

## **CITY OF SWEET HOME REQUEST FOR PROPOSALS:**

### **DESIGN-BUILD SERVICES for the**

### **AMES CREEK PEDESTRIAN BRIDGE at SANKEY PARK**

The City of Sweet Home requests competitive proposals for engineering and construction services to perform a Design Build option for construction of a pedestrian bridge across Ames Creek from Sankey Park to the Jim Riggs Community Center. The available information, scope of work, proposal requirements and schedule are presented below.

#### **I. Proposed Project Description**

---

This project is for a qualified engineering, construction firm, or team, to provide project design Plans, Specifications and Engineering (PS&E) drawings, Construction and Construction Management for the new Ames Creek Pedestrian Bridge at Sankey Park. This bridge will link the City's Sankey Park to the Jim Riggs Community Center. The successful proposer will demonstrate in their proposal: experience in providing innovative, cost effective solutions and state of the art design features, as well as experience in constructing similar size and type facilities. The City's Master Park Plan, Concept Plan, and numerous public meetings have indicated a need to have a pedestrian bridge across Ames Creek. This project will provide access to park walking routes, neighborhood connection points to the park, and access to and from the JRCC. The city will be making all Concept and Park Plans available on the City's webpage.

#### **II. Project Location**

---

The City of Sweet Home is located in Linn County, 25 miles east of I-5, has a population of 9,090 residents, and is the third largest city in the county. Sankey Park is located on 14<sup>th</sup> Avenue, an upper level with an entrance at 14<sup>th</sup> Ave and Grape St., and a lower level with entrances at 14<sup>th</sup> Ave and the Ames Creek roadway bridge, and at 14<sup>th</sup> Ave and Hawthorne St. The Park is roughly three blocks south of Main St at the corner of 14th Avenue and Hawthorne St. The Jim Riggs Community Center (JRCC) – a combination of Senior Center and Boys & Girls Club – facility is located on 18<sup>th</sup> Avenue. Sankey Park also has the historic Weddle Covered Bridge crossing Ames Cr. at the west end of the park.

#### **III. Project Synopsis & Goals**

---

A small pedestrian wood bridge was present 15 years ago, but was removed for maintenance. This bridge was close to the water level and was damaged in a flood event. The City desires an access bridge above any future flood event, to promote access to the Park and Community Center, and be built for the most effective value for our community. The pedestrian bridge structure shall be designed and constructed of steel, with the decking of composite weather resistant material. The City will consider any truss or arch structural design, and is intending to have a bridge with a clear width of six (6) feet. The span length is estimated to be approximately 90 to 110 feet long. The exact location of the north and south bridge abutments are to be placed above the Flood Plain, in a location that may adjust the length. A portion of the south parking lot of the JRCC can provide work staging areas without impacting the Linn Shuttle Transit Bus Operations. Lighting and electrical services are needed on the bridge, and may be connected to the City owned JRCC. Coordination with the contractor, city and building tenant operations is necessary. Removable bollards on the JRCC side of the bridge will be placed to prevent non-city maintenance vehicle traffic. The new proposed bridge and abutments shall be above the 100 year flood plain elevation. The bridge must be sized to pass the maximum possible flood event flow

volume without restriction. The various path connections within the park will be compacted crushed rock, until the city can hard surface them for ADA purposes with concrete or asphalt. The City and Park stakeholders will be involved with the design process. Completion date no later than Nov 9, 2018.

#### **IV. Scope of Services**

---

The engineering-construction firm or team selected for this project will be required to provide design and construction management for the following components and may include, but not necessarily be limited to:

A. City coordination and project review.

B. Area topographic surveying.

C. Structural design.

D. Foundation design.

E. Lighting design.

F. Erosion, Traffic and Work Zone Safety controls.

G. Design of necessary civil site improvements to accommodate required components.

- Propose a design, construction schedule, and to coordinate subcontractors as needed.
- Produce drawings showing the layout of the proposed bridge and foundation abutments.
- Drawings of access paths and approach ramps.

H. Prepare a detailed cost estimate to include the final engineering, construction, and construction management costs.

- Design shall include all environmental studies, confirmation of floodplain elevation, wetland review, building applications and permitting, and other coordination documentation for projects in state and federally jurisdictional areas.
- Documentation of material, delivery costs, equipment rentals, and staging.

I. Construction Phase Assistance with project management.

- Meet with stakeholders and various agencies involved in the approval processes.
- Construction staking and monumentation.
- Ensure construction of the bridge, and perform construction Inspection.
- Construction staging area on the City owned parking lot.
- On-going environmental and cultural resource monitoring.
- Submittal reviews, preparation of Daily Inspection Reports, pay notes, pay estimate preparation, breakdown of eligible funding cost reimbursements for various funding sources, certified payroll reviews, verification of contractor's eligibility to perform work, DBE verifications and documentation, file preparations and on-going maintenance in accordance with state and federal requirements.
- Other general construction records preparation as required by various funding sources, utility coordination, and assistance and coordination with various agencies, companies, citizens, property owners and contractors.
- Preparation of operation and maintenance plans in accordance with Oregon guidelines.

