



REQUEST FOR PROPOSALS #2018-96

FOR

Damascus Transportation System Plan Update

BOARD OF COUNTY COMMISSIONERS

JIM BERNARD, Chair

SONYA FISCHER, Commissioner

KEN HUMBERSTON, Commissioner

PAUL SAVAS, Commissioner

MARTHA SCHRADER, Commissioner

**Donald Krupp
County Administrator**

**George Marlton
Procurement Division Director**

**Ryan Rice
Analyst**

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: October 31, 2018

TIME: 2:00 PM, Pacific Time

**PLACE: Clackamas County Procurement Division
 Clackamas County Public Services Building
 2051 Kaen Road, Oregon City, OR 97045**

SCHEDULE

Request for Proposals Issued.....	October 9, 2018
Protest of Specifications Deadline.....	October 16, 2018, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	October 24, 2018, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	October 31, 2018, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

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SECTION 1

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, October 31, 2018** (“Closing”), to provide a Damascus Transportation System Plan Update. No Proposals will be received or considered after that time.

Proposal packets are available from 7:00 AM to 6:00 PM Monday through Thursday at Clackamas County Procurement Division, Clackamas County Public Services Building, 2051 Kaen Road, Oregon City, OR 97045, telephone (503) 742-5444 or may be obtained at <http://www.clackamas.us/bids/>. Sealed Proposals are to be sent to Clackamas County Procurement Services – Attention George Marlton, Director at the above Kaen Road address or may be emailed to procurement@clackamas.us.

Contact Information

Procurement Process and Technical Questions: Ryan Rice, 503-742-5446; rrice@clackamas.us.

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages bids from Minority, Women, and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. County will provide reasonable notice of its decision to all Proposers that have provided an address to the Procurement Division for this procurement. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check the Bids and Contract Information page at <http://www.clackamas.us/bids/> for any published Addenda or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5.

All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file at the Procurement Division office and file a written

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protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Best and Final Offer: County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

2.28 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

2.29 Intergovernmental Cooperative Procurement Statement: Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County is seeking Proposals from vendors to provide a Transportation System Plan (“TSP”) for a portion of the county area within the former City of Damascus.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

Clackamas County intends to update its Transportation System Plan for a portion of the county area within the former City of Damascus (see attached Map #1 depicting the planning area). This is a limited update to the TSP that will focus only on the transportation system in the Damascus area. Little or no changes are anticipated to the Transportation System Vision, Goals, and Policies adopted in the 2013 update to the Clackamas County TSP. This TSP update will focus on the implementation in the Damascus area of the adopted transportation system vision and goals. The updated TSP will identify a system of transportation facilities and services adequate to meet community needs in a manner consistent with the adopted Vision and Goals while achieving compliance with the State Transportation Planning Rule (OAR 660, Division 12) and Metro’s 2018 Regional Transportation Plan. The updated TSP will supplement Chapter 5 of the adopted Clackamas County Comprehensive Plan, the Transportation System Plan.

The County is seeking the services of a qualified Consultant to prepare specific data, analysis and products as well as conduct public involvement and interagency coordination. Under the direction of county staff the Consultants will be responsible for activities, tasks and products as described below. The County anticipates that the TSP Update for Damascus will require 18 months.

3.3. SCOPE OF WORK

3.3.1. Scope:

Task and Deliverables	Estimated Duration
<p>Task #1: Project Management</p> <p>The major objective of this task is to oversee project products, schedules and budgets and to establish lines of communication between the County staff and the Project Consulting Team. At the outset of the project, the Consultant Team will prepare a detailed project plan. The plan will include a detailed schedule for all Tasks, including projected delivery dates for all products, as well as anticipated dates for public involvement activities and meeting of all related committees (PMT, PAC and TAC). Throughout the course of the project, the designated Consultant Project Manager</p>	<p>Months 1 - 18</p>

<p>will be responsible for monthly submittal of progress reports, invoices and all related supporting data for the lead consultant and all subs.</p> <p>Throughout the project, the County Project Manager, with the help of the Project Management Team (PMT), will manage and coordinate the project. The PMT will consist of the County Project Manager, lead county technical staff, the Consultant Project Manager, other consulting staff (as necessary), County community relations staff and others identified as necessary.</p> <p>Task #1 Deliverables:</p>		
1a	Memorandum #1 – Project plan/schedule	Month 1
1b	Project Kick-off meeting	Month 1
1c	Monthly progress reports/budget reports	Months 1 – 18
1d	Meetings with County PM and PMT (up to 9 meetings)	Months 1 – 18
1e	Conference call between County PM and Consultant PM/consultant team members (up to 9 conference calls)	Months 1 - 18
1f	Meetings with County, Metro, ODOT or others on TSP related issues (up to 9 meetings)	Months 1- 18
<p>Task #2: Public Involvement Program</p> <p>Task Description: Working with project management team and County community relations staff, the consultant team will develop and implement a comprehensive public involvement program, using traditional as well as online public engagement. The public involvement program will be designed to build consensus to ensure the selected transportation system improvements effectively meets the Clackamas County transportation vision and goals and the expectations of local agencies, private stakeholders and the public. The objective of the public involvement program will be to inform public and private stakeholders about the project and alternatives, to solicit comments and concerns about the project and address those concerns, and secure public input on the plan and related products. Clackamas County would like this project to make extensive use of online tools to inform, engage and secure input from the public. The county expects proposals to include a clearly defined strategy for online public involvement. In particular, Clackamas County would like to enable the public to provide input on project selection through an online project ranking tool. This tool should enable the public to view maps and information for any proposed project of interest, and allow the public to provide comments and participate in an</p>		Months 1 - 18

