

**REQUEST FOR PROPOSAL (RFP) #2325-07
FOR PROFESSIONAL DESIGN SERVICES**

**BENTON COUNTY PUBLIC WORKS
Miscellaneous Small Bridge Replacement Projects**



Benton County Board of Commissioners

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January 26, 2024

ADVERTISEMENT
BENTON COUNTY DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL DESIGN SERVICES

Miscellaneous Small Bridge Replacement Projects

The Benton County Public Works Department is seeking up to three professional services Consultants to provide engineering services for the design of miscellaneous small bridge (single span) replacement projects. County reserves the right to amend the contract(s) for an additional time period contingent upon need and the availability of approved funding. The solicitation process is pursuant to Benton County Code, Chapter 2: County Contracts.

A copy of the Request for Proposal for Professional Design Services or information pertaining to the Request will be available on January 26, 2024, in the office of the Benton County Department of Public Works located at 360 SW Avery Avenue, Corvallis, Oregon 97333. This document and related information will also be available for download on January 26, 2024, at: <https://finance.bentoncountyor.gov/requests-for-proposals/>.

To be considered for award, the submittal requirements of the Request for Proposal for Professional Design Services must be met. These requirements can be found in Part II - Submittal Requirements.

Consultants shall submit proposals based only on written information received directly from Benton County Public Works. Proposals may be submitted by interested Consultants to: Laurel Byer, County Engineer, Benton County Public Works located at 360 SW Avery Avenue, Corvallis, Oregon 97333 until 4:30 p.m. local time, February 22 2024. Proposals will not be accepted after this time and date.

Benton County reserves the right not to select any Consultant, if information submitted is not in compliance with the requirements of the Request or if it is not in the County's interest to make a selection from those Consultants responding to the Request.

All interested Consultants must comply with the applicable provisions of ORS 279C.840 or 40 U.S.C. 276a and the applicable provisions of the Equal Employment Opportunity Act of 1972, and the Civil Rights Act of 1964 as amended. Benton County is an equal opportunity employer. Each interested Consultant must submit certification per an equal opportunity employer. Each interested Consultant must submit certification per ORS 279A.110 that the firm has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

Dated this 26th day of January, 2024.

Benton County, Oregon

By: Gary Stockhoff, P.E., Director of Public Works

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**REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL DESIGN SERVICES
MISCELLANEOUS SMALL BRIDGE PROJECTS**

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PART I. GENERAL INFORMATION

A. PURPOSE

Benton County Department of Public Works (BCPW) is seeking up to three professional services Consultants or consulting teams to provide bridge and roadway design for the miscellaneous small (single span) bridge replacement projects. All firms submitting proposals are referred to as Proposers in this document. The selected Proposer will be designated as Consultant. The Consultant will provide engineering services, which compliment, extend, or enhance BCPW's abilities to support project development, engineering design, construction management, and roadway safety.

CONSULTANT SELECTION SCHEDULE

Advertise	January 26, 2024 & January 30, 2024
Proposal deadline	February 22, 2024. at 4:30 p.m. local time
Consultant Selection	March 7, 2024
Interviews (If Necessary)	March 14, 2024
Notice of Intent to Award	March 18, 2024
Contract Execution	April 2024

The contract is anticipated to start in 2024 and will cover approximately a three (3) year period. The County reserves the right to amend the contract for additional years contingent upon need and the availability of approved funding.

Contract payment is based on a unit price (hourly billing rate) reimbursement. The performance is based on deliverable products and outcomes. The selected Consultant and the County will negotiate the final description of work tasks and deliverables, within the scope of what is advertised here, for inclusion in the Goods and Services Contract and Statement of Work Documents.

This Request for Proposal for Professional Services for Design is provided by and is available from Benton County Department of Public Works, 360 SW Avery Avenue, Corvallis, Oregon 97333. This document and related information will also be available for download on January 26th, 2024, via <https://finance.bentoncountyor.gov/requests-for-proposals/>.

Inquiries relating to the RFP process or to the substantive technical portions of the RFP should be directed to:

Laurel Byer, County Engineer
360 SW Avery Avenue
Corvallis OR 97333
541-766-6821
Email: Laurel.Byer@bentoncountyor.gov

Proposers may submit questions in writing not later than seven (7) days prior to the submittal deadline. Substantive questions and answers will be made available online at <https://finance.bentoncountyor.gov/requests-for-proposals/>; and when appropriate, revisions, substitutions, or clarifications will be issued as official addenda which will need to be acknowledged as part of the proposal.

The County may require any clarification or change it needs to understand a selected Consultant's project approach. Any changes or clarifications will be made before executing the contract and may become part of the final contract.

