



CITY OF COOS BAY
Request for Proposal
For
Pavement Condition Survey and Asset Management Plan

The City of Coos Bay is located on the southern Oregon coast in Coos County. In accordance with direction from the City's elected officials, Coos Bay is looking to develop and adopt pavement asset management policies and procedures, manage aging infrastructure and ensure the resources will be available in the long term to maintain and replace as required. The City last completed a pavement condition survey and asset management plan in 2002.

This request for proposal is for a project that will consist of two components. The first is to perform a pavement condition survey to update the pavement condition index for each street section in the 2002 survey. The second is creating an asset management plan. Said plan is to briefly present the results of the survey and generally describe existing pavement conditions; list each street section by functional classification (local, collector, arterial) in order of recommend priority for maintenance; recommend pavement treatment (rejuvenation/repair/ replacement) for each section; provide cost estimate for the recommended treatment for each street segment; and evaluate the pavement life expectancy based on the results of the pavement condition survey.

Proposals are being requested in order to allow consultants the opportunity to employ their expertise and innovation, and thereby satisfy Coos Bay's requirements in the most cost effective manner. Based on evaluation of the proposals received, a firm may be selected to enter into contract negotiations with the City to clarify the services to be provided and the fees to be charged.

The City reserves the right, based solely on its assessment of its best interests, to accept any or none of the proposals submitted.

SUBMISSION OF PROPOSALS

To receive consideration, proposals must be submitted in accordance to the following instructions:

1. All quotes shall be in a sealed envelope and delivered to the

City of Coos Bay
Public Works Department Office
500 Central Avenue
Coos Bay OR 97420

2. The envelope must be clearly marked **"Pavement Condition Survey and Asset Management Plan."**
3. Submit three (3) copies of the proposal by 4:00 p.m. August 27, 2014

4. If you have any questions, please contact Jim Hossley at 541-269-8918 or email jhossley@coosbay.org
5. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

GENERAL INSTRUCTIONS

The City of Coos Bay invites consultants to submit proposals to update the City's 2002 pavement condition survey and create an asset management plan.

PROPOSAL REQUIREMENTS

Your Proposal package must not exceed 10 pages and shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Jim Hossley Public Works Director, and signed by a person legally authorized to bind the applicant to its Proposal. At a minimum, the cover letter must include the following items:
 - a. the firm name,
 - b. the names of local partners/principals and the number of local personnel,
 - c. address, telephone, and FAX numbers of the firm, and
 - d. contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Personnel.** All proposal packages must include the following information related to the firm's staff and specifically key personnel who will be working on this project.
 - a. The names of the partners, managers and other key staff persons who will be assigned to the project along with brief resumes that indicate their experience relative to this RFP.
 - b. An organizational chart.
3. **References.** All proposal packages must include the following information related to the references and qualifications relative the scope of work associated with this RFP.
 - a. List of Oregon local government jurisdictions your firm is currently providing similar services for or has provided similar services for within the last 5 years.
 - b. Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide date work was completed, provide owner information, and contact person.
4. **Project Approach.** A general project approach shall be included with the proposal package. The City will be reviewing this general approach for experience on similar projects and how it meets the City's request.

5. **Summary of Rates.** Provide a summary of hourly rates for all staff anticipated to work on project. Provide hours to be work by each staff member. Provide fee for service.

BACKGROUND AND SCOPE OF WORK

Minimum Qualifications (Proposers must meet the following minimum requirements):

1. Be qualified to work in the State of Oregon
2. Demonstrate experience with projects of similar size and scope of the services being requested

QUALIFICATION EVALUATION CRITERIA

General: Evaluations will be performed to determine the consultant's understanding of the services to be provided, overall approach to the project, and ability to explain details to staff. Consideration will be given as to the consultant's demonstrated ability to complete the scope of work in a thorough but expeditious manner. Award will be made to the consultant whose offer, conforming to this RFP, is considered most advantageous to the City, considering the Evaluation Criteria in this Section.

Personnel Qualifications, Project Organization, Experience, and Commitment Criteria: Submittals will be evaluated considering the consultant's technical, managerial experience, and qualifications to work on the project.