	<p>online ranking for those projects for multiple criteria. The public involvement program should also utilize more traditional forms of public involvements including public meetings, open house/workshops, news releases, and newsletters that can be distributed electronically or as hard copy. Public meetings to be conducted in Damascus should be included in the outreach strategy. If possible the consultant team should identify approaches by which in-person public meetings and online public involvement are conducted in such a fashion that these approaches broaden the participants to provide a more complete view of the transportation needs and concerns of Damascus residents.</p> <p>In addition to the public involvement program, the consultant team will also be responsible for facilitating and supporting the activities of two committees that will meet on a regularly scheduled basis through the Damascus TSP update process:</p> <ul style="list-style-type: none"> • A Project Advisory Committee (PAC) will advise the project staff on community concerns and issues and to help develop alternatives. This committee will include interested citizens and County representatives. • A Damascus TSP Technical Advisory Committee (TAC) will provide a forum for coordination on technical issues including transportation plan methodologies and forecasting. The members of the TAC will also provide input on local, regional and state agency concerns and facilitate coordination with other transportation planning efforts. The TAC will consist of staff that represent local, regional and state government stakeholders including Clackamas County, Happy Valley, Multnomah County, Gresham, Metro, TriMet, Oregon Department of Transportation (“ODOT”) and Oregon Department of Land and Community Development (“OLCD”). <p>The consultant team will lead the public involvement program under the direction of the County Project Manager and DTD Community Relations Specialist, and the PMT. The County Department of Transportation and Development Community Relations Specialist will serve as a first point of contact for the public and news media throughout the study.</p> <p>Task #2 Deliverables:</p>	
2a	<p>Memorandum #2 - Public Involvement Plan (PIP) - Develop comprehensive Public Involvement Plan for the Damascus TSP update. The Public Involvement Plan should include specific recommendations for the approach to both in person meetings as well as on-line input/meetings. The Public Involvement Plan should also include a strategy for the use of e-newsletters, news releases, flyers, website, email, Facebook, and Twitter for public involvement, as well as the online project ranking tool.</p>	Month 2
2b	<p>Conduct the Public Involvement Program for the Damascus TSP Update - Under the direction of the County Project Manager and the DTD Community Relations Specialist the consultant team will be responsible for carrying out all aspects of the public involvement program as identified in the PIP, including public meetings and two public hearings that will be conducted as part of the consideration of the Damascus TSP update by the Planning Commissioner and Board of County Commissioners. This will include all email and contact lists, scheduling, materials preparation, meeting logistics and staffing for all public involvement events, either in-person or via electronic media. The consultant team</p>	Months 1 - 18

	will prepare all materials/graphics/handouts required for in-person and online public involvement activities. The consultant team will be responsible for creating and maintaining the project website and regularly refreshing it with up-to-date project information. Consultant team will also be responsible for preparation and distribution of all public information pieces such as newsletters, flyers, or notices. The consultant team will also be responsible for documenting and summarizing all public involvement, whether it occurs at an in-person event or online.	
2c	Summary of Public Involvement (Final Report: Appendix A) – The consultant team will prepare a summary of the public involvement process that will be included in the final report as Appendix A. The summary will document all public involvement, including an overview of all in-person events and all input collected online	Month 18
<p>Task #3: Interagency Coordination</p> <p>Damascus is at a very important location for the transportation system of the east side of the Portland region. As a result, interagency coordination will be an important aspect of this project. Some issues include:</p> <ul style="list-style-type: none"> • Sunrise Expressway (OR 212) - Oregon 212 crosses the southern tier of Damascus and is one of only three links east from the Portland Region. One of the largest transportation projects in Clackamas County, the Sunrise Expressway Phase 2 is being planned cooperatively by Oregon Department of Transportation, Clackamas County and the City of Happy Valley. • North-South Connections to Portland/Gresham - There are no existing north-south connections between OR 212 and Portland/Gresham east of I-205 and SE 92nd Avenue, except for roads in Damascus. North-south roads in Damascus including SE 172nd Ave, Foster Rd, SE 190th Ave, SE 222nd Ave, SE 232nd Ave, SE 242nd Ave, and SE 252nd Ave are the main north-south connections east of I-205. As a result, most traffic traveling north-south into Gresham and the east side of Portland passes through Damascus. • Transition to City of Happy Valley – For the past 2 years Happy Valley has been rapidly taking in properties in Damascus through voluntary annexations. The city and county are currently working on an Urban Growth Management Agreement which would create the Happy Valley Planning Area East (see Map #1 attached) that would extend about ½ way across Damascus to approximately SE 222nd Ave. The city is underway to produce the Pleasant Valley-North Carver Joint Land Use Transportation Plan. This plan will extend all elements of the Happy Valley Comprehensive Plan, including the TSP, east to approximately SE 190th Ave (see Map #1 attached). <p>Given all of the above interactions between the Damascus area of Clackamas County and surrounding state and local jurisdictions, it is very important that strong coordination exists regarding Damascus transportation planning. Clackamas County staff will take the lead on coordination with ODOT, Happy Valley, Multnomah County, Portland, Gresham, Metro and TriMet. But many of the issues will be highly technical issues of traffic and transportation system design and county staff will require support to ensure that the plans being created for Damascus are complimentary to the planning conducted by surrounding entities. Clackamas County will seek agreement on policies and other issues, but agreement on the technical level will also be an</p>		<p>Months 1 - 18</p>