All costs for proposal and interviews (if conducted) to secure this project are the Consultant's responsibility.

B. PROJECT SCOPE

Miscellaneous Small Bridge Replacement Projects

The County has identified several single span bridges and/or culverts that are in need of replacement. Each project has unique considerations, but for the majority, they are existing timber bridges that are proposed to be replaced with pre-fabricated, pre-stressed concrete slabs. The selected Consultant and the County will negotiate the final description of work tasks and deliverables for each separate bridge after a project scoping meeting which will include an on-site visit.

C. COUNTY RESPONSIBILITIES

Benton County Public Works is intending to provide the project management services described below:

- **Project Management and Coordination**: The County will coordinate with all affected utility companies, as well as comply with all County planning processes. The County will acquire all additional rights-of-way and construction easements. The County will provide timely review of the Consultant's submittals.
- **Project Permits**: The County will provide all needed permits from the County's Community Development Department.
 - Benton County Community Development Floodplain Permit
 - Benton County Community Development Conditional Use Permit (if needed)
 - Project construction permits (if needed)
- **Construction Bid Proposals**: The County will prepare the final bid documents and advertise the project for bids. County will be responsible for evaluating the bids and selecting a contractor, although the County may seek advice from the Consultant as needed.

The County also intends that the Consultant work with the County in a cooperative team setting so that all deliverable items, whether provided for the project by the County or Consultant, will be successfully integrated in a timely manner in conformance with the schedule established for the project.

The County reserves the right to amend the contract to include Construction Engineering services. The current contract will include preliminary engineering, right-of-way assistance including appraisals, TSL report for the bridge, environmental reports and permits, final engineering, and coordination of final PSE.

The County will provide the following resources to the Consultant:

- Project Prospectus (if available)
- Topographic and right-of-way survey information
- Local Wetland Inventory, existing utilities, and Significant Features Overlay boundaries, if available
- Aerial photos of the project area
- Additional information as requested by Consultant

D. CONSULTANT'S RESPONSIBILITIES

Benton County expects the selected Consultant to perform requested engineering services necessary for the design of single span small bridge replacements. The specific engineering services to be performed by the Consultant are outlined below:

- **Right-of-way Services**: Right of way services include determining if additional right of way (ROW) will need to be acquired as a part of the project. If ROW is necessary, the Consultant will prepare a map and description of the needed ROW. Also, the Consultant will prepare an appraisal for the potential acquisition with an independent review as required. All work will be in compliance with the Uniform Relocation Assistance and Real Property Acquisition Act. County staff will make necessary steps to contact the property owner and negotiate acquisition of the ROW.
- **Environmental Documentation and Permits**: The following permits are anticipated for each project, but may not be a final and complete list:
 - Joint Permit Application
 - Army Corps Nationwide Permit
 - DEQ Water Quality Certification
 - Department of State Lands Removal/Fill Permit
 - Wetland delineation and mitigation (if required) as a part of the removal/fill permit
 - Oregon Department of Fisheries and Wildlife Road Stream Crossing Permit
 - 1200CA-Erosion and Sediment Control Documentation as required by the Oregon Department of Environmental Quality
- **Roadway Design**: Roadway design is required to ensure horizontal and vertical alignments facilitate proper roadway transition and drainage. Required cross section information includes roadway widths, material depths and material specifications. Guardrail transitions and terminals shall be detailed to show type and length. A storm water plan must be provided in conjunction with the design of treatment structures. All design work and resulting engineering drawings shall be completed in accordance with the most current version of the ODOT Highway Design Manual. If the Annual Daily Traffic meets the requirements, the AASHTO Design Guide for Low Volume

Roads is an acceptable reference. The roadway design package will be formatted such that the bridge plans fit seamlessly and logically per common practice.

