

**City of Burns**  
**Request for Qualifications**  
**Pavement Condition Survey and Evaluation of the City of Burns' Street Network**

The City of Burns (the "City") is looking to develop and adopt pavement asset management policies and procedures to better manage aging street infrastructure. The City is requesting statements of qualifications from consultants interested in performing certain services, including, without limitation, conducting a pavement condition survey and an evaluation of the City's street network. This Request for Qualifications ("RFQ") describes the requested scope of work and information to be included in each statement. Consultants should include a summary of their Project understanding, approach, proposed scope of work, and schedule with deliverables.

**PROJECT OVERVIEW**

The City's Public Works Department maintains and operates approximately 78 centerline miles of local and collector streets. Approximately 39 centerline miles of the existing street system are gravel surfaced, with the remaining 39 miles constructed with an asphalt concrete ("AC") surface. The City desires to develop a pavement asset management system that will include an inventory of current conditions for the approximately 78 miles of City streets and roads, as well as a means of evaluating, prioritizing, and/or justifying future maintenance activities. The Project will begin on approximately May 1, 2017 and will be completed on or before June 1, 2017.

**SCOPE OF PROJECT**

The purpose of this RFQ is to identify a consultant to provide a pavement condition survey, an evaluation of City's street network, and related services. The scope of work includes, without limitation, the following (collectively, the "Project"):

1. Review the scope of work with the City's staff.
2. Complete a pavement condition survey ("PCS") of all existing paved streets and roads owned and maintained by the City. The PCS will include, without limitation, the following: (a) collection of field data including, without limitation, geometric data (i.e., cross slopes, grades, shoulder drop-offs, and vertical and horizontal curves) for approximately 78 lane miles of AC pavement and all concrete intersections that are City owned; (b) an inventory of current surface types and conditions of all City streets and roads; and (c) conditions of patches and utilities (trench patches, valves, manholes) and identification of those in need of repair. The work will include a current digital image of all streets and roadways surveyed (at least one photograph per residential street, approximately one photograph per quarter mile for collector and arterial streets, and approximately one photograph at any change in condition a roadway).
3. Calculate Pavement Condition Index ("PCI") block by block, or as directed by City. The PCI is to be based upon ASTM Designation D 6433-16 (Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys), or the most-current ASTM designation.
4. AC pavement distresses to be inspected in the PCS include, without limitation, the following: alligator cracking, bleeding, block cracking, bumps and sags, corrugation, depression, edge cracking, joint reflection cracking, land and/or shoulder drop off, longitudinal and transverse cracking, patching

and utility cuts, polished aggregate, potholes, railroad crossings, rutting, weathering, and raveling.

5. Progress reports to the City Manager at proposed regular intervals which will include, without limitation, the following: (a) status of work completed to date; (b) work anticipated to be completed in the next reporting period; (c) problems and/or obstacles identified during the reporting period; and (d) outstanding issues to be completed.

6. Prepare a written technical report of the results of the PCS. The contents of the technical report will include, without limitation, the following: (a) copies of all inspection reports; (b) an executive summary; (c) brief analysis of the inspection results; (d) a list of each street section by functional classification (local, collector, arterial) in order of recommended priority for maintenance; (e) the recommended pavement treatment for each section; (f) the cost estimate for the recommended treatment for each street segment; and (g) an evaluation of the pavement life expectancy based on the results of the PCS.

7. Any additional services the City may reasonably request from time to time.

#### **SUBMITTAL FORMAT**

A person or firm interested in performing the Project must submit a signed and dated written response to the City addressing the following areas within the stated page limitations:

##### **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 indicate insurance coverage carried by the consultant. The letter will be signed by an authorized representative of the consultant.

Consultants will carry the following types and minimum coverages of insurance. Consultants, who do not carry the required insurance, will not be considered.