<p>important component of the interagency coordination that must occur. As a result, Clackamas County will expect the consultant team to be prepared to provide technical support to county staff for interagency coordination.</p> <p>Task #3 Deliverables:</p>		
3a	<p>Coordination on Travel Demand Modeling - Coordination on the details will be a key aspect of ensuring that the travel demand modeling for all modes is consistent rather than conflicting. Consultant team staff will be expected to work with the surrounding entities and their consultants to ensure that all inputs to the model are consistent. This will include input socio-economic data for the traffic analysis zones in Damascus and surrounding localities. Consistency in network coding and for the inputs for each mode are also important. Model run outputs should be compared to determine if they are consistent. It is anticipated that coordination will be necessary with Happy Valley, Gresham, Multnomah County, and Oregon Department of Transportation.</p>	As necessary
3b	<p>Intersection Operations – Intersections within Damascus, the Pleasant Valley-North Carver area currently being planned by Happy Valley, and intersections in Portland and Gresham are in close proximity. Intersection operations and delay at any intersection in the area will affect other intersections. The consultant team, working with Clackamas County Traffic Engineering staff, will be expected to ensure that intersection improvements and operations are compatible.</p>	As necessary
3c	<p>Transit, Bicycle and Pedestrian modes – It will also be important to achieve consistency regarding transit services and bicycle and pedestrian facility types and locations.</p>	As necessary
3d	<p>Clackamas to Columbia Plan (C2C Project) – Clackamas County, Multnomah County, Gresham and Happy Valley are partners in a joint ODOT Transportation & Growth Management (TGM) funded project to develop a joint transportation facility plan for all modes in the corridor extending from the intersection of SE 172nd Ave and OR 212 in Damascus north to the I-84 interchange at NE 181st Ave. The goal of this project is to create a multi-modal corridor that provides a consistent level of service for its entire length and provides the single north-south connection that is lacking on the east side of the Portland region. This planning project will involve analysis of performance measures for proposed transportation improvements for all modes, grouping of projects, and prioritization of projects. The Project Manager for the Damascus TSP update is also the lead Clackamas County staff member for the C2C project. Members of the consultant team will be expected to provide technical support for Clackamas County participation in the C2C Project, and coordinate with technical staff members or consultants representing the other localities.</p>	As necessary

Task #4: Clackamas County Transportation Planning Vision, Goals and Policies Consultants will prepare <u>Chapter #1 – Damascus TSP Update Introduction</u> . The chapter will include a summary of Clackamas County transportation planning vision, goals and policies based on materials in the adopted 2013 TSP. The chapter will also provide an overview of the requirements of the Oregon Transportation Planning Rule, and other applicable regional or state policies. Unique transportation issues in the Damascus area will be identified. The chapter will also describe the outcomes of the Damascus TSP update. Task #4 Deliverables:		Months 2 - 3
4a	Chapter #1 – Damascus TSP Update Introduction	Month 3
Task #5: Damascus Transportation Planning Framework The consultant team will draft <u>Chapter #2 – Damascus Transportation Planning Framework</u> . This chapter will provide background on previous or on-going land use and transportation plans for Damascus and the surrounding areas. The following plans will be included: <ul style="list-style-type: none"> • Clackamas County: Damascus-Boring Concept Plan • Clackamas County: Previous Clackamas County Rural TSPs • Clackamas County: Active Transportation Plan • Clackamas County/Happy Valley: 172nd – 190th Corridor Plan • ODOT/Clackamas County: Sunrise Project Final Environmental Impact Statement • City of Damascus: Transportation System Plans (unadopted) • Metro: 2018 Regional Transportation Plan • Metro: East Multnomah Connections Project • Happy Valley: Pleasant Valley-North Carver Land Use and Transportation Plan • Gresham: Pleasant Valley TSP Refinement Project • Clackamas to Columbia (C2C) Corridor Plan <p>The consultant team will briefly describe the purpose of each document as well as summarize the findings and recommendations for the Damascus area. The text of Chapter 2 should include specific information about projects from the transportation planning framework documents that have been identified in multiple documents and/or as high priorities.</p> <p>The consultant team will also prepare a list of all recommended projects effecting the Damascus area from each document for each transportation mode. The modal project list should be summarized and presented in the chapter in a tabular format. Insofar as it can be identified, differences between project concepts should also be noted. The lists of projects by mode should be prepared in a spreadsheet, database or other file format that can later be used as an input to the project selection process.</p>		Month 4

Task #5 Deliverables		
5a	Chapter 2 – Damascus Transportation Planning Framework	Month 4
5b	Previously Proposed Projects File – Consultant will provide a digital file in spreadsheet or database format showing all previously proposed transportations for all modes in Damascus	Month 4
<p>Task #6: Existing and Future Development</p> <p>The consultant team will prepare a summary of existing land uses within the planning area, and likely future development patterns under current zoning to be presented in <u>Chapter #3 – Existing and Future Development</u>. As shown on the attached Map #2, the existing and future development assessment will be reported for two geographic areas - the existing Damascus Town Center area and the remainder of the planning area that will be designated “Damascus Rural.” The existing and future development assessment will be conducted for traffic analysis zones to support multi-modal transportation planning as required for the TSP update. Major tasks will include analysis of the following for both the Damascus Town Center area and the Damascus Rural area, as well as preparation of <u>Chapter #3 – Existing and Future Development</u> including all required mapping and exhibits:</p> <ul style="list-style-type: none"> • Population demographics (including an equity/environmental justice analysis to identify the presence of locations of historically marginalized communities) • Existing land uses/development, including under-utilized or vacant lands • Adopted zoning • Potential accessory dwelling units per the provisions of the 2017 legislation • Identification of existing or future land use/development issues that may affect the future development of the transportation system in the planning area • Identification of natural features that could hinder development of transportation facilities or be impacted by the presence of transportation facilities • 2040 population/employment data for each traffic zone with build-out of existing Clackamas County zoning in the Damascus Planning Area to be used as an input to the Metro Travel Demand Model. • Maps of base year 2015 existing population and employment estimates and the 2040 build-out, including a comparison of the 2040 Damascus build out to the Metro TAZ data used in the Metro 2040 Fiscally Constrained model. <p>Task #6 Deliverables:</p>		Months 4 - 5
6a	Chapter #3 – Existing and Future Development	Month 5
6b	Maps/Exhibits/Presentation Materials as necessary	Month 5