- **Bridge Design Alternatives:** The Consultant is encouraged to suggest replacement alternatives to pre-stressed concrete that are compared through life-cycle cost analysis. Consideration shall also be given to alternatives that can be constructed without a work bridge. The Consultant will be responsible to summarize the alternatives and generate an alternatives memorandum with associated cost estimates.
- **Geotechnical Investigations and Report:** This work includes the collection and evaluation of subsurface data, development of structure foundation recommendations and preparation of a Foundation Data sheet. Collection of data will include a minimum of one boring per bent, as determined feasible. The findings will be provided in a geotechnical report. The report will address the required items pertaining to the design of driven piles, abutment and wing walls, and approach pavements.
- **Preliminary Structures Analysis and Bridge Design:** The Consultant shall evaluate any design constraints and identify opportunities to present to the County, as well as an alternative that best provides cost-effective, readily constructible solutions for the bridge. The consultant shall prepare a Type, Size, and Location Report. The Consultant shall also prepare a hydraulics report to show that the replacement bridge will create “no-rise” to the 1% annual event flood elevations; however, there may also be a requirement from the Community Development Department to provide a LOMR at the conclusion of construction. The design will be in accordance with AASHTO LRFD Bridge Design Specifications (2020), including interim updates. Additionally, the ODOT Bridge Design Manual (2021) and ODOT Bridge CAD Manual (2020) shall provide regional design standards.
- **Development of Final Bridge and Structure Plans:** The Consultant shall prepare detailed plans and details of the bridge structure. This will include all plan drawings including plan and elevation, bridge details, guardrail details, standard details, and other related drawings. A set of plans will be provided to the County for review. Corrections will be provided to the plans as required by the County. A preliminary project schedule, staging plan, and a final estimate of construction costs will also be provided.
- **Development of Final Specifications:** The Consultant will prepare detailed specifications and an engineer’s estimate for construction of the road improvements, the new bridge, and all other associated infrastructure.
- **As-Built Drawings:** The Consultant will prepare “as-built” drawings and submit them to the County in hard copy as well as electronically.
- **Load Rating:** The Consultant will prepare load ratings complying with Tier 2 Load Resistance Factor Rating (LRFR) standards/methodology. Hard copies of the load ratings shall be provided to both the County and ODOT Load Rating Department. Load rating procedures shall conform to the standards set forth by the ODOT LRFR Manual (2018).

- **Letter of Map Revision (LOMR)**: If required by the Development in the Floodplain Permit Conditions of Approval, the Consultant will prepare a Letter of Map Revision (LOMR) in compliance with the Federal Emergency Management Agency requirements.

Goods and Services Contract - The successful Consultant will be required to execute the County's Goods and Services Contract (PSC) as further detailed in Part IV of this document. An example of the PSC is attached as Appendix "A" which also identifies the minimum types and amounts of insurance that the Consultant is required to carry. Each selected Consultant will be required to assume responsibility for all services outlined in any Work Authorization Document that may be forthcoming from this Agreement whether the Consultant or its representatives produce them. The selected person(s) in charge of the projects must be an Oregon Licensed Engineer as required by the Oregon Revised Statutes.

The Consultant will:

- Consult with the County as each stage in work progresses
- Perform each task described in the project Work Authorization Document
- Maintain project schedule described in the Work Authorization Document
- Submit progress report with each billing
- Comply with all other provisions of the Contract and Work Authorization

Implementation of the Work - Each Consultant shall control and be responsible for the work in accordance with ODOT's Construction Manual, Highway and Bridge Design Manuals, Special Provisions, Standard Specifications, Field Test Procedures Handbook, or as directed by the County. All field computations and records shall be kept current unless otherwise specified.

All work shall be done in accordance with applicable American Association of State Highway and Transportation Officials (AASHTO) and Oregon Department of Transportation (ODOT) standards.

The Consultant shall promptly furnish County with the originals or copies (as requested) of maps, field notes, computations and test results that are needed by County personnel in connection with determining project pay quantities on dates established by the County.

All retained originals of maps, field notes, test results and computations for the layout, control of the work, and determination of pay quantities shall be maintained in an orderly manner, and submitted to the County within two weeks after the conclusion of the project.

The Consultant shall present the maps, designs, and miscellaneous surveys in a format that is compatible with the automation systems of the County, i.e. Microsoft Office, AutoCAD, Carlson. Provide one (1) copy on CD with complete data, including an index.

Personnel, Materials, and Equipment - The Consultant shall provide competent personnel and shall furnish all supplies, equipment, tools, and incidentals required to accomplish the work. All equipment and tools shall be in good operating condition and shall be kept in proper adjustment throughout the duration of the contract. All materials and supplies shall be of good quality and suitable for the assigned work. The competent personnel designated to work on the project will be subject to the approval of the County based on experience and knowledge.

Safety Equipment - The Consultant shall provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing required by State and Federal regulations.

