



City of Central Point Development Commission

Request for Proposals:

Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area

REPLY WITH A WRITTEN PROPOSAL NO LATER THAN CLOSE OF BUSINESS: January 28, 2016.

Release Date: December 17, 2015

Closing Date: January 28, 2016

Project Objective

In 2013 the City completed the *East Pine Street Corridor Refinement Plan*¹ (the “Plan”). The purpose of the Plan was to identify the preferred configuration of East Pine Street, including the basic design elements for the improvement of the East Pine Street streetscape in the downtown core area. The Plan, Alternative B, was adopted by the City Council² and now serves as the basic blueprint for streetscape improvements along East Pine Street within the downtown core area.

Based on the Plan the Central Point Development Commission (the “CPDC”) is prepared to proceed with the preparation of plans addressing the final streetscape design, preliminary engineering, phasing, cost estimates, and construction drawings/documents (Phase 1 only).

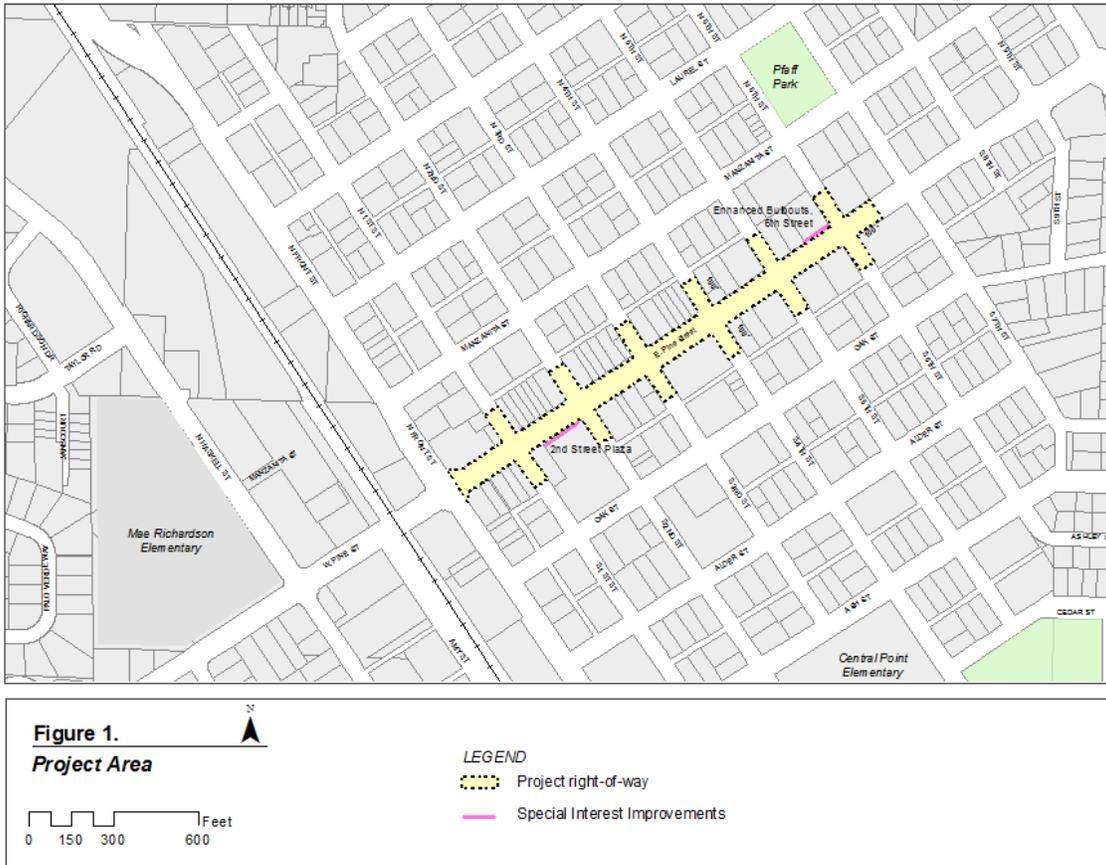
Project Description

The CPDC is soliciting for engineering and design services from a qualified firm (the “Firm”) to prepare engineered plans for the construction of streetscape improvements along an approximate seven block section of East Pine Street from Front Street to Sixth Street (the “Project”). Figure 1, Project Area identifies the general limits of the Project.