6c	Data Products - Spreadsheets and other data products as inputs for the future transportation system analysis	Month 5
<p>Task #7: Outcome Based Project Selection Criteria and Online Evaluation Tool</p> <p>In the course of the 2013 update of the Clackamas County TSP outcome based project selection criteria were developed and applied to implement the project selection and prioritization process (see Attachment 1 for information on the project selection criteria). To maintain consistency with the adopted 2013 TSP, Clackamas County intends to use the same outcome based project selection criteria in this update for the Damascus area. In this task, the consultant team will work with County staff, the TAC and the PAC to implement the outcome based project selection process for the Damascus TSP.</p> <p>Clackamas County would like to conduct the Outcome Base Project evaluation using an online tool. It is anticipated that an online process will facilitate project scoring by participants as well as data handling, analysis and reporting. It is also anticipated that a version of the online tool will be used to engage the public in the project selection process, as described in Task #2: Public Involvement Program. This task should include both the development and testing of the online evaluation tool.</p> <p>Task #7 Deliverables:</p>		Months 6 - 8
7a	Outcome Based Project Selection Criteria to be used for Damascus TSP Update	Month 6
7b	Online Evaluation Tool	Months 6 - 8
<p>Task #8: Existing Damascus Area Transportation System</p> <p>This task will analyze all the existing modal transportation systems in both the Damascus Town Center area and the Damascus Rural area. This analysis will be conducted from the perspective of both a technical operational analysis of each of mode as well as an analysis of each mode using the outcome based project selection criteria. It is anticipated that the existing Damascus area transportation system will be analyzed using typical quantitative measures and also how well it meets the Transportation Vision and Goals using the Outcome Based Project Selection Criteria.</p> <p>The technical evaluation using quantitative measures will focus on identifying existing issues and needs within the transportation system for both Damascus Town Center and Damascus Rural areas. At a minimum, the technical evaluation will include the following:</p> <ul style="list-style-type: none"> • Pedestrian network – Presence and type of facilities, system connectivity, access to main pedestrian destinations • Bicycle network – Presence and type of facilities, system connectivity within Damascus and with surrounding areas, access to main bicycle destinations 		Months 5 – 8

	<ul style="list-style-type: none"> Transit system – Existing transit services, route frequency, boarding and alighting at all transit stops, relevant measures for demand response service Roadway System <ul style="list-style-type: none"> Current functional class designations, and cross section for each functional class as identified in the adopted Transportation System Plan Roadway segment functional analysis including peak hour speed/congestion Analysis of the most recent available safety data to identify locations with safety concerns Current intersection operation analysis identifying lane configurations and traffic control devices, and an operational analysis for up to 20 intersections in the weekday PM peak hour Freight System – identify and analyze the existing freight network for safety and conflicts with other modes <p>The evaluation using the Outcome Based Criteria will be conducted by members of the CAC and public using the Online Evaluation Tool. To facilitate the evaluation, the existing transportation system should be organized as individual facilities, or groups of facilities. The data submitted using the Online Evaluation Tool should be summarized for release on the project website and through public meetings.</p> <p>Upon completion of both evaluation phases the consultant team will develop <u>Chapter #4 – Existing Damascus Area Transportation System</u>. This product will document the outcomes for all modes of both the technical evaluation and the Vision/Goals evaluation and will identify existing operational and safety issues. This chapter of the plan should portray the existing transportation system using both tables and also maps.</p> <p>Task #8 Deliverables:</p>	
8a	Chapter #4 – Evaluation of the Damascus Areas Transportation System	Month 8
8b	Materials for presentation online and in public meetings	Month 8
	<p>Task #9: Future Damascus Area Transportation System Demands</p> <p>This task will use travel demand modeling and other system planning tools to identify 2040 transportation system demands and system deficiencies for all five modes (pedestrian, bicycle, transit, cars/light trucks, freight). The transportation system demands will be identified by applying a 2040 traffic zone level population/employment scenario developed in Task 6 to the Metro 2040 Fiscally Constrained travel demand model network. The scenario will use the 2040 traffic zone population/employment forecasts from the Metro 2040 Fiscally Constrained model for all areas outside the Damascus Planning Area, including Happy Valley, other areas of Clackamas County, and Portland/Gresham/Multnomah County. Within Damascus the 2040 traffic analysis zones population and employment forecasts will be a build-out scenario for the entire planning area based on current rural land use designations and densities. This scenario will provide a view of</p>	Months 8 - 12

