



## **REQUEST FOR PROPOSALS**

**Project: SWEET HOME DOWNTOWN STREETScape AND PARKING PLAN**

**Proposal Due Date: November 13, 2020 at 4 PM.**

### **City of Sweet Home**

Community & Economic Development Department

3225 Main Street

Sweet Home, Oregon 97386

### **Contact Person**

Community & Economic Development Director

Blair Larsen

(541) 818-8036 (Direct)

[blarsen@sweethomeor.gov](mailto:blarsen@sweethomeor.gov)

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# **1 Introduction**

The City of Sweet Home (City) is issuing this Request for Proposals (RFP) to solicit proposals from firms capable of providing landscape architecture, design, and related services necessary to complete a Downtown Streetscape and Parking Plan as described in Section 1.4 of this document. The selected Proposer will report directly to the Community & Economic Development Director and/or his or her designee.

Proposers shall be licensed to practice engineering and/or landscape architecture in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) and/or the Oregon State Landscape Architect Board (OSLAB).

This RFP, issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

## **1.1 Background and Objectives**

The City of Sweet Home is an Oregon municipal corporation with city limits covering approximately 6 square miles. The population of the City is approximately 9,225. The City is located in Linn County, 25 miles east of I-5, and is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a Council-Manager form of government.

The City receives thousands of summer tourists for local attractions including recreational boating and fishing on the South Santiam River, Foster Lake, and Green Peter Lake; and the Oregon Jamboree concert festival which draws approximately 15,000 visitors each summer. The City is also a frequent stop for fuel and supplies for travelers between the Willamette Valley and central Oregon.

For the purposes of this project, the downtown area consists roughly of the Main Street and Long Street corridors, between 9<sup>th</sup> and 18<sup>th</sup> Avenues (see attached map). In the 1990's ODOT improved Main St/Hwy 20 by adding a dividing median and pedestrian bulbouts at crosswalks. Long Street retains its original design from the 1940's and 50's.

The City desires to improve the downtown area into an attractive, walkable and bikeable destination that will appeal both to residents and visitors. The City already has a façade improvement grant program, but some of the weaknesses in the downtown are either within the public right-of-way or consist of needed public additions that the area currently lacks.

This project will require a multi-disciplinary team that may include a landscape architect, civil engineer, transportation planner, and/or other professionals. The purpose of this RFP is to select a consultant team to perform the Services (as defined below) and complete a comprehensive streetscape design and parking plan that includes all of the elements described in this RFP.

The estimated time period in which the Services will be performed will begin in December 2020 through approximately May 2021.

## 1.2 Scope of Services

The Scope of Services includes site analysis and assessment, community engagement, development of conceptual designs, including plan view and roadway sections, stormwater management facilities, pedestrian and landscaping amenities, phasing, and cost estimates.

This project seeks to improve the downtown area by achieving the following objectives:

- Standards for street tree and landscaping locations and species that can be distributed throughout the downtown in a consistent manner. Due to the lack of available space in the existing right-of-way, the City recognizes that some improvements may require the loss of some on-street parking areas.
- Standards and proposed locations for street furniture and other pedestrian amenities that can be distributed consistently throughout the project area.
- A lighting plan that will both meet the existing needs of the area, but also the needs of future improvements identified through this project.
- A wayfinding plan for the area that can identify not only public sites but also provide options for private businesses.
- A plan for improved utilization of both on-street and off-street public and private parking areas that will meet current and future needs, while promoting pedestrian activity and making it easier for visitors to access private businesses and public amenities. The City anticipates that landscaping and street trees may necessitate the removal of some on-street parking spaces and seeks to ensure that any parking lost due to improvements identified through this project are replaced with adequate off-street parking.
- Standards and recommended locations for street art and outdoor dining or other business uses of the public right-of-way typical of downtown areas.
- Recommended locations and layouts for a public plaza that can serve as an event venue and public gathering place.
- Proposed phasing and cost estimates for improvements made in accordance with the adopted plan(s).

