of interest on the part of the Proposer's submission of a proposal for the services being solicited under this RFP. `

### 6.3. CONTRACT ADMINISTRATOR

Paul Downey shall be the Contract Administrator for the Services to prepare the **26th, 19th, & Willamina Avenue Improvements** requested through this RFP process.

**ATTACHMENT A  
CERTIFICATION FORM**

**Certifications --Non-Collusion**

The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the City. The fees and prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

**Conflict Of Interest**

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Professional Services Contract, and associated inclusions and references, specifications, Proposal Form, Proposer response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Proposer submittals.

Addendum Number (s) \_\_\_\_\_ Acknowledged \_\_\_\_\_ Yes \_\_\_\_\_ No

**Reciprocal Preference Law - Residency**

Resident Proposer ( ) Non-Resident Proposer ( )

**Signature Block**

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Proposer Name Telephone Number

\_\_\_\_\_  
Proposer Mailing Address, City, State, Zip

\_\_\_\_\_  
Proposer Facsimile Number Proposer E-mail Address

\_\_\_\_\_  
Signature Date

**ATTACHMENT B**  
**SAMPLE PROFESSIONAL SERVICES AGREEMENT**