

# Request for Proposal (RFP)

Issue Date: May 29<sup>th</sup>, 2018

## 2018 Pavement Surface Condition Rating for Counties



**Submittals must be received on or before 5:00 p.m.  
June 15<sup>th</sup>, 2018**

Contact Information:

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140 19<sup>th</sup> Street NW  
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(509) 630-3578  
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## **1.0 TERMS OF SOLICITATION**

Chelan and Douglas Counties (hereafter referred to as COUNTIES), two separate political subdivisions of the State of Washington, in an effort to maintain consistency and efficiency in their separate pavement management programs seek to issue a unified but contractually separate Request for Proposal (RFP) for pavement rating services from 2018 to 2024 (six years). A proposal submitted in response to this solicitation is an offer to contract separately (but concurrently) with each of Chelan and Douglas Counties. A proposal becomes the basis for said contracts only when legally awarded and accepted in writing by COUNTIES. Prior to submittal due date and time, COUNTIES reserve the right to change portions of this Request for Proposal (RFP). Any changes will be made in the form of a written amendment that is dated and attached to or incorporated within this solicitation document. COUNTIES reserve the right to cancel or reissue all or part of this solicitation at any time as allowed by law without obligation or liability. Funding has been allocated through local sources. Consultants will be held to COUNTIES ADA and Civil Rights standards.

## **2.1 DESCRIPTION OF PROJECT**

### **2.2 Purpose**

COUNTIES desire to establish a contract with a professional services consultant to conduct a visual survey and rating of pavement surface conditions on certain roadways throughout Chelan and Douglas counties during the summer months of 2018 through 2024.

### **2.3 Project History**

COUNTIES initiated a biennial program of pavement surface condition ratings for regional roadways in 2012 which was repeated through 2017, and is intended to continue every two years until 2024 in order to maintain current, high-quality data about the condition of the regional roadway network and to develop trend data over time.

### **2.4 Project Description**

The regional roadway network is defined as paved county roads classified as collectors, arterials, and local access excluding segments of these roads that do not have a paved surface. Each year the roadways selected vary depending on various factors. Occasionally certain roads that will be paved during the same year are omitted from the survey.

COUNTIES have identified approximately 965 centerline miles to be surveyed between the months of July and September on a two-year cycle. All roads should be segmented, beginning at the milepost designated by the county into either 0.10-mile segments; urban streets should be segmented by block increments. All road mileage should be measured from the centerline intersection (as determined by COUNTIES) to the end of the road or centerline intersection. Data collection shall be performed on dry pavement and during daylight hours. The work shall conform to the most current edition of the *Pavement Surface Condition Field Rating Manual for Asphalt Pavement* (Northwest Pavement Management Association) and address, at a minimum, the Core Program Defects.

Specifically, this work shall include:

- Inspection of approximately **965 centerline miles** of county roadway by designated increments.
- Analysis of pavement for distress types, severity and extent by designated project increments for 100% of the roadway surface for a minimum of one lane for each of the 965 miles of designated roadway.
- Preparation of pavement condition data in an electronic format which meets the criteria listed in the County Road Administration Board (CRAB) and Surface Condition Import Schema for import into Mobility Surface Condition Inventory.
- Provision of a road log for all roads surveyed in spreadsheet format including Road Number, Milepost, Beginning Mile Point (BMP), and Ending Mile Point (EMP) along with surface rating information for each individual road segment.
- Digital photographs or video of pavement distresses, if collected, during the field evaluation process.

## **2.5 Project Schedule**

COUNTIES desire to begin work on the project during the month of July 2018. Final project schedule and end date will be determined as part of contract negotiation, but COUNTIES intend for field work to be complete by the end of September 2018 at the latest, and to receive all data no later than October 2018. Cycle start/completion dates shall be similar for each subsequent rating period in 2020, 2022, and 2024 unless otherwise negotiated with COUNTIES.

## **3.1 INSTRUCTIONS TO PROPOSERS**

COUNTIES will not reimburse consultants for any costs incurred prior to or during the preparation of a proposal, including negotiation of agreements and contracts.

## **3.2 Communications**

COUNTIES will receive and respond to questions in written format only. All communications regarding this RFP shall be directed to:

Mitch Reister, Transportation Program Support  
Douglas County Transportation & Land Services  
140 19<sup>th</sup> Street NW  
East Wenatchee, WA 98802  
[mreister@co.douglas.wa.us](mailto:mreister@co.douglas.wa.us)

An addendum containing all written questions and answers will be made available by request to all proposers for the duration of the solicitation process.

### 3.2 Procurement Schedule

The dates below represent the projected procurement schedule; COUNTIES reserve the right to change the schedule as necessary.

Issue Date:                    **May 25<sup>th</sup>, 2018**

Written Questions:        Written questions will be accepted anytime between the Issue Date and Submittal Date. All questions received, along with written answers provided by Counties will be public record and documented in an addendum that will be available for review by request.

Submittal Date:            Submittals will be received until **5:00 p.m. on June 15<sup>th</sup>, 2018**

### 3.3 Content of Submittals

The following items shall be submitted as part of each submittal; failure to include any of these items may result in a proposal being rejected.