<p>transportation system demands in Damascus based on the prevailing rural, large lot development pattern along with continued growth in the surrounding communities.</p> <p>The Metro 2040 Travel Demand Model will be used forecast demand for the two vehicular modes on the existing network. Deficiencies will be identified as portions of the network which fail to meet operational performance measures under 2040 modal demands. The resulting travel demands by mode will then be used to identify the functional classification and number of lanes for each segment of the vehicular network necessary to serve the forecast vehicular travel demand. Intersection analysis will be used to identify intersections that will fail under anticipated 2040 demands. Maps/tables will be prepared showing all segments and intersection on the vehicular network identified as deficiencies. Those locations will be considered for project proposals in Task #10.</p> <p>The existing systems for transit, bicycle and pedestrians are very limited. The consultants must develop an approach to forecast demand and assignments for those modes that would occur were facilities available. Future transit services will be planned to serve anticipated 2040 demand. Bicycle and pedestrian network and facility types will be developed based on the standards used in the Clackamas County Active Transportation Plan.</p> <p>Consultants will document the modal demand analysis and results in Chapter #5 – Future Damascus Area Transportation System Demand. The chapter will include network and facility types required for each mode based on the demand analysis, as well as an identification of all locations at which the required facilities are not currently present. The chapter will also include a forecast of intersection operations for each of the selected intersections and identify all movements that fail to meet operational standards.</p> <p>Task #9 Deliverables:</p>		
9a	Chapter #5 – Future Damascus Area Transportation System Demand	Month 12
9b	Maps and exhibits necessary for technical review and public meetings	Month 12
9c	Travel Demand Model output files with final assignment volumes and congested speeds in shapefile format	Month 12
<p>Task #10: Prioritized Deficiencies and Outcome Based Project Selection Process</p> <p>Based on the future demand analysis conducted in Task #9, a list of locations identified as deficient will be prepared for each of the five modal systems. Under the direction of county staff the consultant team will prepare a list of proposed projects that will address the identified deficiencies on each of the five modal systems in Damascus. Those projects will be ranked by the TAC, PAC and public using the Outcome Based Project Selection Criteria and the online tool developed in Task #7. Data from the outcome based project selection will be downloaded and analyzed by the consultants to identify priorities based on the adopted county transportation Vision and Goals. The</p>		Months 12 – 14

<p>results will then be presented to the TAC and PAC for review and identification of a group of candidate projects for inclusion in the TSP project list.</p> <p>Task #10 Deliverables:</p>		
10a	List of projects considered in the ranking process	Month 14
10b	Results/analysis of the project ranking using the online project selection tool	Month 14
10c	Chapter #6 – Project Prioritization	Month 14
<p>Task #11: 2040 Damascus Transportation System</p> <p>In Task #11, the function of the 2040 Damascus Transportation System will be analyzed using the travel demand model and other tools. The 2040 Damascus Transportation System will be created by the consultant team under direction of the PMT and provided to the TAC and PAC for review. Using the 2040 travel demand model and other tools the 2040 transportation system will be analyzed to determine if it meets operational performance measures identified for each mode. If deficiencies are found the consultant team at the direction of the PMT will propose additional improvements as necessary to meet the operational performance measures. The final product of Task #11 will be a list of proposed projects for all modes that address the identified system needs and deficiencies in Damascus in 2040.</p> <p>As part of this task the consultant team will review the methodology used to estimate projects costs in the 2013 Clackamas County TSP and propose updates. The consultant team will update the unit costs used in 2013. The PMT will review the updated methodology and unit costs with the consultant team. Following approval by the PMT the consultant team will use the updated methodology and unit costs to develop planning level cost estimates for the proposed projects.</p> <p>Task #11 Deliverables:</p>		Months 14 - 16
11a	Chapter #7 – 2040 Damascus Area Transportation System	Month 16
11b	Maps and exhibits necessary for technical review and public meetings	Month 16
11c	Travel Demand Model output files with final assignment volumes and and congested speeds in shapefile format of the proposed 2040 Damascus Area Transportation System	Month 16

11d	Proposed project lists including project name/street Name, segment/locations, project description and TSP estimated cost	Month 16
<p>Task #12: Updated TSP Financial Forecast and Project List</p> <p>Clackamas County staff will prepare an updated TSP Financial Forecast. The updated forecast will analyze revenues and expenditures from the past five years (January 1, 2013 to December 31, 2017) and project forward anticipated revenues. The updated forecast will incorporate new revenues that have become available since the adoption of the current TSP, including the special Damascus Roads funds and revenues from HB2017. The recently updated 5-Year Capital Improvement Program project list and the 20-Year Capital Improvement Plan project lists will be compared to anticipated 5 year and 20 year revenue in the updated TSP Financial Forecast. The prioritized list of Damascus area projects resulting from Task #11 will be incorporated in the 5-Year and 20-Year Capital Improvement Program project list to determine if sufficient funding is available for the Damascus area projects. The PMT will work with the consultant team to determine an approach to integrate prioritized Damascus projects into the prioritized lists from the 2013 TSP update. The Damascus projects in the prioritized project lists will be modified as necessary so that the projects in each list and the anticipated funding balance. The consultant team will provide technical support for the integration of the Damascus projects into the existing prioritized lists. The financial analysis will be documented by Clackamas County staff in <u>Chapter #8 – Updated TSP Financial Forecast and Project List</u> which will be provided to the consultant team for inclusion in the draft TSP update document.</p> <p>Task #12 Deliverables:</p>		Month 17
12a	Modify financial forecasts in adopted TSP to integrate new funding resources and draft text revisions as necessary	Month 17
12b	Update Project Lists in adopted TSP to incorporate new Damascus projects	Month 17
12c	Chapter #8 – Updated TSP Financial Forecasts and Project Lists	Month 17
<p>Task #13: Policy and Ordinance Consistency</p> <p>Clackamas County staff views this TSP as a special purpose update specifically to incorporate the Damascus area into the TSP and to update the TSP financial element to account for new revenues. Major changes to other adopted plans, policies and ordinances such as the Clackamas County Comprehensive Plan or the Zoning and Development Ordinance (ZDO) are not anticipated. In this task the Damascus area updates to the project list and TSP financial plan will be reviewed for consistency with adopted policies in the Comprehensive Plan and the adopted TSP. In addition, the updates will be analyzed for consistency with the Oregon Transportation Planning Rule Requirements and with the Clackamas County concurrency policy (ZDO Section 1007.09). The TSP updates will also be reviewed for consistency with the 2018 Update of the Metro Regional Transportation Plan. Based on these reviews the consultant team will prepare <u>Chapter #9 – Policy</u></p>		Month 17

