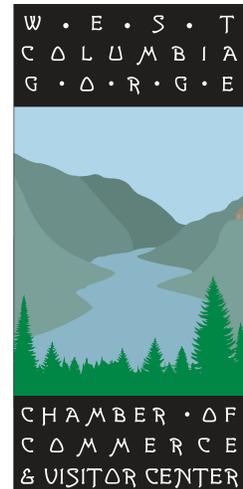


**Troutdale and Wood Village Gorge Hubs
Construction Documents and Maintenance Plan
Request for Proposals (RFP)**



Statement of Purpose

The West Columbia Gorge Chamber of Commerce and Visitor Center seeks construction documents and associated maintenance plans for branded, Gorge Hub community waysides in Troutdale and Wood Village that present an environmentally sensitive approach. The community must be aware of this project and have an opportunity to provide input. Consequently an outreach plan and activities are part of developing the construction documents. The construction documents are intended to build upon existing concept designs and enable the Cities of Troutdale and Wood Village to raise funds and solicit bids for construction.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price.

Background

The West Columbia Gorge Chamber of Commerce and Visitor Center connects commerce and communities to create economic vitality in the west Columbia River Gorge. The cities of Fairview, Wood Village, Troutdale, Cascade Locks and the small communities of Springdale, Corbett, Vista House, Bridal Veil, Multnomah Falls and Bonneville Dam are all served by this local chamber of commerce.

This particular project is a component of a larger Regional Transportation Options program that manages demand on the transportation system and increases the use of travel options. The West Columbia Gorge Chamber of Commerce's project meets this intent by advancing development of these two Gorge Hubs and providing recommendations for enhancing transportation options in the east Multnomah County area. The Chamber's Special Projects Manager, Heidi Beierle, heidi.b@westcolumbiagorgechamber.com, 971.280.7702, is the principal contact for this project.

A Gorge Hub is described in the [Gorge Hub Style Guide](http://www.oregon.gov/ODOT/HWY/HCRH/Documents/GorgeHubStyleGuideFINAL8202015-web.pdf) (<http://www.oregon.gov/ODOT/HWY/HCRH/Documents/GorgeHubStyleGuideFINAL8202015-web.pdf>) as:

- The center of a community's recreation tourism support and information network, promoting exploration of a unique community experience, and from which recreation activities radiate.
- A central facility, which provides recreation support amenities and connects users and visitors with a community's business district to spur economic development.

Scope of Work

The contracted firm will advance already completed concept design work for Troutdale and Wood Village that maintains the look and feel of the Hubs outlined in the *Gorge Hub Style Guide*. Specifically, the Chamber seeks:

- Construction design documents for Troutdale and Wood Village Gorge Hubs.
- Maintenance and operation plans for each of the Hubs.
- Community outreach to gather input on the Hubs conducted with support from the Chamber: an outreach plan, outreach activities, and a memo documenting input gathered from outreach activities.

Concept designs for Troutdale may be found here:

http://www.oregon.gov/ODOT/HWY/HCRH/Documents/ODOT-0850_Troutdale_Layout_Final.pdf

Concept designs for Wood Village may be found here:

http://www.oregon.gov/ODOT/HWY/HCRH/Documents/ODOT-0850_WoodVillage_Layout_Final.pdf

Outcome and Performance Standards

Outreach activities should begin immediately with construction documents completed as soon as is reasonable. The intent is for the two Gorge Hubs to be constructed and open for public use by late Spring 2018. Proposals with a different timeline will be considered but must be accompanied by a rationale.

The Chamber anticipates the contractor will provide monthly updates on project progress. These updates will provide an opportunity for the contractor to adjust the final product schedule, if needed. Failure to deliver work products on the agreed upon timeline will result in termination of the contract, and the contractor will be responsible to deliver work done to date and will not receive final payment.

Outreach was originally conducted to develop concept designs for the Hubs. Some time has passed since that outreach was conducted, and the project team would like to ensure that community members feel engaged in the design process and have a sense of ownership in the completed Hubs. Proposers are encouraged to be creative with the engagement process. Engagement goals are to raise awareness of the project, gain input from community members and stakeholders, and secure support from the community to move forward with Hubs

construction. The engagement approach may be different for Troutdale and Wood Village and/or may approach both communities with the same method(s). The Chamber will support the Contractor in conducting outreach, such as coordinating presentations with different community bodies, posting project information in eNewsletters and electronically distributing project information among partners; however, the Contractor is responsible for generating an outreach schedule and conducting outreach activities.

Deliverables

- Outreach schedule
- Outreach activities
- Outreach memo
- Design drafts (Troutdale and Wood Village)
- Construction design documents (Troutdale and Wood Village)
- Operations and Maintenance Plan (Troutdale and Wood Village)
- Monthly progress reports

Term of Contract

The consultant will be contracted with for the specific project deliverables to begin upon contract execution and to end no later than August 2018. There is no option for renewal.

Payment

Payment will be made based on deliverables and consultant invoicing.