1. Cover Letter: A letter signed by a principle in the firm submitting the proposal on behalf of their company or consortium, and who is authorized to commit the consultant to a binding agreement. This letter shall agree to all terms in this RFP.
2. References: A minimum of two (2) references from governmental entities for which the consultant has performed similar or relevant work. Each reference shall include a name, current telephone number and email address.
3. Schedule: A timeline detailing anticipated completion of work, including all major tasks and the individuals responsible for the 2018 rating cycle.
4. Costs: Include a summary of total project costs and a Rate Schedule of the consultant's and any sub-contracting consultant's fees associated with completion of this project. Rate increases using CPI factors published by the US Bureau of Labor Statistics will be applied for future rating cycles (in project years 2020, 2022, and 2024) based on proposed rates in basis year 2018.
5. Proposal: Detail the expertise and experience of the project team, including specific experience conducting pavement surface ratings. Include a summary of key personnel and proposed subcontractors and their specific expertise.

### 3.4 Other Submittal Requirements

1. Submittals shall be delivered in digital format (by email or delivery of USB drive).
2. Submittals shall be addressed to and submitted at:  
  
Douglas County Transportation & Land Services  
c/o Mitch Reister, Transportation Program Support  
140 19<sup>th</sup> Street NW  
East Wenatchee, WA 98802  
[mreister@co.douglas.wa.us](mailto:mreister@co.douglas.wa.us)
3. All materials submitted in response to this RFP become the property of COUNTIES and will not be returned.

### 4.0 EVALUATION OF PROPOSALS

Proposals will be evaluated by a panel including representatives of COUNTIES and their member governmental entities. Award shall be made to the consultant whose proposal and availability are determined to be the most advantageous to COUNTIES, taking into account the following evaluation factors. COUNTIES will each execute a separate contract with the selected consultant; this joint RFP and proposed work schedule

CRITERION	STANDARD
Assigned Personnel:	Do the persons who will be working on the project have the necessary skills and expertise? Are sufficient people of the requisite skills assigned and committed to the completion of this project?
Firm Experience:	What is the firm's experience with other local agencies, relevant codes, standards, and current software (Mobility, VisRate)?
Cost:	What is the total cost to complete the tasks described in Project Description? Are these costs reasonable?
Availability:	Can the work be completed in the necessary time? Are other personnel available to assist in meeting the project schedule if required?

### 5.0 SELECTION OF CONSULTANT

The selection panel will submit to the COUNTIES governing board a rank-order list of firms for selection priority, based on the results of reviewing the submittals and applying the evaluation criteria.

The COUNTIES boards of county commissioners shall authorize COUNTIES respective staff to enter into negotiations for a final Scope of Work and Budget with the top-ranking firm. If negotiations cannot produce a contract, the next highest-ranking firm will be invited to negotiate a contract. This process continues if necessary until all firms are considered.

## **5.1 Award of Contract**

Notwithstanding any other provision of this RFP, the COUNTIES reserve the right to:

1. Reject any or all submittals, or portions thereof, or
2. Reissue a Request for Proposal, or
3. Modify the Scope of Work to meet budgetary limitations, or
4. Cancel the Solicitation.

Both COUNTIES will award and execute separate contracts with the selected consultant; this jointly-issued RFP is for convenience and consistency purposes between the two counties only and does not constitute a contractual or legal obligation between the two agencies whatsoever, either expressed or implied.

## **5.2 Offer and Acceptance Period**

A response to this Request for Proposal is an offer to contract with each COUNTIES separately, based on the terms, conditions, Purpose and specifications contained within this Request for Proposal.

The selected firm will be notified in writing and shall be given ten (10) working days to accept in writing and return a signed, separate contract to each CHELAN COUNTY and DOUGLAS COUNTY on contract forms provided thereby.

Neither Chelan County nor Douglas County is obligated to retain contract services from the successful contractor should breach or extension of the separate contract with either agency occur at any time after award and execution of said contracts associated with this RFP.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling (509) 884-7173.

## **5.3 TITLE VI OF THE CIVIL RIGHTS ACT**

The COUNTIES in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

## REQUEST FOR PROPOSAL

### ROADWAY PAVEMENT CONDITION SURVEY & RATING

The COUNTIES request a statement of Proposal from interested and qualified firms to conduct a pavement condition survey and rating of **965 centerline miles** of public roadways throughout Chelan and Douglas counties on a biennial basis from 2018 to 2024, the first rating cycle to begin and be completed during summer/fall of 2018. Work shall conform to the most current edition of the Pavement Surface Condition Field Rating Manual for Asphalt Pavement (Northwest Pavement Management Association) and address, at a minimum, the Core Program Defects. Submittals must include a schedule and cost estimate, and demonstrate ability to satisfy appropriate federal requirements, certifications and assurances.

The COUNTIES in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

The complete RFP submittal requirements can be found on the COUNTIES website at [www.co.douglas.wa.us](http://www.co.douglas.wa.us) or requested from COUNTIES by emailing Mitch Reister at [mreister@co.douglas.wa.us](mailto:mreister@co.douglas.wa.us) or calling (509) 630-3578.