<p><u>and Ordinance Consistency</u>. The chapter will document policy and ordinance consistency for all new TSP sections with the County Comprehensive Plan, the ZDO, the Oregon Transportation Planning Rule Requirements and the Clackamas County concurrency policy.</p> <p>Task #13 Deliverables:</p>		
13a	Chapter #9 – Policy and Ordinance Consistency	Month 17
<p>Task #14: Update of the Clackamas County Transportation System Plan for Damascus</p> <p>In this task the consultant will assemble all portions of the Update to the Clackamas County Transportation System Plan for Damascus to create the draft and final <u>Clackamas County Transportation System Plan Update for Damascus</u>. This will include all the following:</p> <ul style="list-style-type: none"> A. Cover, Table of Contents, List of Figures, List of Tables, and Acknowledgements B. Background <ul style="list-style-type: none"> Background will be a new section created at the end of the Damascus TSP update process for inclusion in the draft and final Clackamas County Transportation System Plan Update for Damascus and should include the following: <ul style="list-style-type: none"> a. Description of the need for the Damascus TSP update and the relationship of the Damascus TSP to the Clackamas County Comprehensive Plan, and the 2013 Clackamas County TSP update. b. Description of the Damascus TSP update process including the public involvement process. c. Base data on Damascus population and employment trends and transportation demands 2015 including trips by mode C. Chapter #1 – Transportation Planning Vision, Goals and Policies D. Chapter #2 – Framework Documents E. Chapter #3 – Existing and Future Development in Damascus F. Chapter #4 – Evaluation of the Damascus Area Transportation System G. Chapter #5 – Future Transportation System Demand H. Chapter #6 – Project Ranking I. Chapter #7 - Proposed Transportation Improvements J. Chapter #8 – Updated TSP Financial Forecast and Project List K. Chapter #9 – Policy and Ordinance Consistency L. Appendix A – Summary of Public Involvement for the Clackamas County Transportation System Plan Update for Damascus <p>The consultants will produce a draft Clackamas County Transportation System Plan Update for Damascus that will be reviewed and recommended by both the PAC and TAC to the Clackamas County Planning Commission and the Clackamas County Board of County Commissioners. Following adoption by the Board of County Commissioners, the consultant will produce the final report that incorporates all changes or amendments made by the Board of County Commissioners</p>		Months 18 - 20

<p>as well as the adoption ordinance. In addition, the consultant will also produce an e-document version of the final, adopted plan that can be provided online on the Clackamas County website. The e-document version should be linked between the Table of Contents/List of Figures/List of Tables and text so that users can jump directly to the sections of interest. Consultants will also work with county staff to identify amended text, projects and other portions of the Damascus TSP update that must be integrated into the existing TSP and approved at time of adoption.</p> <p>Task #14 Deliverables:</p>		
14a	Draft <u>Clackamas County Transportation System Plan Update for Damascus</u>	Month 18
14b	Adopted <u>Clackamas County Transportation System Plan Update for Damascus</u>	Month 20
14c	E-document version of adopted plan	Month 20
<p>Task #15: Damascus TSP Update Adoption</p> <p>The adoption process for the Damascus TSP update will be led by county staff with consultant team participation in presentations, public hearings and preparation of materials. Consultant team will be responsible for preparation of all materials used in the Planning Commissioner and Board of County Commissioners meetings including presentations, maps, exhibits, handouts and other materials as necessary. Presentation of the draft TSP update for Damascus will be made by County staff and appropriate members of the consultant team. Consideration of the draft by the Clackamas County Planning Commission and Board of County Commissioners will include noticed public hearings. County staff will provide all appropriate public notice and opportunity for public comment on the draft revisions of Chapter 5 of the Comprehensive Plan, the Transportation System Plan, including sections of the Zoning and Development Ordinance and the County Road Standards, if necessary.</p> <p>Task #15 Deliverables:</p>		Months 18 - 19
15a	Attend public hearings held by Clackamas County Planning Commissioner and Board of County Commissioners	Months 18 – 19
15b	Presentations and other materials necessary for Damascus TSP update consideration by Planning Commissioner and Board of County Commissioners	Months 18 – 19

3.3.2. Term of Contract:

The term of the contract shall be from the effective date through **June 30, 2020**, with the option for two (2) additional one (1) year renewals thereafter subject to the mutual agreement of the parties.

3.3.3. Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Professional Services Contract for this RFP can be found at <http://www.clackamas.us/bids/terms.html>.

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.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initial deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Consultant Team Qualifications	0-30
Project Understanding and Approach	0-30
Supportive Information	0-20
<u>References</u>	<u>0-20</u>
Available points	0-100

- 4.3** Once a selection has been made, the Proposer will be required to submit its proposed fees for completion of the project. The proposed fees must be on a time and material basis with a not to exceed for each phase of the Work. The proposed fees must be reasonable and fair to the County, as determined solely by the County.

