



A&E Services

MINI-RFP # 34662

for

Work Order Contract (“WOC”) Assignment Under Price Agreements B36369, B36370, B36371, B36373, B36374, B36375, B36377 & B36378

Project Name: Aga Rd: S Eagle Creek Loop – Davis Dr.

Project Location: Hood River County, Oregon

ODOT Key Number: 18828

DBE Participation Goal: 8.5% (see section 1.5.1 for more information)

PROPOSAL SUBMISSION DEADLINE:

February 11, 2021 by 2:00 p.m.

Proposals must be submitted via e-mail to the following Single Point of Contact no later than the submission deadline.

Single Point of Contact:

Debra Jean Murdock
Procurement & Contracts Specialist
Oregon Department of Transportation
E-mail: debra-jean.murdock@odot.state.or.us

Section 1.0 SOLICITATION INFORMATION AND REQUIREMENTS

1.1 SUMMARY OVERVIEW and WORK ORDER CONTRACT (WOC”) OBJECTIVES

Oregon Department of Transportation (“Agency” or “ODOT”) is requesting supplemental information regarding specific A&E and Related Services experience relevant to the above referenced public improvement (the “Project”). The needed Services are further described in Section 3.

The expected outcome of the WOC is to:

- Planning and Preparation of 30% Construction Plans, Specifications and Cost Estimate
- Public Outreach Materials for an Open House

Project includes Services for planning for a sidewalk to be constructed along portions of AGA Road between S Eagle Creek Loop and Davis Dr. The Services requested are to consider necessary drainage, ancillary fish passage, and railroad crossing improvements.

PROJECT OBJECTIVES

- Design a sidewalk meeting current ADA standards.

- Identify land acquisition/right-of-way needs.
- Identify jurisdictional requirements.
- Identify land use issues.
- Identify environmental issues.
- Identify railroad-crossing issues.
- Establish community support.

TIMELINE

- Project Management – 24 months
- Planning – 12 month
- Design Development – 12 months

Proposers responding to the Mini-RFP do so solely at their expense. Agency is not responsible for any Proposer expenses associated with the Mini-RFP.

The selected Proposer and Agency will negotiate the delivery schedule, costs and final Statement of Work, within the scope of what is advertised here, for inclusion in the final WOC.

The WOC is anticipated to start January 2021 and is expected to be completed by January 2023. Pending successful negotiations, the selected Proposer shall perform its obligations according to the WOC and applicable terms and conditions of the parent Price Agreement (PA) and exhibits thereto.

Funding Source(s):

FHWA

WOC Payment.

Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with PA requirements and all applicable standards. The method of compensation will be determined by Agency and may be based on any of the following methods (may include more than 1 method – “Mixed”):

- Cost Plus Fixed-fee, up to a maximum NTE amount;
- Fixed Price for all Services; Fixed Price per Deliverable; Fixed Price per Milestone;
- Time and Materials, up to a maximum NTE amount;

For further information see PA, Exhibit B “Compensation”

.Following completion of initial Services, Agency may, at its discretion:

- Amend this WOC to add additional tasks – or
- Elect to complete additional tasks with in-house staff, or
- Assign additional Project tasks to another consulting firm.

Agency and Consultant shall negotiate the detailed tasks, deliverables, schedule and costs for any phase Agency elects to add. Each added phase will be authorized only by written WOC amendment with all required approvals and signatures.

Offer Period: A Proposer's Proposal is a firm offer, irrevocable, valid and binding on the Proposer for not less than 180 days following the closing date for this Mini-RFP. Agency may request, either orally or in writing, that Proposer extend the offer period in writing.

1.2 QUESTIONS AND CLARIFICATIONS

1.2.1 PROPOSER QUESTIONS

All inquiries regarding this procurement, whether relating to the Mini-RFP process, administration, deadline or award, potential COI issues, or to the intent or technical aspects of the services must be submitted in writing via e-mail to the Single Point of Contact for this Mini-RFP identified on page 1. **Failing to follow the foregoing requirements regarding the Single Point of Contact for inquiries may result in Proposal rejection by Agency.**

All questions must be received not later than 5 business days prior to the Proposal submission deadline.