PART II. - SUBMITTAL REQUIREMENTS

A. GENERAL CONDITIONS

1. County reserves the right, at any time during the solicitation or contract award process, to reject any or all proposals or cancel the solicitation, without liability, if there is good cause or if doing so would be in the public interest.
2. The Proposers should adhere to the format described herein.
3. **Three (3) Copies** of the information should be submitted to:
Laurel Byer, PE
County Engineer
Benton County Public Works
360 SW Avery Avenue
Corvallis, Oregon 97333

on or before 4:30 p.m., local time February 22, 2024. Proposals received after this time will not be accepted. **Faxed or emailed copies will not be accepted.**
4. Submittals for each project shall be no more than 15 pages long, excluding the transmittal letter and supporting documents. One page is considered to be one side of a single 8-½"x11" page and the minimum font size is 12 for the main text. Schedule and cost estimates are allowed on one side of an 11"x17" and will count as a single page.
5. County intends to select up to three Consultants on the basis of the information provided by each firm. Interviews with firms may also be conducted after review of the submittals. The number of firms invited to be interviewed will be based on the criteria used to evaluate proposals, stated in Part III of this Request for Professional Services.
6. Consultant selection will occur in **February 2024.**
7. Execution of the Consultant Services contract typically occurs within 30 days after selection but shall be completed in conjunction with an approved Statement of Work.
8. This contract is for public work subject to ORS 279C. No proposal will be received or considered unless the proposal contains a statement by the Proposer as part of its proposal that the provisions of ORS 279C.840 or 40 U.S.C 276a are to be complied with.
9. Any proposal may be withdrawn at any time before the "Proposal Due" date and time specified in the Schedule by providing written request to the County. The request shall be executed by a duly authorized representative of the firm. Withdrawal of a proposal will not prejudice the right of the proposer to submit a new proposal.
10. This proposal will be made a part of a file open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

“This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

Nondisclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to Oregon Public Records Law. The above restriction may not include cost or price information which must be open to public inspection.

Identifying the proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret.

B. CONTENT AND FORMAT

Submittals shall be no more than 15 pages long, excluding the transmittal letter and supporting documents. In order to establish readily recognizable common denominators for evaluation, arrange the submittal in the general order described herein:

1. A separate Letter of Transmittal signed by an authorized representative including statements that;
 - (a) The Proposer wishes to be considered for one or both bridge projects and if one, identify which bridge project the proposal is addressing.
 - (b) The Proposer understands the scope and identifies the types of services to be provided.
 - (c) The Proposer agrees to all terms and conditions contained in the request and its attachments,
 - (d) The Proposer and its sub-consultants, if selected, will satisfy insurance coverage requirements for the services offered.
 - (e) The Proposer certifies per ORS 279A.110 that the firm has not discriminated against minority, women or small business enterprises in obtaining any subcontracts.
 - (f) The Proposer states that as part of the proposal the provisions of ORS 279C.840 or 40 U.S.C. 276a are to be complied with.
 - (g) Whether the Proposer is a resident bidder, as defined in ORS 279A.120.
 - (h) Every public contract shall contain a condition that the Consultant shall:
 - 1) Make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in such contract.
 - 2) Pay all contributions or amounts due the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of the contract.

- 3) Not permit any lien or claim to be filed or prosecuted against the state, or county or subdivision thereof, on account of any labor or material furnished.
- 4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

2. Professional Qualifications

Demonstrate the Proposer's team qualifications and experience relating to the requested services for the project. Specifically the services of road and storm drainage design, bridge design, geotechnical, and construction management shall be emphasized in the submittal. References may be included in the evaluation of this criterion. Response should address the following:

- Extent of principal involvement;
- Names of anticipated key members who will be performing the work and their responsibilities including identification of a Project Manager;
- Current assignments and location of key members and whether these key current assignments will be in conflict with the ability to address work as it is identified;
- Qualifications and relevant individual experience, including sub-consultants;
- Experience as a team on similar or related projects;
- Project Manager's experience with similar contracts and interdisciplinary teams.
- Resumes should be included as Supportive Information.

3. Performance Examples

The Proposer will provide a brief professional work history of relevant projects as it relates to the capabilities of the primary firm and any sub-consultants to provide the requested services. Past performance examples which include multiple members of the team proposed for this project may receive a higher ranking.

- Similar Projects, by type and size, with a total of at least 6 project examples performed within the last ten years, that best characterize the work quality and cost control. Include the total cost of the project and how the project performed on schedule and budget;
- Internal procedures and/or policies related to work quality and cost control;
- Management and organizational structure;
- Other on-going projects;
- References of at least 3 former clients for examples similar to this project to demonstrate the Consultant's and any proposed sub-consultant's satisfactory performance in terms of scope, time and budget.

4. Project Understanding

This section should include a clear and concise understanding of the project based on existing information and a general description of the purpose of this project and the chief issues to be addressed. The Consultant should be knowledgeable of applicable standard solutions as well as be able to offer innovative ideas. It is important that the Consultant demonstrate an ability to synthesize technical information and communicate this information in verbal, written, or graphic form.