The Project includes the demolition of all existing curb/gutter, sidewalks, streetlights, and other surface improvements per the Plan. It will also include the removal of the traffic signal at E. Pine/3rd Street, updating of traffic signal at E. Pine/4th Street, and the installation of new traffic signals at the intersections of E. Pine/2nd Street and E. Pine/6th Street, the widening of sidewalks to accommodate the Second Street Plaza (south side), and enhanced bus bulb-out at 6th Street (north side). The Project will also include utility relocates and modernization.

¹ DKS Associates

² Resolution No. 1371



General Contract Provisions

A. **Contact Information**

For information or questions relating to this RFP, contact Don Burt at 541-423-1039 or email to Don.Burt@centralpointoregon.gov. Copies of the Proposal, with attachments, can be found on the City’s web site at <http://www.centralpointoregon.gov/urbanrenewal/page/streetscape-design-engineering-plans-east-pine-street-downtown-core-area>. A Prospective Proposers meeting has been scheduled to answer questions regarding the proposal (see **Prospective Proposers Meeting** below). Firms interested in submitting proposals are encouraged to hold questions until the meeting.

B. **Proposal Format**

Proposals shall be typewritten and signed in ink by an authorized representative of the Firm. Oral, faxed, or emailed proposals will not be accepted.

C. **Submittals and Submittal Deadline**

Six (6) copies of the proposal shall be clearly labeled **Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area** and submitted in a sealed envelope with the following information written on the exterior of the envelope:

Central Point Development Commission
 Attn. Don Burt, Planning Manager

Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area

Due: 5:00 p.m. PDT, January 28, 2016

No proposals will be accepted after the submittal deadline.

D. *Modifications*

Modifications to a submitted proposal may be made prior to the deadline provided the modification(s) is received prior to the deadline and is signed by an authorized representative of the Firm. The signed letter shall be on company letterhead in a sealed envelope. No modifications may be made to any proposal after the submittal deadline.

E. *Withdrawal*

Withdrawal of a submitted proposal may be made at any time subject to receipt of a letter signed by an authorized representative of the Firm stating the proposer's intent to withdraw their proposal. The signed letter shall be on company letterhead in a sealed envelope.

F. *Proposal Rejection*

CPDC reserves the right to reject any and all proposals when determined to be in the public interest.

G. *Incurring Costs*

CPDC shall not be liable for any costs incurred by the successful and unsuccessful proposers in preparing the bid proposals.

H. *Contract payments*

Contract payments will be based on a fixed "Not to Exceed" amount based on the fee for each task of the scope of services. Additional work items not in the contract will be handled as an amendment to the contract. Payments will be made monthly by CPDC based on monthly invoices submitted by the successful proposer.

I. *Professional Services Contract*

The successful proposer agrees to enter into the attached CPDC standard personal services contract based on their submitted bid.

J. *Prospective Proposers Meeting*

On January 7, 2016 at 10:00 a.m. PST, in the City Council Chambers at 140 South Third Street, Central Point, OR all prospective proposers are strongly encouraged to attend a Prospective Proposers meeting. The purpose of the meeting is to explain the general objective of the project and to take questions and to provide answers in an open forum. Prospective proposers planning on attending the meeting must RSVP Don Burt at Don.Burt@centralpointoregon.gov no later than January 5, 2016 by 5:00 p.m. PST. Any questions after the Prospective Proposers meeting will only be accepted by email to Don.Burt@centralpointoregon.gov. Answers to submitted questions will be emailed to all

proposers attending the Prospective Proposers meeting, or proposers that have identified in writing an interest in submitting a proposal.

K. ***Equal Opportunity***

Qualified proposers can be assured that their proposal will receive fair and equitable consideration without regard to race, color, religion, sex, national origin, or handicap.

Project Schedule

The following schedule is to be used as a general reference in preparing this RFP. A final schedule will be confirmed at time of issuance of contract.

1. RFP invitation mailed – December 17, 2015
2. Prospective Proposers Meeting – January 7, 2016
3. RFP response due – January 28, 2016
4. Firm interviews – February 11, 2016
5. Contract award – February 18, 2016
6. Notice to proceed – March 3, 2016
7. Complete Preliminary Engineering (Tasks 1 – 3) – May 19, 2016
8. Complete Phasing Plan – June 16, 2016
9. Complete Final/Construction Engineering Plans and Documents, Phase 1 – July 28, 2016

Agency Responsibilities

The Agency shall provide the following information to the successful proposer. All bidders are encouraged to review all available information prior to submitting a proposal. The following information can be acquired on the Urban Renewal web site at <http://www.centralpointoregon.gov.urbanrenewal/page/streetscape-design-engineering-plans-east-pine-street-downtown-core-area>.