1.2.2 ADDENDA

Answers to questions Agency receives and that Agency, in its sole discretion, determines are substantive and provide new information, will be issued as official Addenda to this Mini-RFP. When appropriate, as determined by Agency in its sole discretion, revisions, substitutions, or clarifications of the Mini-RFP will be issued as Addenda to this Mini-RFP. Changes or modifications to this Mini-RFP will be binding on Agency only if in the form of written Addenda issued by the Agency. Agency will provide any Addenda to all firms who have received this Mini-RFP.

1.3 PUBLIC RECORDS

After the evaluation/selection and negotiation process is complete, Proposals will be open to public inspection in accordance with ORS 279C.410. If a Proposal contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, the Proposer must clearly designate the portions of its Proposal that Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. **Identifying the Proposal in whole as exempt from disclosure is not acceptable.** If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to waive any future claim for non-disclosure of that information.

1.4 PROPOSAL SUBMISSION REQUIREMENTS (“PASS/FAIL” & “REQUIRED” ITEMS)

PASS/FAIL:

- Items in this Section 1.4 marked as “PASS/FAIL” that are incomplete (except for minor informalities), not submitted by Proposal due date and time, or are otherwise not in substantial conformance with the requirement, will be rejected as non-responsive. Proposals must comply with ALL requirements marked as “PASS/FAIL” to be considered for further evaluation.

REQUIRED ITEMS & SCORING DEDUCTIONS:

- Proposals will receive a 2% scoring deduction, based upon the total available points, for each item in this Section 1.4 marked as “REQUIRED” that is incomplete (except for minor informalities) or not submitted with the Proposal in substantial conformance of the requirement. Incomplete or missing items must be completed and submitted within 2 business days of e-mail request by Agency (this does not apply to “PASS/FAIL” items which must be submitted by Proposal due date and time). Missing or incomplete items must be delivered via e-mail. In order to provide an appropriate time stamp. Failure to complete and deliver missing or incomplete “REQUIRED” items within 2 business days of request by Agency shall result in

Proposal rejection. Time limitations will be based upon the time of the e-mail sent by Agency and the time of the e-mail sent in response to Agency notification. ·

- Proposals not in conformance with the 12-point minimum font requirements for substantive text (including text in tables) and 11-point minimum font size for resumes or Key Staff Resume form (if required) will receive a 3% scoring deduction and will not be sent back to Proposer for correction.
- Scoring deductions are on an average score per Proposal basis and not a deduction per evaluator. For example, if a Proposer received an average score of 92 points from the evaluation committee, a 2 percent scoring deduction would result in a Proposal score of 90. (Percentage will be rounded to either the lower number if under .5% or to the higher number if .5% or over.)

1.4.1 PROPOSAL COVER SHEET (REQUIRED)

The Proposal must include a completed, signed Proposal RFP Cover Sheet using the form attached below as an electronic file.



1.4.2 PROPOSAL SUBMISSION DEADLINE (PASS/FAIL)

Agency will not accept Proposals submitted after the Proposal submission deadline indicated in this Mini-RFP. **Proposal must be received at the correct e-mail address on or before the due date and time indicated on page 1.** Agency is not responsible for and will not accept mis-delivered Proposals.

1.4.3 SUBMITTAL FILE SIZE and REQUIRED FORMS (REQUIRED)

Proposals and any required forms must be submitted via e-mail. **The total combined size of all files for Proposal, Coversheet and any forms must not exceed 5 megabytes.**

- **(REQUIRED)** Key Staff Resumes form (using Agency form and minimum 11-point font). Key Staff Resumes form is, available at:
<https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx>
- **(REQUIRED)** Reference forms as required in section 2.13.

1.4.4 DELIVERY ADDRESS

Required electronic submittals must be delivered to the e-mail address specified on page 1. In the submittal e-mail, Proposers may request an e-mail confirmation that the submittal was received by Agency.