Relevant Past and Present Performance Criteria: Assessment of the consultant's past and present performance will be evaluated relative to the capability to meet the performance requirements. Additionally, quality of service, customer satisfaction, cost control and timeliness of past and present projects will be evaluated.

Summary of Rates: Cost component of each submittal will be evaluated with respect to the probable cost to the City of doing business with each submitter; summary of rates will be evaluated for realism and reasonableness.

PROJECT SCOPE

This request for proposal is for a project that will consist of two components. The first is to perform pavement condition survey to update the pavement condition index for each street section in the 2002 survey. The 2002 survey was based on the "Pavement Condition Index Distress Identification Manual for Asphalt and Surface Treatment Pavements", 2nd Edition prepared by Metropolitan Transportation Commission (MTC) & ERES Consultants, Inc. The second component is creating an asset management plan. Said plan is to briefly present the results of the survey and generally describe existing pavement conditions; list each street section by functional classification (local, collector, arterial) in order of recommend priority for maintenance; recommend pavement treatment (rejuvenation/repair/replacement) for each section; provide cost estimate for the recommended treatment for each street segment; and evaluate the pavement life expectancy based on the results of the pavement condition survey.

Pavement condition survey; The City of Coos Bay has approximately 147 lane miles of paved roads, of which approximately 32 miles are designated as arterial, 14 miles as collector and 101 miles as local. State highway 101 is not included in this project.

The consultant shall update the Pavement Condition Index (PCI) contained in the 2002 inventory prepared for the City by Engineering Information Services, Inc. The 2002 PCI values were determined using the “Pavement Condition Index Distress Identification Manual for Asphalt and Surface Treatment Pavements”, 2nd Edition prepared by Metropolitan Transportation Commission (MTC) & ERES Consultants, Inc. The City shall provide the consultant digital copies of the existing inventory on Microsoft Office 2007 Excel spreadsheets. To minimize cost, the consultant may use the existing road segments with the unique identification numbers used in the 2002 inventory. However, the consultant may revise said segments should, in the consultant’s professional judgment, the revisions improve the performance of the final product. In addition to segments and PCI values, the existing spreadsheets include data for length and width of road segments, functional classification of the segments, year constructed, surface type and PCI date. Data in these columns shall be revised based on the consultant’s findings. The new inventory shall be stored in Microsoft Office 2007 Excel spreadsheet format.

Records of all assumptions made when preparing the inventory shall be listed. The consultant shall specify the pavement condition data that will be collected, the method(s) to be used for the data collection, the industry standard to be followed, and the rating of each segment. The consultant shall advise the City of their Quality Control systems and procedures used to ensure good data.

The City will supply electronic versions of spreadsheets and narrative from the 2002 pavement condition and asset management report for the Consultants use. The City of Coos Bay takes no responsibility for the accuracy or completeness of the information described above.

Asset Management Plan; The asset management plan is to briefly present the results of the survey and generally describe existing pavement conditions; list each street section by functional classification (local, collector, arterial) in order of recommend priority for maintenance; recommend pavement treatment (rejuvenation/repair/replacement) for each section; provide cost estimate for the recommended treatment for each street segment; and evaluate the pavement life expectancy based on the results of the pavement condition survey.

Meetings and Deliverables; It is anticipated that the Consultant will informally advise the City of planning and progress during the course of the project. Provision for three formal meetings will be included in the project including a briefing and information gathering meeting to be held at the start of the project with public works operations staff, and up to two additional meetings with the City Council and/or Street Task Force following completion and submission of the draft pavement condition survey and Asset Management Plan report.

The draft deliverables shall include 2 paper and a pdf copy of the results of the pavement condition survey along with 2 paper copies and a pdf copy of the asset management plan including an executive summary and a technical report with the information requested below. The contents of the technical report (Asset Management Plan) shall include, but not be limited to, copies of all inspection reports, a brief analysis of inspection results, a list of each street section by functional classification (local, collector, arterial) in order of recommend priority for maintenance; recommended pavement treatment (rejuvenation/repair/replacement) for each section; the cost estimate for the recommended treatment

for each street segment; and evaluate the pavement life expectancy based on the results of the pavement condition survey.