This project is limited to the creation and public adoption process of plans that meet these objectives. The future capital projects needed to fulfill adopted plans will be the responsibility of the City. Project considerations must carefully evaluate public input, as well as the unique character, existing conditions, and future development potential of the area. The scope of services and deliverables to be performed by the consultant pursuant to this RFP include, without limitation, the following services concerning the project:

- A. Project Scoping: Meet with City staff to finalize project scope, goals, objectives, schedule, and process. Conduct a site analysis and assessment.
  - a. Deliverables
    - i. Post meeting notes summarizing key information.
    - ii. Site analysis and assessment report.
- B. Develop Project Concepts
  - a. Produce 3 to 5 preliminary streetscape and parking plan concepts, with a focus on pedestrian oriented design and connectivity, business/residential access and landscaping.
  - b. Conduct a series of stakeholder and community meetings to revise and develop the corridor concepts into a final preferred conceptual design with approval from the City and buy-in from residents, property and business owners.

- c. Present preferred design and plan package to Planning Commission and City Council in a public forum, receive feedback, and edit as necessary.
  - d. Deliverables:
    - i. Conceptual designs to include a combination of reports, draft plans, color renderings, perspectives, plan views, and cross sections to a level of detail that clearly demonstrates concepts and intent.
    - ii. Public input report: A brief summary of public input meetings, including dates, attendance, and results.
- C. Finalize Conceptual Design and Planning Level Cost Estimates
- a. Once a design is selected by the City Council, a final design package will be presented to stakeholder group, City staff, Planning Commission, and City Council. The final design package must include, without limitation, plan views and typical cross sections of pedestrian and bicycle improvements, drainage design, landscaping and lighting plan, parking and street improvements, and parking and plaza recommendations.
  - b. Deliverables:
    - i. 3-D Renderings including AutoCAD and pdf electronic file types as well as plan sheets and bound reports of the final project package.
    - ii. Preliminary list of materials and quantities sufficient to prepare future construction cost estimates.

## 2 Description of Procurement Process

### 2.1 Procurement Process and Schedule

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

| <b>Activity</b>                 | <b>Date</b>       |
|---------------------------------|-------------------|
| Issue RFP                       | October 16, 2020  |
| Proposal Due Date               | November 13, 2020 |
| Review and Scoring of Proposals | November 30, 2020 |
| Negotiations                    | December 7, 2020  |
| Notice of Intent to Award       | December 14, 2020 |
| Award contract                  | December 21, 2020 |

### 2.2 City Rights and Options

The City, at its sole discretion, reserves the following rights:

- a. To supplement, amend, add to, delete from, substitute, and/or change this RFP at any time.
- b. To determine which Proposer, if any, should be selected for interviews and/or negotiations.
- c. To reject any or all proposals or information received pursuant to this RFP.
- d. To cancel this RFP with or without the substitution of another RFP or pre-qualification process.

- e. To request additional data or information after the submittal date, if such data or information is considered pertinent, in the City's sole view, to aid the review and selection process.
- f. To conduct investigations with respect to the qualifications and experience of each Proposer.
- g. To take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the City.
- h. To require one or more Proposers to supplement, clarify or provide additional information necessary for the City to evaluate the proposals received.
- i. To waive any minor defect or technicality in any proposal received.
- j. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

### **2.3 Expense of Submittal Preparation**

Proposers responding to this RFP do so solely at their own expense.

### **2.4 Public Records**

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure.

If any submittal contains confidential, technical, financial, or other types of information, the Proposer must clearly label as "Proprietary" the specific portions sought to be kept confidential and specify the exemption that the consultant is relying upon. Marking all, or substantially all of, a response as confidential may result in the response being considered non-responsive by the City. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. By responding to this RFP, Proposers waive any challenge to the City's decisions in this regard.

Notwithstanding the foregoing, Proposers recognize and agree that the City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

### **2.5 Questions/Clarifications Request**

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Proposer. Proposers must request such interpretation or clarification in writing from the City. If any Proposer has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document, or otherwise requires clarification, such matters should be

submitted in writing no later than 4 p.m., local time on November 6, 2020, to:

Blair Larsen  
Community & Economic Development Director  
3225 Main Street  
Sweet Home, Oregon 97386  
Email: [blarsen@sweethomeor.gov](mailto:blarsen@sweethomeor.gov)

Note: Only written or email contacts will be acknowledged.

Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. Copies of all questions and answers, and any addenda to supplement the RFP, will be sent by email to each Proposer no later than four days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Contact with City officials (other than Blair Larsen, Community & Economic Development Director) is not allowed and will be considered as grounds for disqualification from the selection process.

## **2.6 Equal Opportunity Requirements**

The selected Proposer, in the performance of all services, will not discriminate based on age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.

## **2.7 Protest Procedures**

### **2.7.1 Protests of Solicitation**

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms.

### **2.7.2 Protests of Contract Award**

Proposers are directed to the protest procedures contained in OAR 137-048-0240. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Engineering Services described in the RFP.

### **3 Proposal Submission Instructions and Requirements**

#### **3.1 General Instructions and Submittal Deadline**

Proposers shall provide three (3) hard copies (one of which must be original) and one electronic PDF copy of the Proposal to:

Blair Larsen  
Community & Economic Development Director  
3225 Main Street  
Sweet Home, Oregon 97386

Proposals are due on **November 13, 2020 by 4 p.m. local time**. The package shall be clearly labeled "Sweet Home Streetscape and Parking Plan Proposal."

The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

#### **3.2 Format for Proposals**

Please submit written proposals in compliance with the following organization:

1. Introductory Letter
2. Staffing Plan
3. Consultant Qualifications.
4. Project Understanding and Approach
5. References
6. Pricing

Narrative pages are to be on 8 ½ x 11 paper and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Consultants are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the consultant to organize the information required by this RFP as outlined may result in the City, at its sole discretion, disqualifying the consultant from further consideration.

##### **3.2.1 Introductory Letter**

The letter will name the person(s) authorized to represent the consultant in any negotiations and name of the person(s) authorized to sign any contract which may result. The letter will identify insurance coverage carried by the consultant. The letter will be signed by an authorized representative of the consultant.

##### **3.2.2 Proposal Contents**

**Minimum Qualifications:** Proposers must meet the following minimum qualifications to be

evaluated.

- A Landscape Architect or a Civil Engineer licensed to work in the State of Oregon.
- Good legal standing.
- Ability to provide the work needed by the City to the standards required by the City.
- Demonstrate the ability to furnish insurance coverage as specified in Section 7 of the attached contract form.

Desired Qualifications: Proposers shall demonstrate their ability to undertake the City's downtown streetscape design process by providing the technical qualifications of the Proposer, individual team members and subconsultants, if applicable. The City reserves the right to conduct an independent investigation of the Proposer's technical qualifications by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Proposer shall provide the following sections to demonstrate its technical qualifications:

#### *Corporate Profile & Legal Qualifications*

- Include the full name, tax identification number, main office address and telephone and facsimile numbers of the Proposer and the principal contact person. This shall include a description of the firm or organization (corporation, partnership, etc.) that will serve as the contracting party.
- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Name and license number of the individual who will serve as the project lead.
- Identify proposed subconsultants, if applicable.
- Demonstrate good legal standing in Oregon (no bankruptcy in the last 10 years, no fraud, no illegal activities).
- If applicable, identify ownership status and/or employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses.

#### *Technical Experience & Qualifications*

- A current résumé for the individual who will serve as the project lead, including a description of qualifications, skills, and responsibilities.
- The names of professional persons who will assist the project lead in performing the work and a current résumé for each, including a description of qualifications, skills, responsibilities, professional registrations and certifications, and office location.
- Explanation of proposer's facilities and availability of support staff.
- Organizational chart identifying members of the team, including subconsultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used and proof of adequate professional liability insurance for any subconsultants.
- Description of Proposer's project management techniques.
- Description of Proposer's expertise in the following areas:
  - Design of pedestrian and bicycle facilities;
  - Design of street tree, landscaping, and lighting plans;
  - Design of downtown parking plans;

- Design of public plazas;
- Design of outdoor dining or other business uses of the public right-of-way typical of downtown areas.
- Description of similar previous work demonstrating quality of work, ability to meet schedules, cost control and contract administration.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided, if available. (For all references, please include names, phone numbers, and description of work performed.)
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFP and any resulting contract as proposer’s provision of professional engineering services to any private property owner or developer within the City’s jurisdictional boundaries.