1.4.5 FORMAT FOR PROPOSAL AND PAGE LENGTH LIMITATION

The Proposal must be organized in accordance with the list of Scoring Criteria categories in Section 2.2. **The Proposal must not exceed 3 pages, excluding** Mini-RFP Cover Sheet, any tabs or indexes, table of contents, “Key Staff Resumes” (if required, including any limitations, in Section 2.2), and Reference Forms (if required). **If a Proposer submits a Proposal exceeding this limit, Agency will consider the pages up to the allowable page limit and discard all subsequent pages.** The Proposer may choose how to allocate the number of pages between any sections, within the overall page limit.

One Page is defined as: one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the

substantive text (including text in tables) and 11-point minimum font size for resumes or Key Staff Resume form. Any page over this size will be counted as 2 pages. Any page, or partial page, tabs, indexes or table of contents with substantive text, tables, graphics, charts, resumes, etc., will be counted as 1 page.

- **The Mini-RFP Cover Sheet, Proposal, Key Staff Resumes and Reference Forms must be submitted as a single combined pdf file.**
- **Conflict of Interest (“COI”) information (see Attachment A, Coversheet) must be submitted as a separate pdf file.**

(REQUIRED) Proposals must use 12-point minimum font size for the substantive text in Proposals (including text in tables). “Key Staff Resumes” (if required) or other resume formats (if required) must use an 11-point minimum font. Proposers may use their discretion for the font size of other materials that do not include substantive text (e.g. headings, graphics, picture or graphics captions, and org charts). If hard copies are required, Proposers are to submit Proposals on recycled white paper (stapled only), without binders or cover-stock. If a Proposer submits a Proposal with cover-stock or binding, Agency will remove and recycle them.

1.4.6 TERMS AND CONDITIONS (PASS/FAIL)

Unless otherwise provided in this Mini-RFP, by submitting a Statement of Proposal (SOP), each Proposer agrees to be bound by and comply with the terms and conditions of the Proposer’s existing PA, as amended. Any SOP that is conditioned on Agency’s acceptance of terms and conditions other than those set forth in the existing PA and the requirements specified in this Mini-RFP (as they may be revised by an addendum to this Mini-RFP) will be rejected as non-responsive.

1.5 DBEs and Certified Small Businesses

1.5.1 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

The WOC will include Federal funding:

- **A DBE participation goal, as set forth on page 1,** has been assigned for the prospective WOC. This goal will apply to the overall WOC including amendments. If a given phase of the WOC (such as CA-CEI, if applicable) will include little or no opportunity for DBEs, then DBE utilization in other phases of the WOC will need to be sufficient to meet the overall WOC goal. Exceptions for a given WOC or amendment will need to be assessed by Agency on a case-by-case basis.

See PA Exhibit E or, for No-Goal WOCs, Exhibit E.1 for:

- information on reporting requirements and how credit toward meeting an assigned DBE participation is determined (for goal and no-goal WOCs), and
- further explanation and description of the DBE program.

Section 2.0 PROPOSAL EVALUATION & CONSULTANT SELECTION

2.1 EVALUATION PROCESS

2.1.1 EVALUATION

Agency will evaluate Proposals in accordance with the Pass/Fail criteria identified in Section 1.4. Proposals meeting those criteria will be forwarded to an evaluation committee of at least 3 members that will independently review, score and rank Proposals according to the Scoring Criteria set forth in Section 2.2.

The outcome of the Evaluation process may, at the Agency’s sole discretion, result in:

- (a) notice to Proposer(s) of selection or rejection for WOC negotiation and possible award;
- (b) further steps to gather additional information for evaluation, (e.g. checking references, notice of placement on an interview list, requesting clarification); or
- (c) cancellation of the Mini-RFP and either re-issuance of the Mini-RFP in the same or revised form or no further action by Agency with respect to the Mini-RFP.

Agency reserves the right to reject any or all Proposals and reserves the right to cancel this Mini-RFP at anytime if doing either would be in the public interest as determined by Agency. Agency is not liable for any costs a Proposer incurs while preparing or presenting the Proposal or during further evaluation stages. All unreturned Proposals will become property of Agency and part of the public file without obligation to Agency.