J. Deliverables shall also include.

- Preparation of Construction Permit and As-Built Record Drawings.
- Monthly summary reports on activities related to project scope. These reports will be in the form of PDF files that will be emailed to a distribution list.
- Copies of all maps, reports, and design drawings in electronic format.
- Attend kickoff meeting, workshops and public meetings as needed.

## **V. Proposal Responses**

---

Proposals submitted for this project are to address all requested information. Any additional information that a proposing firm wishes to include that is not specifically requested should be included in an appendix (6 page maximum) to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Proposals will be ranked based on the criteria listed below. Please provide a cover letter and specific sections totaling no more than 14 pages. Each section has a page maximum, and a weighted percentage for review.

Responses must include the following items:

Section 1: A cover letter (2 page maximum, 0%) describing in general the goal of this RFP. This section must also include a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City once submitted. This section shall include a signature line signed by a representative authorized to bind the firm, and shall expressly state the proposal is valid for 90 days.

Section 2: Project Understanding and Special Project Considerations (3 page maximum, 20%). Provide a narrative description of the project based on your proposed Scope of Work and information gathered about the project. Include any issues that you believe will require special consideration for this Project. Identify any unique approaches or strengths that your firm may have related to this Project. The City will assess your understanding of all aspects of the project based on the overview.

Section 3: Project Team Qualifications and Experience (3 page maximum, 20%). The project team selection shall provide identification of responsible project personnel and shall identify their role on the team. A project team organizational diagram and a brief resume of each team member shall be included. The proposal shall provide a short description of projects (minimum five) similar in nature, experience with this contracting methodology of Design-Build, and scope, that your firm's team members have completed in the last 5 years. Any proposed sub consultants shall be listed. Include sub-consultants assigned task(s) and experience.

Section 4: Work Plan (4 page maximum, 40%.) Provide a description of the tasks and duties required to implement the Scope of Work and any recommended additions to the list of tasks. Provide a listing of all assumptions made (by work task), including any anticipated level of work assistance to be provided by the City. Identify any unique approaches or strengths that your team may have related to this Project, or have not been specifically identified in the Scope of Work.

Section 5: Project Schedule (2 page maximum, 20%). Include a Project Schedule showing all key Project milestones and deliverables. The schedule shall demonstrate the team's ability to meet the designated milestones. List the assumptions used in developing the schedule.

## **VII. Pre-Proposal Meeting**

---

An optional pre-proposal conference will be held onsite at Sankey Park located at 809 14<sup>th</sup> Avenue, Sweet Home, Oregon on **May 22, 2018 at 1:00 PM**. Key City staff members knowledgeable of the project will present information. This pre-proposal conference is the primary means for discussing the project with City staff. Any questions outside of this meeting shall be directed to Joe Graybill (Staff Engineer) and Jerry Sorte (Community and Economic Development Director).

### **VIII. Selection Criteria**

---

The City will have a selection committee that will evaluate the proposal submitted, and reserves the right to select a firm directly from the written proposals, but may short list a small group of firms for an interview process based upon the proposal evaluations. Unsuccessful firms will be notified as soon as possible. An award will be made to the most qualified firm whose proposal and interview, if held, are deemed to best serve the interest of the City, taking into account experience, expertise, resources for project, record of past performance, ownership stability and employment practices, availability to the project locale, familiarity with the project locale, and proposed project management technique, with pricing proposals being considered only after the above screening procedure has been used.

Questions and responses should be directed to:

Joe Graybill  
Staff Engineer  
City of Sweet Home  
[jgraybill@ci.sweet-home.or.us](mailto:jgraybill@ci.sweet-home.or.us)  
541-367-6977

Jerry Sorte  
Community and Economic Development Director  
City of Sweet Home  
[jsorte@ci.sweet-home.or.us](mailto:jsorte@ci.sweet-home.or.us)  
541-367-8113

### **IX. Submittal of Proposal**

---

The applicants must submit five (5) identical copies of the proposals to Community and Economic Development Director Jerry Sorte at the City of Sweet Home City Hall at 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon, 97386, by the date and time of **June 13, 2018 at 3:00pm**. Proposals will be publicly opened at that time. Please mark the submittal on the outside of the sealed envelope with the following; "City of Sweet Home Ames Creek Pedestrian Bridge at Sankey Park".

Amendments to this RFP will be in writing and will be posted to the website: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us). No proposal will be considered if it is not responsive to any issued amendments. The City of Sweet Home reserves the right to negotiate, beginning with the highest ranked proposer, an agreement with the selected firm based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate, to waive defects or informalities and to offer a contract with any firm in response to this RFP. An objection to procedures of the City in the proposal process must be presented to the Sweet Home City Council prior to its decision to accept a proposal. The decision of the City Council shall be final. The City will not pay any costs incurred by the firm in preparing or submitting the proposal. This RFP does not constitute any form of offer to contract or award the project. The City reserves the right to close this RFP at any time. The Consultant shall comply with all Oregon Prevailing Wage and Bureau of Labor and Industries rules, including but limited to, wage rates and industry regulations.

Electronic file pdf copies of the Sankey Park Master and Concept Plans will be available on the City of Sweet Home website at: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us).