- Each project deliverable/service will be inclusive of all costs and expenses.
- All invoices should reflect actual work done. Specific details of invoices and payment will be agreed upon between the Chamber and the Contractor during contract negotiations prior to purchase order award.
- The Chamber's designee will review all work for acceptance within a mutually agreed upon timeframe from completion and/or receipt. All invoices must have supporting documentation that meet federal requirements. The Contractor will not be paid for any costs attributable to corrections of any errors or omissions occasioned by the Contractor. Payments will not be made until work is accepted.

Contractual Terms and Conditions

The contract awarded from this RFP will be paid for with federal funds.

Funding for this project is obtained from an Agreement between Metro and the Federal Department of Transportation (FTA), utilizing Surface Transportation Program (STP) funds, CFDA No. 20.507.

Contractor must have a current DUNS number and be registered on Sam.gov.

Contractor shall comply with all applicable federal laws, regulations, executive orders, rules, policies, procedures and directives, including (without limitation) the following:

- All applicable terms and conditions set forth in the most recent FTA Master Agreement
- Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards - SuperCircular
- FTA Circular 5010.1D
- FTA Circular 4220.1F

Requirements for Proposal Preparation

Respondents' proposals should be formatted as 10 double-sided pages (not to exceed twenty sides), the contents of which are outlined below. Title page and table of contents are not included in the twenty sides count. Five (5) printed copies of the proposal are due at 4 pm on Friday, May 26, 2017, to West Columbia Gorge Chamber of Commerce and Visitor Center, PO Box 245, 107 E Hist. Columbia River Hwy, Troutdale, OR 97060, and a .pdf copy of the proposal attached or linked to in an email to heidi.b@westcolumbiagorgechamber.com.

- Cover Letter and/or Executive Summary that highlights the contents of the proposal and provides evaluators with a broad understanding of the respondent's approach, ability and capacity.
- Table of Contents
- Staff Qualifications/Experience of the respondent and principal project staff. Describe the respondent's general experience as well as experience and qualifications with projects of a similar size, scope and use specific to the proposed tasks. Identify the overall project manager and other members of the project team.
- Project Approach and Understanding of Work. Describe the consultant's understanding of the project, including the result(s) intended and desired; the approach and/or methodology to be employed for each proposed task; and a work plan for accomplishing the results proposed. The work plan description shall include a list of project deliverables and a proposed monthly project schedule with milestones that will be employed to administer the project and the task assignments.
- Relevant Experience and Expertise. Describe the business background of the respondent (and all subcontractors proposed) and any other information the respondent deems relevant to the evaluation process. Provide references that include client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.
- Budget. Attach a cost proposal that includes a lump sum fixed fee price for completing all tasks proposed in the technical proposal. Also identify the component pricing for the project tasks (public participation, construction documents, operations and maintenance plan). Project budgets should not exceed \$30,000.

Evaluation and Award Process

The West Columbia Gorge Chamber of Commerce will convene a Review Team to evaluate and score all proposals that are complete and minimally responsive. The Review Team will be comprised of staff from the cities of Troutdale and Wood Village, the Chamber, and possibly other project partners. The evaluation of any item may incorporate input from sources other

than the proposer’s response and supplementary materials. Those other sources could include assessments made by evaluators based on findings recorded from reference checks (including but not limited to those supplied by the proposer), prior experience with or knowledge of proposer’s work, responses to follow-up questions posed by the Chamber and/or oral presentations by the proposers if requested by the review team. The Chamber may elect to use any or all of these evaluation tools.

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Project Approach and Understanding of Work Consultant's understanding of the project, result(s) intended; approach and/or methodology for each task.	20
Outreach Approach and Schedule Demonstration of how and when the consultant anticipates accomplishing the outreach goals to raise awareness of the project, gain input from community members and stakeholders, and secure support from the community to move forward with Hubs construction.	20
Project and Deliverables Timeline Work plan, project deliverables list, and a proposed monthly schedule with milestones.	20
Staff Qualifications/Experience Respondent’s general experience; qualifications with projects of a similar size, scope and use specific to the proposed tasks; relevant experience of the project manager and other team members.	15
Relevant Experience and Expertise Business background and references.	10
Proposed Project Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 15 points*	15
Total Possible Points	100

* The Low proposer will receive one hundred percent (100%) of the available points for cost. All other proposers will be awarded cost points based upon the following formula:

$$(\text{low proposer} / \text{vendor's proposal}) * \text{available points}$$

The Review Team may contact any, all or some of the proposers with questions and clarifications at any point during the process at its own discretion. The Review Team may also require vendors to provide an oral presentation or be interviewed as part of the evaluation, which the committee may use as a tool in determining scores. Interviews will take place the week of June 19, 2017.

Process Schedule

RFP Released	May 5, 2017
RFP Responses Due	May 26, 2017
Invitations to interview	June 13, 2017
RFP Interviews	week of June 19, 2017
Notification	July 7, 2017

Point of Contact

For questions about this RFP, please contact Heidi Beierle, Special Projects Manager, West Columbia Gorge Chamber of Commerce, heidi.b@westcolumbiagorgechamber.com, 971.280.7702.