2.1.2 INTERVIEWS/FOLLOW-UP QUESTIONS

Agency may conduct interviews/follow-up questions. If interviews/follow-up questions are conducted, the following will apply:

- The number of Proposers selected for interviews/follow-up questions is at the sole discretion of Agency.
- A minimum of 3 evaluators shall score the interviews/follow-up questions;
- Interview/follow-up question scores (up to a maximum of 20 points) will be combined with the other criteria scores to arrive at a total score. The total score will be ranked to determine the apparent successful Proposer.
- Interviews normally require physical attendance at Agency's offices; however, Agency may elect to conduct interviews via teleconference or video conference. Further details will be included with notification of time and date of interviews, if conducted.
- Evaluation and scoring will be based on one or more of the following criteria:
 - Understanding of Requested Services
 - Technical Approach
 - Project Management/Cost Effectiveness
 - Proposer's General Qualifications
 - Proposer's Capabilities
 - Proposer's Relevant Experience
 - Project Team and Qualifications

2.1.3 REFERENCES/PROJECT SAMPLES

Proposers must provide 3 references/project samples (using the form attached below as an electronic file) for projects where Proposer provided services relevant to the scope of services described in this Mini-RFP. Up to one (1) additional references may be provided as an alternate in the event Agency is unable to contact any of the references. A maximum of 3 attempts will be made to contact each reference within a 5 business day period. References may be checked regarding Proposer's past performance and to determine if they are supportive of the Consultant's ability to successfully complete the Services described in this Mini-RFP. Failure to provide complete and/or accurate information in a Proposal or reference may be cause for Proposal rejection.

References will be scored (see Section 2.2.3.). The following will apply:

Reference scores (up to the maximum points set forth in Section 2.2.3) will be combined with the other criteria scores (and interview scores, if applicable) for a total score.

Double-click icon to open attached file →



2.1.4 AGENCY QUESTIONS

Agency may require any clarification it needs to understand the Proposer’s Proposal. Any necessary clarifications or modifications which are in the best interest of the Agency may be made before the Proposer is awarded a WOC, and some or all of the clarifications or modifications may become part of the final WOC.

2.1.5 METHOD OF AWARD

The total scores and selection for tentative WOC assignment will be determined as follows:

- Total Proposal Score = Total of all evaluator scores for a given Proposal, divided by the number of evaluators, minus any **SCORING DEDUCTIONS** received per Section 1.4.
- Total Interview Score (if conducted) = Total of all evaluator scores for a given interviewee, divided by the number of evaluators.
- Total Reference/Performance Score (if references or performance evaluations are scored) = Total score received for all references/performance evaluations divided by the number of references/performance evaluations scored.

Final Score = Total Proposal Score plus Total Interview Score (if conducted) plus Total Reference/Performance Scores (if conducted).

Agency will negotiate the payment amount and methodology with the top ranked Proposer (based on Final Scores). If negotiations are not successful, Agency may terminate negotiations with the top ranked Proposer and may begin negotiations with the next highest ranked Proposer and so on, until successful negotiations are completed or Agency determines that cancellation of this Mini-RFP is in the best interest of the State.

2.2 SCORING CRITERIA

Proposal scoring will be based on the criteria stated in the subsections below. The Proposer must describe how Proposer meets the requirements that are specified in this Mini-RFP as related to the scoring criteria below. Be clear and concise.

	<u>Evaluation & Scoring Criteria</u>	Max Points
2.2.1	Project Approach: Given the information provided with this solicitation, describe what you believe are the most critical/challenging elements of this Project that the design team must address for a successful outcome. Explain your approach for addressing those critical elements of the prospective Project in a cost effective way to meet the Agency’s objectives within the allowable timeline.	50
2.2.2	Specific Experience of Key Staff: Complete a “Key Staff Resumes” form available at http://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx (under “Miscellaneous Procurement Forms”) Provide information for the proposed Project Manager and other key staff that you	25