After review of the draft report by the City and the incorporation of agreed to changes, the consultant shall submit the final asset management plan report and pavement condition survey. The consultant shall provide 2 paper copies and 1 pdf copy of the plan along with 2 paper copies and 1 copy of the survey results in Microsoft Office 2007 Excel spreadsheet format. All documents must be user friendly to staff that may be new to the concepts in the documents and shall be to a high standard of legibility, readability and clarity. Creativity in methods of presentation and methods of ensuring understanding on the part of the reader are earnestly anticipated by the City.

Basis of Fees: Fees for the project will be charged on an hourly rate basis. A schedule of rates for each project personnel will be included with the proposal. Expenses that will be charged will be described. The rate for expenses such as mileage, copying, faxing, per diem and other, will be described. Mark up on invoiced supported expenses, including sub consultants, will be described.

An estimate of the time required for each participant, the fee for the labor component and the expenses for each task of the Scope of Work, and others if suggested by the Proponent, shall be included in the proposal. The estimated fee for each task shall be regarded as a “not to exceed” amount and shall not be exceeded without prior approval of the City. Approval will be granted only for changes in the scope of the work required due to factors that cannot be anticipated with information available at the time of submitting the proposal.

COMPLIANCE WITH RULES

Firms responding to this RFP must follow its procedures and requirements; except as otherwise provided in the RFP, the applicable provisions or Oregon Administrative Rules shall apply where the City of Coos Bay Contract Rules do not address. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

SCHEDULE OF REQUEST FOR QUOTES

Mandatory Pre-Bid Meeting:	None
Proposal Due:	4pm – August 27, 2014
City Council Award Approval:	September 16, 2014
Contract Finalized:	Approximately September 23, 2014
Letter to Proceed:	Approximately September 23, 2014
Work Completed By:	November 26, 2014

PROPOSAL WITHDRAWAL

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the firm shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new Proposal.

APPEALS

Bidders who wish to appeal their proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) business days of the proposal due date.

Address: City of Coos Bay
Rodger Craddock, City Manager
500 Central Avenue
Coos Bay OR 97420

OWNERSHIP OF DOCUMENTS

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to a vendor by the City and all other documents to which the vendor's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

PUBLIC RECORD

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

INDEMNITY

Vendors shall hold harmless, indemnify, and save the City, its officers, employees, and agents from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason or any act or omission of the vendor or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

EMPLOYMENT STATUS

Contractor shall perform the work required by this contract as an independent contractor. Although the City reserves the right to determine and modify the schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means and manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

Contractor represents and warrants that the Contractor is not an employee of the City of Coos Bay and meets the specific independent contractor standards of ORS 670.600. Contractor is not an officer, employee, or agent of the City. Contractor shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, the City will not withhold from such compensation or payments any amounts to cover Contractor's federal or state tax obligations. Contractor is not eligible for any Social Security, unemployment insurance, or workers

compensation, from compensation paid to Contractor under this contract except as a self-employed individual.

INSURANCE

The Consultant shall maintain during the life of this contract the following minimum public liability and property damage insurance which shall protect the City and Contractor from claims for injuries including accidental death, as well as from claims for property damages which may arise from the performance of work under this contract, and the limit of liability for such insurance shall be as follows:

Level 2 Insurance Requirements. Professional services contracts/agreements \$50,000 and under:

Commercial General Liability	\$1,000,000
Professional Errors and Omissions Liability	\$2,000,000
Workers' Compensation (if applicable)	Statutory Limit
Employer's Liability	\$ 500,000
Automobile Liability	\$1,000,000
Umbrella/Excess Insurance	\$1,000,000

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement.

Coverage provided by the consultant must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

The consultant shall provide certificates of coverage, including applicable endorsements, for such policies within ten (10) days of execution of the Contract. The City shall be named as an additional insured on the policy; provided, however, that each party shall be liable for injuries or claims arising solely out of that party's acts or omissions and no claim as an "additional insured" shall be made against the other party's carrier for injuries or claims solely from or arising out of that party's acts or omissions. There shall be no cancellation, material changes, reduction of limits, or intent not to renew the insurance coverage without 30 days written notice from the consultant's insurers to the City.

ATTACHMENTS:

City of Coos Bay Insurance Policy Statement
City of Coos Bay Professional Services Contract