



**Procurement Division**  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

## **REQUEST FOR QUOTES (RFQ) #2017-81**

Issue Date: October 5, 2017

Project Name:	Canby Toll Bridge Feasibility Study		
Quote Due Date/Time:	November 6, 2017, 2:00 PM		
Procurement Analyst:	Abigail Churchill	Phone:	503-742-5449
		Email:	<a href="mailto:achurchill@clackamas.us">achurchill@clackamas.us</a>

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“RFQ #2017-81 CANBY TOLL BRIDGE FEASIBILITY STUDY” IN THE SUBJECT LINE**

### **1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at [www.clackamas.us/bids/terms.html](http://www.clackamas.us/bids/terms.html).

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

### **2. SCOPE**

The purpose of this RFQ is to contract with a qualified firm to conduct a study of replacing the Canby Ferry with a toll bridge, focusing on traffic analysis, toll operations and administration, and financial feasibility.

#### **BACKGROUND**

The Canby Ferry provides only daylight, seasonal service for crossing the Willamette River at a cost of \$4.00 per trip, resulting in very low use. It currently results in negative revenue for Clackamas County of about \$400,000 per year. Given these limitations Clackamas County would like to consider the feasibility of replacing the existing ferry service with a toll bridge at the same location. The purpose of this study is to analyze the feasibility of replacing the Canby Ferry with a toll bridge at the current location, with a focus on traffic analysis, toll operations and administration, and financial feasibility.

#### **SCOPE OF WORK**

The successful Proposer will be required to prepare a detailed schedule of all tasks listed in this RFQ. Throughout the duration of the professional services contract, the Consultant will be required to update the schedule monthly using Microsoft Project. If the County determines that any deliverables are not acceptable and that any deficiencies are the responsibility of the Consultant, the County shall prepare a detailed written description of any deficiencies and an associated time frame for correction, and deliver such notice to the

Consultant. The Consultant will correct any deficiencies at no cost to the County. If the corrective work causes any project delays, the Consultant will submit a plan for regaining the project schedule for remaining work under the contract, unless otherwise allowed by the County. If the County determines the contract schedule must be modified, a contract amendment will be initiated.

A detailed scope of work shall be included in the proposal to address the following

**TASK 1: Project Management and Coordination**

- A. Designate and coordinate the Consultant project team
- B. Schedule, prepare for, attend and document project team meetings to be held at the County's office at 150 Beavercreek Road in Oregon City. These meetings (assume 3 meetings) will be held as needed and will include the Consultant, County staff and others as necessary. A project kickoff meeting will also be held at the County office.
- C. Prepare a detailed schedule showing all major tasks, meeting, and review milestones.
- D. Prepare detailed monthly progress reports and progress billings and submit to the County for approval and payment.
- E. Prepare estimated projected budget of time and materials for project based on stated timeline of December 1, 2017 to December 31, 2018.
- F. Monitor and manage the project budget.

**TASK 2: Traffic Forecasts**

- A. Travel demand modeling for this project will be conducted by Metro under an agreement with Clackamas County. Metro will conduct the following model runs:
  - 1. 2015 Calibration model run including additional network links in the Canby and Stafford areas of Clackamas County.
  - 2. "No Build" model runs that assume the continued operation of the Canby Ferry for 2027 and 2040.
  - 3. "Build" model runs for 2027 and 2040 that include the bridge across the Willamette River at the location of the ferry but without any toll.
  - 4. "Build" model runs for 2027 and 2040 that includes the bridge and incorporate tolls at \$1 increments of \$1.00 to \$5.00 in 2017 costs. Tolls for both 2027 and 2040 will be inflated to the appropriate future values.
  - 5. "Build" model runs that include the preferred tolling alternative to analyze traffic impact of excessive delay on I-5/I-205 for 2027 and 2040 by traffic diversion across toll bridge.
- B. The consultant will analyze the travel model output from Metro to determine the change in traffic due to the addition of the toll bridge.
  - 1. Consultant will extrapolate model output to identify traffic forecasts for average weekday, average weekend day traffic as well as annual trips for all years from 2025 to 2055 for each "No Build" and "Build" scenario.
  - 2. Using the analysis of each of the travel demand model scenarios the consultant team will prepare a financial forecast for each "No Build" and "Build" scenario. The financial forecast will identify expected annual revenue generation for the "No Build" scenarios assuming continued operation of the Canby Ferry and regular increases in ferry charges based on anticipated future inflation. Annual revenue generation will be determined for each "Build" scenario using the toll rate that was used in the development of that scenario. For each year of extrapolated traffic forecasts the anticipated toll will be inflated based on anticipated future inflation. Based in the forecast of toll revenue and traffic the consultant will work with Clackamas County staff to identify the preferred toll alternative.
  - 3. Analyze traffic impacts on roadways within the subarea for 2027 and 2040 using the preferred toll alternative and identify anticipated traffic impacts. The analysis should be presented in both map and tabular form. The analysis should clearly identify all road segments that will experience a volume/capacity ratio at or above 0.90 based on current design, or intersections that will require changes in traffic control or lane configuration to accommodate increased traffic volume.
- C. **Product:** The consultant will prepare a traffic forecast report that documents the analysis of all model runs for each scenario and identifies the preferred alternative based on traffic forecasts

and revenue generation. The report should also include maps and tables identifying all locations that require improvement based on anticipated traffic volumes.