	<u>Evaluation & Scoring Criteria</u>	Max Points
	<p>believe are most important based on your understanding of the needed Services.</p> <p>Scoring will be based on relevance of the experience, qualifications, and technical competence of Project Manager and key staff proposed for use on this specific project.</p> <p>Key Staff Resumes are not included in the Proposal page limit identified for this solicitation; however, a maximum of 4 Key Staff Resumes may be submitted. Any resumes submitted beyond this limit will be discarded by Agency and will not be included in the evaluation. The fields on the Key Staff Resumes form may be expanded, but may not exceed 1 page per resume and must use a minimum of 11-point font for substantive text.</p>	
2.2.3	<p>Project Samples/References: Utilizing the References form in Section 2.1.3 (Attachment B) provide 3 project samples comparable to the requested services performed by your firm within the last 10 years. Reference form will not count toward the Proposal page limit identified for this solicitation.</p> <p>For the sample projects -</p> <ul style="list-style-type: none"> • Describe their relevance to the Project and Services included in this solicitation, including descriptions of how any outstanding issues and project constraints were addressed and resolved. • Include a brief description of project type, location, size, duration and objectives; a list of key project staff and their roles; tasks performed by the Proposer to fulfill the project objectives; the project budget, and whether the schedule and budget were met. • Include 2 reference contacts for each project with valid contact information. 	25

Proposal Score Summary	
Total Maximum Points for Proposal	100
Maximum Points for Interviews/Follow-up Questions (if conducted)	20

2.3 AWARD REQUIREMENTS

2.3.1 COST DATA

Following development of the Statement of Work, the selected Proposer shall submit a detailed Breakdown of Costs ([BOC](#), [BOC NBR](#), or [BOC-CPFF](#), as applicable) with cost information as required in the WOC Assignment and Requirements Exhibit of the PA.

2.3.2 COMMITTED DBE BREAKDOWN & CERTIFICATION FORM-AE

During negotiations of the WOC, Consultant shall submit a **Committed DBE Breakdown and Certification Form-AE** (one for each DBE subcontractor that will be utilized) if a DBE goal greater than 0% is assigned to the WOC. [**Note:** The Committed DBE Breakdown and Certification Form-AE

will not be required for WOCs with no goal assignment or if a DBE goal is not required (i.e., if WOC includes no federal funding)]. The Committed DBE Breakdown and Certification Form-AE must be submitted and approved prior to WOC execution and shall be used to determine Consultant's responsiveness to the DBE requirements. See PA **Exhibit E**, DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROVISIONS for detailed requirements.

The Committed DBE Breakdown and Certification Form-AE is available at:

<https://www.oregon.gov/ODOT/Business/OCR/Pages/Forms.aspx>.

2.3.3 PROPOSER RESPONSIBILITY, DEBT OWED to STATE

Agency may reject an offer and rescind the Intent to Award notice if Agency determines Proposer is not responsible or if Proposer has liquidated and delinquent debt owed to the State or any department or agency of the State.

2.3.4 QUALITY PLAN

If the approved Quality Plan (QP) on file at Agency is more than 3 years old, is not applicable to the Services required for this Project, or is not in conformance with the requirements of the current QP template linked below, the apparent successful Proposer shall provide an updated QP for Agency's review and approval. If an update is necessary, submit the QP electronically in MS Word or pdf format within 7 calendar days of Intent to Award notice. Agency may rescind the award for any apparent successful Proposer that does not submit an updated QP, if applicable, in the time requested and may select the next highest ranked firm for award.

The Quality Plan "Guidance/Template for Consultants" is available online at:

https://www.oregon.gov/ODOT/Business/Documents/Consultant_Quality_Plan_Model.doc

SECTION 3.0 MENU of SERVICES

Note to Proposers: Agency will negotiate with the successful Proposer to develop a detailed Statement of Work (“SOW”) with requirements and specifications for tasks and deliverables. The information below describes the general scope of services to complete the Project.

1. Project management and Coordination

- Invoicing and progress reports
- Project coordination

2. Meetings

- Kickoff meeting
- Project management team meetings
- Technical review meetings

3. Public Involvement

- Public involvement meetings
- Documenting public involvement effort

4. Conceptual Design

- Survey Assessment
- Alternatives development
- Cost estimating, (design, row, utility, construction)
- Alternatives analysis
- Existing conditions
- Constraints and risks
- Permitting
- Archeology assessment
- Historical assessment
- Hazmat assessment (Phase 1 to be discussed in negotiation)
- Geotechnical assessment
- Environmental assessment
- Develop approximate 30% plans, specifications, and estimate (PS&E)

5. Draft and Final Report

- Draft report of findings, alternatives, decisions made
- Final report to Agency