## 4 Review and Evaluation

Submissions received in response to the RFP will be evaluated for compliance with the minimum required qualifications identified below. Proposals meeting these requirements will be forwarded to an evaluation committee that will independently score each proposal according to the scoring criteria listed below.

### 4.1 Minimum Required Qualifications

Failure to comply with one or more of the following criteria will result in rejection of the proposal:

1. A duly authorized representative empowered to bind the consultant must sign the proposal.
2. The proposal must include at least 1 licensed Civil Engineer in good standing with OSBEELS or 1 licensed Landscape Architect in good standing with OSLAB.
3. Documentation of the Proposer’s ability to provide the required insurances specified in Section 7 of the attached contract form.

### 4.2 Scoring Criteria

All responsive proposals from qualified consultants that meet the minimum required qualifications will be evaluated on the following criteria:

|  |            |
|--|------------|
| <p><b>Staffing Plan.</b> Provide a firm overview and qualifications for providing the Services. List key team members who will be assigned to this project, their roles and responsibilities, and their qualifications and experience.</p> | <p>30%</p> |
|--|------------|

|   |     |
|---|-----|
| <p><b>Firm Qualifications.</b> Demonstrate ability to provide responsive services to assist City throughout the Project, based on the amount and type of staff resources available to perform the Services. This may include resources available for the duration of the Project, examples of similar projects that the firm has completed, the firm's experience with local governments and public input processes, internal procedures or policies associated or related to work quality and cost control, management and organization capabilities, etc.</p>   | 30% |
| <p><b>Project Understanding and Approach.</b> Demonstrate a clear and concise understanding of the Services, including, without limitation, a basic or preliminary understanding of the Project, and the methodology and course of action used to meet the goals and objectives of the Project. The basic issue is whether the firm has a clear and concise understanding of the Project (based on existing information), the major issues to address, and whether a project approach has been formulated. Elements to be considered include, without limitation, the following:</p> <ul style="list-style-type: none"> <li>• The firm's basic understanding of the Project as demonstrated within the firm's proposal;</li> <li>• Provision of a clear and concise explanation of Services;</li> <li>• Demonstrate general knowledge of state and federally funded street and landscape projects; and</li> <li>• Identify unique design issues and recommend timely, effective, and efficient approaches to resolve these issues.</li> </ul> | 30% |
| <p><b>References.</b> Provide references and recommendations from at least three current or former clients. References should establish the firm's or consultant's demonstrated ability to successfully and reliably complete similar projects.</p>   | 10% |

The City may reject any proposal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFP. A proposal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City. The City reserves the right to reject any and all responses to the RFP and is under no obligation to award a contract.

The City intends to select the best scoring proposal and to negotiate an agreement and price with that consultant. However, should the negotiations fail to result in an executed agreement with the best qualified consultant, the City may elect to terminate negotiations and begin negotiations with the second-best scoring proposal or cancel the procurement process.

The responsibility for the final selection and negotiation rests solely with the City.

### 4.3 Selection

The City is using a qualifications-based selection (QBS) process for engineering and landscape architecture contracts in accordance with ORS 279C.110. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Each member of the evaluation committee shall complete an evaluation sheet ranking each

qualified proposer against the weighted criteria set forth in this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, results of the evaluation will be posted to the RFP listing on the City website and will be emailed to the primary contact identified in each proposal, and the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the consultant's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

Upon reaching agreement, the notice of intent to award will be posted and the contract will be presented to City Council for approval. If City Council approves the award of the contract as presented, then the agreement will be executed.

It is the desire of the City to have a contract in place no later than December 21, 2020.

## **5 CONTRACT**

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services in a lump sum, not-to-exceed amount. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Sweet Home is an Equal Opportunity/Affirmative Action Employer.

Women, Minorities and Disabled Persons are encouraged to apply.

This RFP is issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home. Authorized & approved for posting by the City Council and the City Manager. Staff can amend the RFP and contract form to meet the best interests of the City with the approval of the City Manager.

**THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**