General Liability Insurance	\$1,000,000 per occurrence/\$2,000,000 in the aggregate
Workers Compensation	Statutory limit
Automobile Insurance	\$500,000 per occurrence and in the aggregate
Professional Liability Insurance	\$1,000,000 per occurrence/\$2,000,000 in the aggregate

##### **2. Firm's Capabilities**

Brief information concerning the person or firm (e.g., background, size, types of services provided, experience, and types of similar engagements). Describe the capability and experience to perform one or more aspects of the Project. Address the following:

- Resources available to perform the work for the duration of the Project.
- Projects, by type, location, and client, which best characterize work quality and cost control.
- Internal procedures and/or policies associated or related to work quality and cost control.
- A list of similar projects and references concerning past performance including quality of work, ability to meet schedules, cost control, and contract administration.

- Geographic proximity to and familiarity with the physical location of the Project.

The selected firm must have valid applicable Oregon licenses.

3. Project Team & Availability to Begin Work on Approximately May 1, 2017

Provide the following information related to the project manager, key staff, and sub-consultants:

- Project manager experience on similar projects and extent of his/her involvement.
- Project team's experience on similar projects.
- Project team's availability to begin work immediately.
- Names of team members who will be performing the work on projects and their responsibilities.
- Experience of key staff and unique qualifications.
- Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for this Project.

4. Project Understanding

Prepare a narrative confirming the firm's understanding of the scope of work and a proposed approach and a timeline for its completion including a schedule of deliverables. Provide a written summary of what information will be needed from City in order to complete the scope of work.

5. Project Scope and Approach

Develop a detailed scope of work and clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. Please include your firm's "not-to-exceed" fees for the Project, including all costs, both direct and indirect, as well as any reimbursable expenses.

**REVIEW, EVALUATION, AND SELECTION**

This is not a request for proposals or other competitive bidding process. The City intends to select a consultant utilizing the direct-appointment contracting method, in accordance with OAR 137-048-0200, and is issuing this solicitation to assist in reasonably identifying all consultants who offer the required services. The City may ask for additional information from one or more responding consultants.

The City reserves the right to reject any and all statements and/or waive any and all formalities if in the City's best interests. Without otherwise limiting the generality of the immediately preceding sentence, the City reserves the right to amend and/or revise this RFQ in whole or in part, cancel this RFQ, extend the submittal deadline, and reject any or all statements for any reason and/or without indicating reasons for rejection. If a consultant is selected, the City will enter into negotiations with the consultant whose submittal appears to be most advantageous to the City and will best serve the City's interests, taking into account price and various other considerations, including, without limitation, experience, capability, and expertise.

Any contract entered into by the City and the selected consultant will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to the City. Without otherwise limiting the generality of the immediately preceding sentence, the contract will include terms and conditions concerning, among other things, acceptable standards of performance,

compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

**V. SUBMITTAL**

Please submit statements of qualifications in compliance with the following page limitations (one page is considered to measure 8-1/2 x 11, with 11-point font size minimum):

<b>Contents</b>	<b>Max No. of Pages</b>
Introductory Letter (Consultants not meeting the insurance requirements will not be considered.)	1
Firm's Capabilities	3
Project Team & Availability to Begin Work by May 1, 2017	2
Project Understanding	3
Project Scope and Approach	6
<b>Total</b>	<b>15</b>

Consultants who submit more than the pages indicated may not have the additional pages of the statement read or considered. Each double-sided 8-1/2" x 11" sheet and each side of an 11" x 17" sheet will be counted as two pages each. Blank pages and covers do not count in the overall page count of the proposal. Statements will be stapled or bound. Consultants responding to this informal solicitation do so at their own expense. The City is not responsible for any expenses associated with the preparation of any statements.

To be considered, please submit your statement to City Manager Dauna Wensenk via email at [dwensenk@ci.burns.or.us](mailto:dwensenk@ci.burns.or.us) or by mail or hand delivery at the appropriate address provided below:

Mail:  
City of Burns  
Attn: Dauna Wensenk  
242 S. Broadway  
Burns, Oregon 97720

Hand Delivery:  
City of Burns  
Attn: Dauna Wensenk  
242 S. Broadway  
Burns, Oregon 97720

Please mark clearly on the outside of the statement "Pavement Condition Survey Statement." Statements must be received by the City on or before 12:00 p.m. on March 24, 2017. Statements received after the deadline date/time may not be considered. If you have any questions regarding this solicitation, please contact Dauna Wensenk at 541-572-5255.