- Thorough understanding of Benton County's Project Goals and why the Proposer should be selected.

5. Approach/Resource Allocation

This section should outline the approach to delivering the project. It should include major tasks to be completed as well as resources proposed to complete each task, identifying the Consultant's ability to ensure expeditious completion of the work.

- The classification for each individual designated in the proposal to contribute to a project for Benton County.
- Aggressive, but feasible, project schedule.

6. Supportive Information (will not count toward 15 page maximum)

- Proposer's additional project support material (may include graphs, charts, photos, resumes, additional references, etc.)

PART III - SELECTION PROCESS

C. SELECTION COMMITTEE

1. The Selection Committee will consist of the County Engineer, the Public Works Director, and any other individual designated by the County Engineer. The committee will evaluate the proposals and conduct interviews if necessary.
2. The selection process may be canceled at any time if the County determines it is in the public interest to do so.

D. EVALUATION CRITERIA

Submittals received on time will be reviewed against the Pass/Fail criteria. Submittals meeting those criteria will be forwarded to the Selection Committee for scoring against the below evaluation criteria and subsequent ranking.

MANDATORY	
<input type="checkbox"/>	Letter of Transmittal Pass/Fail
<input type="checkbox"/>	Proposal Format and Length Pass/Fail
SCORED CRITERIA	
EVALUATION CRITERIA	MAX. SCORE
<input type="checkbox"/>	Professional Qualifications 25
<input type="checkbox"/>	Performance Examples 25
<input type="checkbox"/>	Project Understanding 25
<input type="checkbox"/>	Approach/Resource Allocation 20
<input type="checkbox"/>	Supportive Information 5
TOTAL SCORE 100 Points	

E. INTERVIEWS (IF CONDUCTED)

Interviews may be conducted and scored at the discretion of the County. A short-list of up to three (3) firms may be derived from the firms with the top scores based on the scoring criteria set forth in Section B above. If interviews are conducted, only the short-listed firms will be requested to attend and the following will apply: Interview scores will have a maximum value of **20 points** and will be combined with the Scored Criteria to arrive at a total score. The final total scores will be ranked to determine the apparent successful Proposer(s). Further details will be included with notification of time and date of the interview.

F. COMMENTS AND APPEALS

Any firm interested in submitting information for one or both projects who believes that there are specifications contained within this Request for Professional Design Services, which limit competition, may submit written comment to the County Engineer seven days before the submittal deadline.

The County reserves the right to accept or reject any and all proposals; to add or delete proposal items and/or quantities; to amend the RFP; to waive any minor irregularities, informalities, or failure to conform to the RFP; to extend the deadline for submitting proposals; to postpone award of a bid; and to reject, for good cause and without liability; therefore, any and all proposals and upon finding that doing so is in the public interest to cancel the procurement at any time prior to contract execution.

Every Proposer who submits a proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of a competing Proposer shall have seven (7) calendar days after receiving notification to submit a written protest. To be adversely affected or aggrieved, the Proposer must demonstrate that all higher-ranked Proposers were ineligible for selection. The County shall not consider a protest submitted after the deadline established in this section.

PART IV. – GOODS AND SERVICES CONTRACT

The Consultant shall perform work under this contract only by a County issued and fully executed Goods and Services Contract (Appendix A) with attached negotiated Statement of Work. If Consultant refuses an assignment, an authorized representative of Consultant shall submit a written justification for the refusal within two days of receipt of the assignment offer, or according to other County direction accompanying the assignment. The Statement of Work will identify the specific items of work for this Contract. The contract will have a maximum monetary limit as established by this proposal process. The County reserves the right to amend the contract if required.

In the event that Consultant refuses an assignment, documents this decision appropriately and to the County's satisfaction, County reserves the right to offer the project to any other firm whose contract came from this RFP or meets the requirements of the County Code.

The Statement of Work will describe, in detail, the tasks that are to be performed with Consultant staff hours, time of completion, and costs and deliverables for the task items clearly shown. It must include a complete salary and fee schedule for the proposed services that identifies the assigned staff by task and hours to reflect the total cost for the proposed work. The task/hours/staff breakdown shall be submitted in a table format designed by the Consultant. Cost estimates for each work authorization shall be detailed using the Fee Schedule attached to the contract.

Upon receiving notification from the County that a work authorization is to be issued, the Consultant shall conclude any negotiations and submit final cost estimates within no more than 10 working days unless otherwise allowed by the County. No work on a project will begin before County and Consultant required signatures are obtained on the Goods and Services Contract or amendment to the contract for a revised Statement of Work and an official notice-to-proceed has been received from the County.