

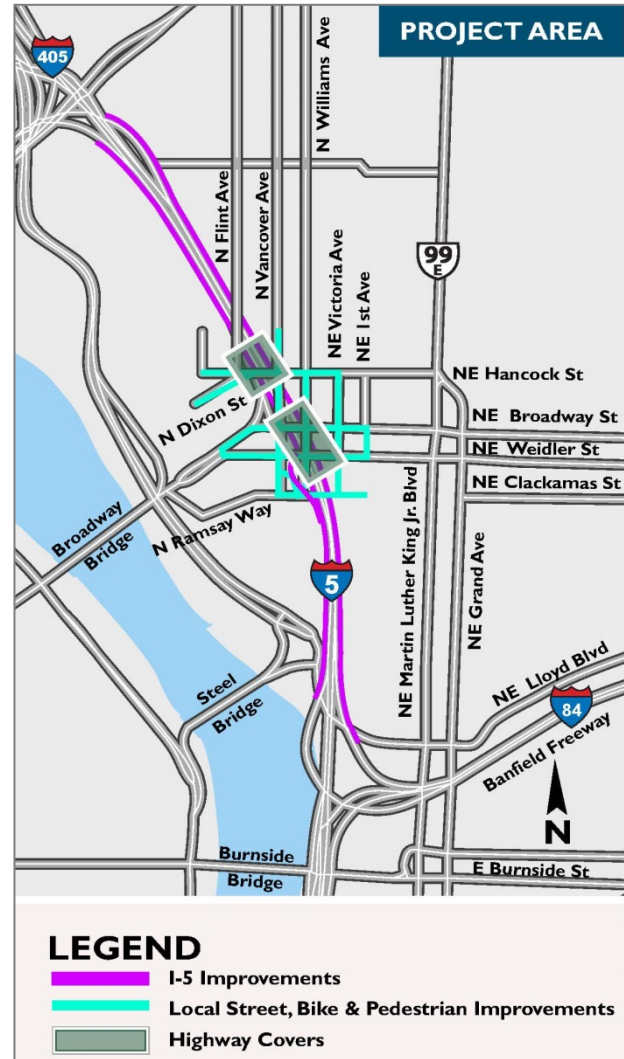


REQUEST for PROPOSALS UTILIZING ODOT RFP 730-33447-18

PROPOSED PROJECT: I-5 Rose Quarter Improvement DBE Outreach

Project Information The purpose of the Project is to improve the safety and operations on I-5 between I-405 and I-84, of the Broadway/Weidler interchange, and on adjacent surface streets in the vicinity of the Broadway/Weidler interchange and to enhance multimodal facilities in the Project Area. In achieving the purpose, the Project also will support improved local connectivity and multimodal access in the vicinity of the Broadway/Weidler interchange and improve multimodal connections between neighborhoods located east and west of I-5. The Project addresses the following primary needs:

- **I-5 Safety:** I-5 between I-405 and I-84 has the highest crash rate on urban interstates in the State of Oregon. Crash data from 2011 to 2015 indicate that I-5 between I-84 and the merge point from the NE Broadway ramp on to I-5 had a crash rate (for all types of crashes) that was approximately 3.5 times higher than the statewide average for comparable urban interstate facilities.
- **I-5 Operations:** The Project Area is at the crossroad of three regionally significant freight and commuter routes: I-5, I-84, and I-405. As a result, I-5 in the vicinity of the Broadway/Weidler interchange experiences some of the highest traffic volumes in the State of Oregon, carrying approximately 121,400 vehicles each day, and experiences 12 hours of congestion each day.
- **Broadway/Weidler Interchange Operations:** The complexity and congestion at the I-5 Broadway/Weidler interchange configuration is difficult to navigate for vehicles (including transit vehicles), bicyclists, and pedestrians. This impacts access to and from I-5 as well as to and from local streets. The high volumes of traffic on I-5 and Broadway/Weidler in this area contribute to congestion and safety issues (for all modes) at the interchange ramps, the Broadway and Weidler overcrossings of I-5, and on local streets in the vicinity of the interchange.
- **Travel Reliability on the Transportation Network:** Travel reliability on the transportation network decreases as congestion increases and safety issues expand. The most unreliable travel times tend to occur at the end of congested areas and on the shoulders of the peak periods. Due to these problems, reliability has decreased on I-5 between I-84 and I-405 for most of the day. Periods of congested conditions on I-5 in the Project Area have grown over time from morning and afternoon peak periods to longer periods throughout the day.





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SYNOPSIS: ODOT identified the need to conduct DBE outreach in support of the I-5 Rose Quarter Improvement Project (“Project”) before issuing an RFP to procure A&E design services for the Project, at a date to be determined. ODOT is looking to contract with a Consultant to conduct outreach to the A&E contracting community to promote DBE participation in design contracting opportunities on the Project.

The outreach includes arranging, conducting and documenting Industry Forums for potential A&E proposers to provide general information concerning the Project to the A&E community including potential DBE’s, respond to questions from industry, and promote face to face conversations between prospective A&E proposers and DBE’s interested in contracting design opportunities. Consultant will participate in strategy meetings with ODOT to discuss the Project goals and objectives, and desired outcomes of the outreach.

Final Statement of Work and Deliverables will be negotiated with the selected proposer.