1. RFP for the ***Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area***
2. Professional Services Agreement
3. *East Pine Street Corridor Refinement Plan*
4. Aerial Photo (2014) of Project Area

Scope of Work

Interested Firms shall submit a written proposal addressing each of the following tasks and sub-tasks:

Task 1. Data Collection for Project Area

- a. Conduct a stakeholders meeting of property and business owners within 100-feet of the Project boundaries to introduce this stage of the streetscape project and to gather input and identify stakeholder concerns.
- b. Prepare a base map of the Project Area for review and acceptance by the City. The Base Map will include the outer limits of the Project Area and identification of all rights-of-way and property lines abutting the rights-of-way. Individual properties within the Project Area will be identified by tax assessor number. A draft of the base map shall be submitted to City staff for review and authorization to proceed to Task 1(b).

- c. Identify and map all fixed surface and subsurface public and private improvements within the Project Area, such as but not limited to utility poles, driveway aprons, traffic signals, underground utilities, pavement striping (crosswalks, parking, travel lanes, etc.), curb and gutter, handicap ramps, pedestrian entries, canopies, building facades and entries, parking and traffic control signs, etc.
- d. Identify/discuss planned utility upgrades by location, and timing.
- e. Identify any public/private conflicts (fixed improvements, i.e. buildings, utilities, etc.) within rights-of-way.
- f. Map topographic/elevation data for existing curb and gutter, facade frontages and building entries abutting or near rights-of-way.
- g. Address the use/need for construction easements during construction.
- h. Prepare and submit to the City a digital and hard copy (1) of Tasks 1a through 1f entitled **Task 1, Background Data for Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area.**

Task 2. Preliminary Streetscape Design

- a. Prepare a Preliminary Streetscape Design Plan based on the streetscape elements identified in the *East Pine Street Corridor Refinement Plan, Alternative B*. The Preliminary Streetscape Design will include signalizations per the *East Pine Street Corridor Refinement Plan*. City staff will provide specs on streetscape components such as tree grates, benches, sidewalk materials/pattern, light poles, trash receptacles, and pavement pattern/material. It will be necessary for the Firm to address street tree species options, street tree irrigation and electrical outlets.
- b. Identify (not resolve) conflicts between existing conditions and proposed streetscape design, i.e. grade differences between existing curb and gutter and extended curb and gutter (sidewalk widening and bulb-outs).
- c. Prepare a preliminary itemized cost estimate for the streetscape improvements.
- d. Conduct a second stakeholders meeting to discuss to the preliminary streetscape design. This task could be combined with Task 2e.
- e. Meet with CPDC to review the preliminary streetscape plan and costs for discussion, modification, and authorization to proceed. Allow two iterations of this task and identify each iteration in RFP cost proposal.
- f. Upon authorization to proceed by CPDC prepare and provide a digital and hard copy (1) of Tasks 2a through 2e entitled **Task 2, Preliminary Streetscape Design for Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area.**

Task 3. Preliminary Engineering Plans

- a. Upon authorization by CPDC per Tasks 2a and 2b commence preparation of Preliminary Engineering Plans. Based on the findings in Task 1 and 2 identify and address (resolve) any conflicts between the proposed streetscape and existing conditions.

- b. Identify the need and location for construction easements and the timing and use of right-of-way agents where/when necessary. Because of the commercial nature of the Project Area it will be necessary that all properties retain customer access at all times.
- c. Identify necessary utility relocates and upgrades. With this subtask underground utility upgrades/relocation/replacement in East Pine Street shall be identified and addressed (check with Public Works Department).
- d. Prepare a preliminary engineers cost estimate.
- e. Meet with City staff to review Preliminary Engineering Plans and costs.
- f. Meet with CPDC to review and modify/accept Preliminary Engineered Plans.
- g. Upon authorization to proceed by CPDC prepare and provide a digital and hardbound copy (1) of Tasks 3a through 3f entitled **Task 3, Preliminary Engineering Plans for Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area.**

Task 4. Phasing Plan

- a. Meet with City staff to discuss and agree on parameters for phasing. Costs per phase will be a major consideration defining each phase.
- b. Prepare a coordinated Phasing Plan for construction of the streetscape improvements. The Phasing Plan shall be based on the following considerations:
 - i. Visual prominence (Wow! factor);
 - ii. Construction cost
 - iii. Functional relationship
- c. Meet with CPDC to discuss phasing and phasing options. Modify Phasing Plan as authorized by CPDC.

