

REQUEST FOR PROPOSALS

For ENGINEERING SERVICES for the DESIGN of a STORM SEWER CAPITAL IMPROVEMENT at CALAROGA DRIVE

8/5/2008

City of West Linn ADVERTISEMENT

Announcement

The City of West Linn requests proposals from individuals or firms for civil engineering services. The requested services will assist the City in the design and project management of a storm sewer capital improvement at Calaroga Drive. The goal of the project is to provide fish passage under Calaroga Drive and 100 feet downstream from the culvert.

The project scope in general includes: evaluate through pre-design; produce construction plans; obtain Corps of Engineers, DSL permits, and any other permits, prepare cost estimates; provide bid documents, prepare drawings of record. Construction Management and Acceptance of the project will be included.

Complete RFP available

Proposals must adhere to requirements set forth in the complete RFP document available upon request. Requests for the complete RFP may be directed to: Boris Piatski, P.E., City of West Linn, 22500 Salamo Rd. #800, West Linn, OR, 97068, 503-722-5519, Fax 503-656-4106, e-mail:

bpriatski@westlinnoregon.gov or may also be obtained on the City of West Linn website:

<http://westlinnoregon.gov/publicworks/rfp-engineering-services>

If you wish to receive any possible future addendums for this project, please email prich@westlinnoregon.gov with your name, address, phone, fax and email address or call 503-722-5501 to be placed on the plan holders list.

Time and Place to Submit Proposals

Five copies of the proposal must be submitted to the Engineering Division no later than 4:00 pm, September 30, 2008. Proposals submitted after the above stated time will not be considered. All proposals accepted by the City of West Linn shall remain valid for a period of 60 calendar days from the date accepted by the City.

Publish in DJC: Friday, August 8, 2008 and Monday, August 11, 2008

1. General Description of Work

Professional services for design and construction related services to replace existing 60” diameter and approximately 60 feet long corrugated metal culvert with a fish passage able bottomless culvert. Includes design for providing fish passage 100 feet downstream from the culvert. Work will include engineering services associated with the preliminary design, final design, and construction of the sanitary improvements, including acceptance of the project.

2. Time and Place to Submit Proposals

Proposals for the work described herein shall be submitted to:

| | |
|------------------------|------------------------------------|
| Boris Piatski, P.E. | phone 503-722-5519 |
| City of West Linn | fax 503-656-4106 |
| 22500 Salamo Road #800 | email: bpiatski@westlinnoregon.gov |
| West Linn, OR, 97068 | |

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3. Selection

One personal services contract will be awarded based upon the proposal submitted along with consideration given to the price, experience, technical expertise, and availability of the services. Selection will be made by a committee of the Public Works Staff and will be in conformance with public contracting rules established by the City of West Linn. Work completed under this contract shall become the property of the City upon acceptance and final payment and the Consultant shall relinquish all rights therein.

The City reserves the right to reject any proposal or to accept any proposal which appears to serve the best interest of the City or to reject any and all proposals received. Any consultant making a proposal that is not selected and is aggrieved, may request an explanation and if still not satisfied, shall have the opportunity to appeal the decision to the Public Works Director, who shall make the final decision.

4. Project Time Schedule

The City desires to have a completed design by **December 30th, 2008. All the necessary permits shall be applied for by this date.**

5. Payment

This will be a “not to exceed dollar amount” time and materials contract. Payment will consist of monthly distributions based upon billings or other arrangements as mutually agreed.

DEFINITIONS

Whenever the term "Consultant" is used herein, it is understood to mean the company awarded the contract for work described herein or its authorized representative and the term "City" means the City of West Linn or its authorized officer.

SCOPE OF WORK AND WORK PRODUCT DESCRIPTION

In general the scope of work will consist of the following:

1. Pre-design project study and planning: review City planning documents, reports and data; meet with City staff to refine the design parameters and alternatives. All improvements shall be designed to meet criteria detailed in the City's Design and Construction Standards.
2. Produce construction plan, profiles and details of proposed sanitary improvements.
3. Provide specifications and a bid schedule confirming to all local, state and federal regulations.
5. Preparation of material quantity and project cost estimates for construction of the designed improvements.
6. Prepare and secure all necessary permits (such as Army Corps of Engineers, DSL and Oregon Fish and Wildlife).
7. Provide bid documents.
8. Provide necessary inspection services and acceptance of the project.
9. Prepare drawings of record and provide one reproducible copy and an ACAD compatible electronic copy.

INFORMATION/SUPPORT TO BE FURNISHED BY THE CITY

In order to assist the consultant, City staff will furnish the following information or assistance:

1. Copies of tax assessor, City utility and topographic maps of the project area.
2. Provide copies of sections of City adopted master plans as may be requested.
3. City staff will provide technical support as necessary to ensure the design meets the objective and goals of the City.
4. City staff shall review and approve all work prior to final acceptance and provide direction concerning specific design decisions.
5. Other information/support/assistance as determined to be necessary by the City's Project Manager.

PREPARATION OF THE PROPOSAL

The proposal submitted for consideration shall contain a description of the company requesting the work, its place of business and telephone number, the company's project representative and personnel to be assigned to the project, a proposed scope of work and associated cost, a brief description of the drafting technology to be utilized and a sample drawing. Include with the proposal a description of the experience and technical expertise of the staff members that will be assigned to the project along with a client reference list. The experience/expertise information can be in resume format and should include a listing of projects similar to the project described herein in both size and scope.