Scope of Work and schedule:

- Develop ODOT approved approach to conducting DBE outreach for the Project, inclusive of organizing, arranging and executing Industry forums, within 15 business days from Notice to Proceed (NTP) to Consultant.
- Implement ODOT approved approach including conduct meetings, as required, within three months of ODOT approving Consultant’s Approach.
- Prepare meeting summaries.

Procurement Authority. ODOT is conducting this Intermediate Procurement according to its authority under OAR 125-246-0170(2).

Procurement Method. ODOT is conducting this Intermediate Procurement in conformance with ORS 279B.070 and OAR 137-047-0270.

No specific level of work or funding is guaranteed by this solicitation process.

Work is anticipated to begin 8-1-2018 and is anticipated to be completed 11-30-2018.

The Consultant shall not have or be perceived to have a conflict of interest when performing any of this work. Proposer must be in compliance with the ODOT COI Guidelines. The ODOT COI Guidelines and COI Disclosure Form are available at the following Internet site:

<http://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx> under “Miscellaneous Procurement Forms”).

Non-Discrimination. Agency, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252. 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

*******DEADLINE FOR RESPONSE IS: July 26, 2018 at 2:00pm*******



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All responses must be submitted by email to Eric.SPOND@odot.state.or.us. All RFP questions are due 3 days before the closing and must be submitted in writing.

PAGE LIMIT: Limit the responses to the questions below to a total of 1 page, not including the cover sheet, Request for Tax Identification Number form, and Cost Proposal, and Key Staff Resumes.

ELECTRONIC FILE SIZE LIMIT: The total combined file size of the Proposal, the Coversheet, and required attachments (if any), should be compressed so it does not exceed 5 megabytes.

The following questions will be used by ODOT to evaluate a firm’s ability to perform the requested services. ODOT may award the contract to the offeror whose quote or proposal will best serve the interests of ODOT, taking into account the below items. ODOT will score questions 1 and 2 on a scale of 1 to 15, with 15 being max points available and question 3 will be scored on a scale of 1 to 10, with 10 being max points available.

1. Describe your firm’s experience and approach to conducting DBE outreach and how it would be most beneficial to ODOT on this project. **15 Points**
2. Provide key staff resume(s) (two page limit each) of staff who will be involved in the project. Staff must show qualifications, and relevant and recent experience with similar work in the Portland Metro region, a complex urban environment with competing stakeholders and interests. Staff Resume form is available at:
<http://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx> **15 Points**
3. Submit a Cost Proposal (Attachment A) stating the hourly billing rate for your project manager. The lowest cost will receive **10 points**, second lowest will receive **7 points**, and all others will receive **5 point**.



Attachment A.xlsx

REQUEST for TAX IDENTIFICATION NUMBER (“TIN Request”)

Submittal of a completed [TIN Request form](http://www.oregon.gov/ODOT/CS/OPO/docs/aepage/TINreq.docx) is required under this solicitation. The form is available at:
<http://www.oregon.gov/ODOT/CS/OPO/docs/aepage/TINreq.docx>.

SUBMITTED BY:

FIRM NAME: _____ **CONTACT PHONE:** _____

SIGNATURE: _____ **TITLE:** _____

PRINTED NAME: _____ **DATE** _____

OTHER COMMENTS: _____



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EMAIL to: Eric.SPOND@odot.state.or.us

ODOT Procurement Office, MS# 2-2; 3930 Fairview Industrial Drive SE; Salem, OR 97302-1166

The Agency will consider all timely submittals for the proposed project. Non-submittal or submittal after the established deadline are non-responsive and will not be considered. Agency is not responsible for incomplete or 'unreadable' submittals.



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ATTACHMENT A
INFORMAL RFP # 32327: PROPOSAL COVER SHEET
Oregon Department of Transportation

Project Name:

Legal Name of Firm:

Form with checkboxes for Corporation, Professional Corporation, Ltd. Liability Company, Partnership, Limited Partnership, Ltd. Liability Partnership, Sole Proprietorship, and Other. Includes fields for Firm's Federal Tax ID and Mailing Address.

Form with fields for Type name of primary contact for this Proposal, Email address, Telephone, Fax, and Type name of person(s) authorized to sign Contract.

Project Manager Name:

Form titled 'Provide three (3) References for Project Manager (Verify contact information):' with three sets of fields for Name of Firm, Reference/Contact Name, Title, Phone, Fax, Email, and Project Title.

Affirmative Action Program: ODOT is an equal-employment-opportunity employer and values diversity in its work force. ODOT requires its Contractors to have an operating policy as an equal employment opportunity employer. Firms of 50 people or less do not need to have a formal equal employment opportunity program, but must have an operating policy supporting equal employment opportunity.



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1. Does Proposer's firm have an operating policy supporting equal employment opportunity? Yes No;
2. Firms of 50 people or more must also have a formal equal employment opportunity program. If Proposer's firm has 50 or more employees, does the firm have a formal equal employment opportunity program? Yes No N/A

By signature below, the undersigned Authorized Representative hereby certifies on behalf of Proposer that s/he has received copies of all addenda to this RFP; that all content of this Proposal Cover Sheet and the submitted Proposal are truthful and accurate; that Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055; that Proposer accepts all the terms and conditions contained in the Request for Proposal, and the attached sample Contract; and that any portion(s) of the Proposal that Proposer considers exempt from disclosure under Oregon Public Records Law is/are clearly designated in the Proposal and listed on a separate sheet attached to this Proposal Cover Sheet with justification and citation to the authority relied upon.

Signature

Print Name and Title

Date