Task 5. Preliminary Cost Estimate for Each Phase

- a. Prepare cost estimates for each phase per the authorized Phasing Plan. This task shall include methodology for updating phasing costs over time.
- b. Meet with CPDC to review the cost estimates and adjust phasing as appropriate to address construction cost limitations.
- c. Upon authorization to proceed by CPDC prepare and provide a digital and hardbound copy (1) of Tasks 4a through 4c, and Tasks 5a through 5b entitled **Task 4 & 5 Phasing Plan for Streetscape Design & Engineering Plans for East Pine Street, Downtown Core Area.**

Task 6. Final Construction Engineering for Phase 1

- a. Upon authorization by CPDC commence preparation of Final Engineering Plans and construction documents for Phase 1.
- b. Meet with CPDC for acceptance of the Final Engineering Plans and Construction Documents, Phase 1, including engineers cost estimate.

Information to be included in the Proposal

The following information shall be included in all proposals:

- A. Describe the organization and size of the proposal team. Include all firms that will be performing work as part of this project. List each task to be performed by each firm on the team.
- B. Identify the key personnel to be involved with the project; the type and amount of involvement each person will have in the project; and the relevant experience each person (not the organization) has had in the design and engineering of downtown streetscapes.
- C. The name of the person(s) authorized to represent your firm in negotiating and signing the contract, which may result from this Request for Proposals.
- D. Confirmation that proposed key personnel will have adequate time available to perform the Project Tasks.
- E. Explain the proposal team's understanding of the work to be performed for each of the project tasks.
- F. Explain how the proposal team would approach each task if your team is selected.
- G. Identify a proposed schedule of work indicating the dates of completion of each Task, as well as final completion date.
- H. Include a signed statement indicating that the proposal addresses all terms and conditions of the RFP.
- I. Include an hourly rate schedule of all key and support personnel.
- J. In a separate sealed envelope to be included within the proposal, include an itemized cost by Task with a total not to exceed amount to complete the scope of services. The cost proposal shall be signed by an individual authorized to bind the Firm. The proposer's name, along with the "Not to Exceed Amount" shall be written on the exterior of the sealed envelope. The not to exceed amount shall include all materials, travel, personnel, overhead, and all other related expenses necessary to complete the Scope of Services. After proposals are reviewed and ranked, only the envelope of the top-ranking proposer will be opened. If the "Not to Exceed Amount" is out-of-line with the expected budget, the selection committee may choose to proceed to the next highest ranking proposer until a proposal is selected for recommendation to the Development Commission and subsequent contract negotiation.

Proposal Selection Process

Selection Process

- A. Selection Committee – A selection committee comprised of the Public Works Director, City Manager, Community Development Director, and two members of the CPDC Commission will review each proposal and select the top three (3) proposals to be interviewed. Proposals will be reviewed based on the evaluation criteria listed below. **Prior to the interviews any contact by a proposing firm with the Selection Committee on any question related to the proposal will be cause for disqualification.**

- B. Interview Process – Selected Firms will be notified five (5) working days in advance of the scheduled interview. The interviews are scheduled to take a maximum of 1 hour with thirty (30) minutes for the proposer’s presentation and thirty (30) minutes for question and answer. The Selection Committee will evaluate and rank each Firm based on the Evaluation Criteria listed below.
- C. Contract Negotiation – Within five (5) working days of notification of Intent to Award the selected Firm and the CPDC will finalize contract tasks/subtasks and costs.

Evaluation Criteria

The following criteria will be used by the Selection Committee. The Maximum number of points will be 100.

- A. Understanding of the Project Objectives and issues. Particular attention shall be given to phasing of the improvements (35 points).
- B. The capability and availability of the project team to complete the Tasks set forth in the RFP (25 points).
- C. Demonstrate experience of the project team in completing downtown streetscape projects and similar tasks as noted in the Scope of Work (20 points).
- D. The ability of the project team to complete the project within the proposed schedule (20 points).

Thank you for your interest in this RFP. Questions regarding this RFP shall be directed to Don Burt between 8:00 am and 12:00 pm at (541) 423-1039.

Sincerely,

Don Burt
Planning Manager
City of Central Point
Don.Burt@centralpointoregon.gov