During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, negotiations shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Complete Proposals may be mailed to the below address or emailed to Procurement@clackamas.us. The subject line of the email must identify the RFP title. Proposers are encouraged to contact Procurement to confirm receipt of the Proposal. If the Proposal is mailed, an original copy and an electronic copy (on compact disk or jump drive) must be included. The Proposal (hardcopy or email) must be received by the Closing Date and time indicated in Section 1 of the RFP.

5.1.2. Mailing address including Hand Delivery, UPS and FEDEX:

Clackamas County Procurement Division – Attention George Marlton, Director
Clackamas County Public Services Building
2051 Kaen Road
Oregon City, OR 97045

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

Provide the following information in the order in which it appears below:

5.2. Consultant Team Qualifications (20 Points):

Provide experience of team members in the following subject areas:

Transportation System Planning in County Unincorporated Areas

- Demonstrated experience in transportation system planning in Oregon and the application of the Oregon Transportation Planning Rule.
- Knowledge and experience in developing transportation system plans and applying the Oregon Transportation Planning Rule in unincorporated areas that are expected to be annexed to a city within a 20 year time frame.

Technical Analysis of Transportation System Performance for Road, Freight, Transit, Bicycle and Pedestrian Modes

- Knowledge and experience in population and employment forecasting for small areas to develop inputs to travel demand models.
- Knowledge and experience with the Metro travel demand model.
- Knowledge and experience in analyzing road and intersections using base year data and travel demand modeling data for forecast years.
- Knowledge and experience in performance measures for system operations for roads/intersections, freight, transit, bicycle and pedestrian modes.

Coordination with Adjoining Local Governments, Regional and State Transportation Agencies

- Experience in transportation planning and policies of the Cities of Happy Valley, Gresham and Portland, Metro, TriMet and Oregon Department of Transportation.
- Experience in coordinating on technical analysis and working with consultant teams serving other agencies to develop technical analysis for all modes across contiguous localities and planning projects.

Public Involvement Approaches that Integrate Public Meetings with Online Engagement

- Experience planning and conducting a public involvement process for a major planning project and that is structured to reach and engage the whole community.

- Knowledge and experience in planning and conducting public meetings/workshops including logistics, outreach (including to typically under-represented populations), preparation of materials and exhibits, meeting/workshop facilitation, and documentation of public involvement.
- Successful experience in the use of online tools/resources, custom applications, websites and social media to engage community involvement.

Experience Producing Attractive, and Accessible Planning Documents, Maps, Graphics and Exhibits

- Experience producing transportation system plans that are logically organized and easy to use in both digital and hardcopy form, and also clearly meet the requirements of the Oregon Transportation Planning Rule.
- Experience producing maps and graphics to depict complex transportation system analysis for all modes.

5.3. Project Understanding and Approach (30 Points):

- A description, no more than one page in length, of the consultant team understanding of the process and products of the Damascus TSP update.
- A strategy, no more than one page in length, for developing a TSP for an unincorporated area with low density, large lot zoning that is expected to be annexed into a rapidly growing city within a 20 year time frame.
- A strategy, no more than one page in length, for coordinating with adjoining local governments that are developing or updating transportation plans and with regional/state transportation partners.
- An outreach strategy, no more than one page in length, for successfully combining public meetings and online engagement approaches to secure input from all groups within a community.
- A strategy, no more than one page in length, for integrating a prioritized transportation project list for an area that was not included in the past two Clackamas County TSP updates with the adopted project list for the remainder of the county unincorporated area.
- Suggestions, no more than one page in length, for improving the process, products or approach to bring about a better result.

5.4. Supportive Information (30 Points):

Proposals should include the following:

- A Gantt chart depicting the proposed project schedule with all tasks/subtasks assuming Notification to Proceed on December 1, 2018 with completion by July 31, 2020.
- Time allocation for each member of the consultant team based on the proposed project schedule.
- A list of Transportation System Plan projects for Oregon Counties in which each member of the consultant team has participated during the last five years including a brief description of the team member's role in each project.

5.5. References (20 Points):

Provide at least three (3) references from clients your firm has served similar to the County in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-term client. Provide the name, address, email, and phone number of the references. Please note the required three references may not be from County staff, but additional references may be supplied.

5.6. Completed Proposal Certification (see the below form)

PROPOSAL CERTIFICATION
#2018-96 Damascus Transportation System Plan Update

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

The undersigned, through the formal submittal of this Proposal response, declares that he/she has examined all related documents and read the instruction and conditions, and hereby proposes to provide the services as specified in accordance with the RFP, for the price set forth in the Proposal documents.

Proposer, by signature below, hereby represents as follows:

- (a) That no County elected official, officer, agent or employee of the County is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its elected officials, officers, agents, or employees had induced it to enter into this contract and the papers made a part hereof by its terms;
- (b) The Proposer, and each person signing on behalf of any Proposer certifies, in the case of a joint Proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - 1. The prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other Proposer or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in the Proposal have not been knowingly disclosed by the Proposer prior to the Proposal deadline, either directly or indirectly, to any other Proposer or competitor;
 - 3. No attempt has been made nor will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restraining trade;
- (c) The Proposer fully understands and submits its Proposal with the specific knowledge that:
 - 1. The selected Proposal must be approved by the Board of Commissioners.
 - 2. This offer to provide services will remain in effect at the prices proposed for a period of not less than ninety (90) calendar days from the date that Proposals are due, and that this offer may not be withdrawn or modified during that time.
- (d) That this Proposal is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects, fair and without collusion or fraud.
- (e) That the Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
- (f) That the Proposer accepts all terms and conditions contained in this RFP and that the RFP and the Proposal, and any modifications, will be made part of the contract documents. It is understood that all Proposals will become part of the public file on this matter. The County reserves the right to reject any or all Proposals.
- (g) That the Proposer holds current licenses that businesses or services professionals operating in this state must hold in order to undertake or perform the work specified in these contract documents.
- (h) That the Proposer is covered by liability insurance and other insurance in the amount(s) required by the solicitation and in addition that the Proposer qualifies as a carrier insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.
- (i) That the Proposer is legally qualified to contract with the County.
- (j) That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer 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 emerging small business that is certified under ORS 200.055.