**TASK 3: Proposed Bridge and Roadway Improvements**

- A. Prepare conceptual plan and elevation for bridge.
- B. Prepare estimate for all bridge development costs based on type and units costs including anticipated right-of-way needs, if any.
- C. Estimate annual operations and maintenance cost (exclusive of toll operations) for 30 years.
- D. Estimate capital reserve requirements such that sufficient funds are available for maintenance, rehabilitation and eventual replacement of the bridge and associated systems without recourse to other federal, state, or local funding sources.
- E. (Contingency) Work with County staff to identify roadway improvements that will be necessary due to increased traffic and estimate costs for identified improvements.
- F. (Contingency) Identify any other infrastructure improvements that will be necessary and provide estimated costs.
- G. Estimate costs for removal of Canby Ferry infrastructure.
- H. **Product:** The consultant will prepare a report that includes the bridge conceptual drawings and costs, estimates of annual operations and maintenance costs, and, if directed, roadway improvements and other infrastructure improvements.

**TASK 4: Tolling**

- A. Prepare a review of requirements for tolling by local governments under Oregon Revised Statutes.
- B. Analyze “Manual” tolling of the proposed bridge including safety, facility requirements and associated costs, staffing, annual operating costs and administrative costs.
- C. Analyze “Electronic” tolling of the proposed bridge including system costs, annual operations and maintenance, information system requirements, staffing/vendor requirements, and other issues for consideration including but not limited to issues related to photo enforcement, as well as the cost for purchase and distribution of transponders.
- D. Analyze “Photo” tolling of the proposed bridge including facility requirements and associated costs, information system requirements, staff/vendors, annual operating costs and administrative issues.
- E. Cost analysis should include the option of contracting for logistical/administrative support with other agencies in the Northwest involved in toll system operations.
- F. **Product:** The consultant will prepare an annual cost estimate report that documents costs that would result from replacing the Canby Ferry with the preferred alternative toll bridge and toll collection system.

**TASK 5: Annual Costs**

- A. Prepare an estimate of maintenance and operations costs including capital rehabilitation and replacement for the Canby Ferry from 2025 to 2055 using data provided by the Department.
- B. Prepare a 30 year bonding cost analysis assuming all capital improvements costs for the toll bridge will be bonded, including bonding costs.
- C. Prepare a 30 year annual cost schedule (including inflation) for all costs associated with the previously identified preferred alternative toll bridge and toll collection system, including annual debt service and financing costs, bridge/roadway operations and maintenance, toll staffing/operations/maintenance, annual contribution to capital reserves, and increased costs for roadway operations and maintenance.
- D. **Product:** The consultant will prepare an annual cost estimate report that documents costs that would result from replacing the Canby Ferry with the preferred alternative toll bridge and toll collection system.

**TASK 6: Revenue Forecasts and Financial Feasibility**

- A. Calculate annual revenue forecasts for each year from 2025 to 2055 resulting from the alternative traffic forecasts prepared for Task 2.

- B. Calculate costs and revenues for the 30 year period from 2025 to 2055 resulting from the replacement of Canby Ferry with a toll bridge to determine financial feasibility.
- C. **Product:** Summarize financial feasibility for the proposed project.

**TASK 7: (Contingency) Other Issues effecting Project Feasibility**

- A. Identify other issues that might impact project feasibility, including but not limited to:
  - 1. Oregon DOT
  - 2. Army Corps of Engineers - 404 Permit and Environmental Clearance
  - 3. Coast Guard- Navigation and Bridge Clearance
  - 4. Department of Land Conservation and Development Goal Exception

**TASK 8: Public Involvement**

- A. County shall conduct public involvement process.
- B. Consultant shall provide electronic versions and hard copy of all plans, exhibits and graphics for use by County staff in presentation and public involvement documents.
- C. County shall document all public involvement activities and provide summaries to Consultant for incorporation into final document.

**TASK 9: Product**

- A. Final Report that incorporates the reports prepared for Tasks 2 to 6, including conclusions and recommendations.
- B. Copies of all digital files produced in the analysis of model runs and extrapolation of traffic data.
- C. Copies of all financial models and spreadsheets.
- D. Electronic media version of all written products, plans, exhibits and graphics in Microsoft Office, GIS or image file formats as appropriate.

**3. Sample Contract**

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☐ Article I, Paragraph 4 – Travel and Other Expense is authorized
- ☐ Article II, Paragraph 29 – Confidentiality
- ☐ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☒ Article II, Paragraph 30 – Key Persons
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

#### **4. Quote**

Quotes should be short and concise with the following information:

- A. Clearly state an understanding of the work to be performed;
- B. Detail key issues in providing the Canby Toll Bridge Feasibility Study;
- C. Describe your approach to providing the Canby Toll Bridge Feasibility Study;
- D. Describe the qualifications of the consultant team in the following areas:
  - 1. Toll operations for manual, electronic and photo toll systems, toll customer service and accounts, infrastructure and telecommunications, financial operations, data processing requirements and personnel requirements.
  - 2. Projection of costs and revenues for toll facilities including annual administrative expenses, maintenance and operations of the tolling system, and reserve funds for operations, maintenance, and long term replacement of capital assets.
  - 3. Knowledge and experience in bridge design/development/maintenance sufficient to prepare conceptual cost estimates for bridge development based on type and unit costs, and also forecast bridge maintenance and operations.
  - 4. Application of travel demand modeling to forecast travel demand on the proposed bridge and surrounding road network under various toll and traffic scenarios.
- E. Provide a comprehensive work plan that meets the deadline;
- F. Not-to-exceed price listing time and materials fees to complete the project; and
- G. Any additional information that Clackamas County should take into consideration for the project or qualifications.

#### **5. Evaluation**

Quotes will be evaluated based on subjective factors including, but not limited to: project understanding, project approach, staff experience, comprehensive work plan, not-to-exceed price to complete the project, and proposal to complete the inventory (including timeline).

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2017-81 Canby Toll Bridge Feasibility Study**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.