(k) The Proposer agrees to accept as full payment for the services specified herein, the amount as shown in the Proposal.

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

☐ Non-Resident Proposer, Resident State _____

Oregon Business Registry Number _____

Contractor's Authorized Representative:

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

e-mail: _____ Fax: _____

Contract Manager:

Name _____ Title: _____

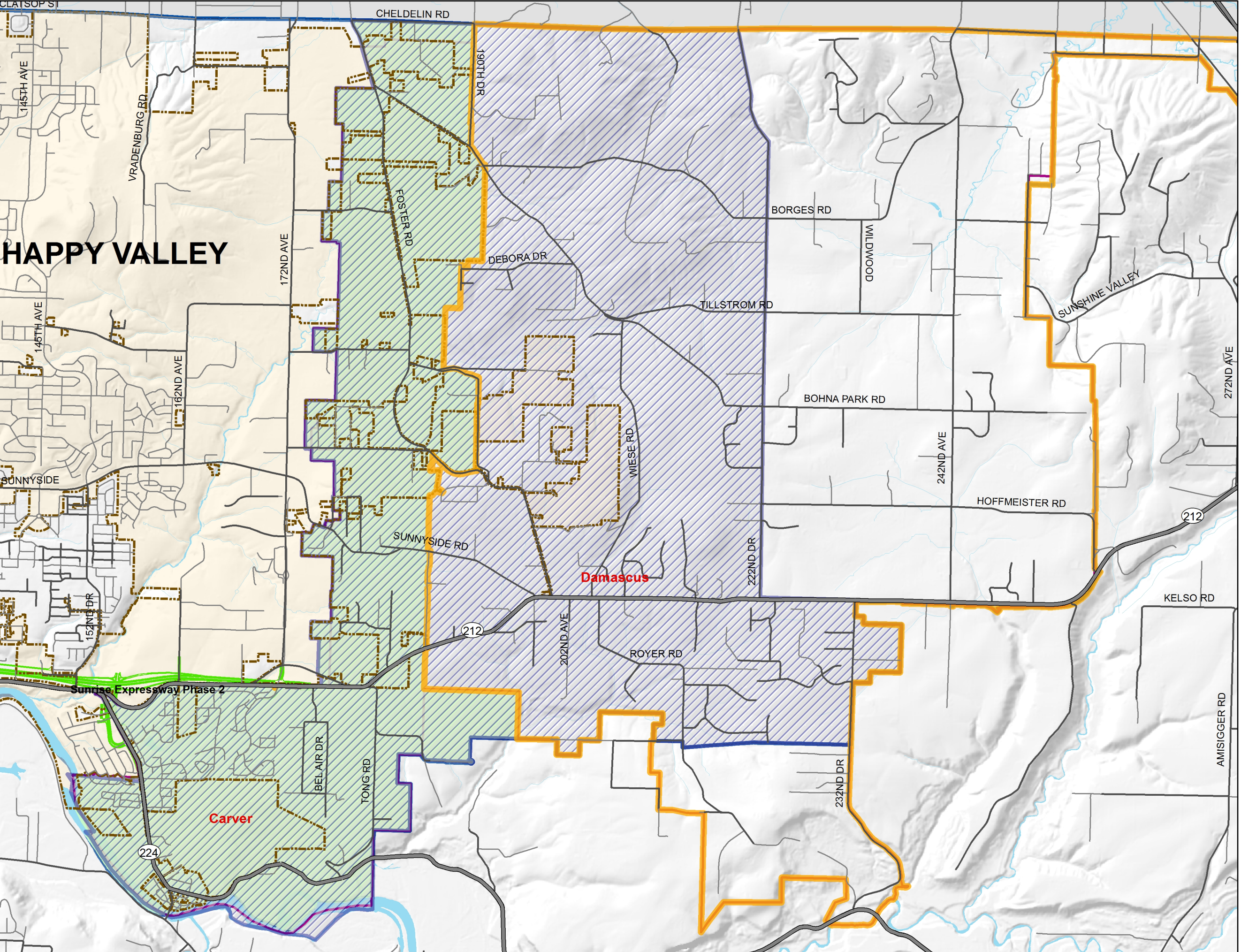
Phone number: _____

Email Address: _____

Map #1
Planning Area

Map #1

HAPPY VALLEY



- Former City of Damascus (as of July 2016)
- Happy Valley City Boundary
- Clackamas County TSP Update Area
- Happy Valley Joint Land Use & Transportation Plan Area
- Proposed Urban Growth Management Area (UGMA) East
- Urban Growth Boundary (UGB)
- Highway
- County Maintained Roads
- Local Streets
- Proposed Sunrise Expressway Phase II



Department of Transportation & Development
150 Beaver Creek Rd. Oregon City, OR 97045

CLACKAMAS COUNTY
TRANSPORTATION SYSTEM PLAN

October 2, 2018

S:\Transportation Planning\MXD Files\
TSP_Update_BaseMap.mxd



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