

**Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011**

Overview

The Parkrose School District (Owner) will be accepting proposals from qualified firms to provide Traffic Management Consulting Services for the Parkrose School District Bond Projects.

The project will consist of the demolition and remodel of the Parkrose Middle School, limited remodels of Russell Academy, Sacramento Elementary School, Shaver Elementary School and Prescott Elementary School. There will also be the addition of three multi-purpose rooms one each at Shaver, Russell Academy and Sacramento. Total project budget for construction is approximately \$38 Million. The project team includes members of Parkrose School District and Heery International, Inc. (Heery).

The successful firm shall act on behalf of the Owner and under the oversight of Heery, who is providing general oversight of this work on behalf of the Owner. The responsibilities of the firm will include the Scope of Work described in Attachment 'A' of this request for proposal (RFP).

Proposal Submission Requirements

1. Provide a letter of interest, signed by an authorized representative of the firm, summarizing the firm's qualifications and experience. The letter of interest should be no more than two pages in length.
2. Complete the included proposal form, found in Attachment 'B' of this RFP.
3. Provide the information requested in Attachment 'B'. The proposal should generally follow the order reflected on the bid form.
4. Submit ten (10) bound copies of the proposal packet in a sealed envelope to the address listed below. The envelope should be marked "Traffic Management Consulting Services for Bond Project Proposal" along with the proposing firm's name and address.
5. Only packets submitted to the Owner's administrative office by the time specified below will be considered. Any proposal received after the deadline will be returned unopened to the proposing firm without being considered.
6. Proposals received via electronic transmission will not be accepted.
7. Critical dates and timelines for the RFP process are located in Attachment 'C' of this RFP.
8. Include the resumes of the members of your proposed team.
9. Include a section of your proposal that outlines your approach to the work.
10. Include a section of your firm's history with similar work with particular attention to work in the City of Portland.

Proposal Deadline and Location

Proposals are due by November 15, 2011, 2:00 p.m. local time. Proposals shall be submitted to:

Mary Larson
Director of Business Services & Operations
Parkrose School District
10636 NE Prescott Street
Portland, OR 97220

Questions Regarding the RFP

All questions or comments associated with this RFP shall be made in writing and directed to Heery at the following:

Lou Tarnay
Heery International
9600 SW Barnes Road, Suite 320

**Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011**

Portland, OR 97225
Phone: 503-220-5992
Fax: 503-226-1476
Email: ltarnay@heery.com

Selection Process

The Owner shall select the firm by evaluating the firm's and staff's experience/history, qualifications and schedule of unit rates related to the scope of work provided in Attachment 'A'. The Owner shall select the firm who demonstrates that it best meets the needs of the Owner.

The Owner, or Owner representative, may conduct interviews with any firm (either by phone or in person) in order to clarify information in the proposals.

The Owner reserves the right to make any investigation deemed necessary to confirm information provided in the proposal.

Additional Information

1. The Owner reserves the right to reject any or all proposals.
2. This RFP and submitted proposals will become the basis for the Owner/Consultant Agreement.
3. The information contained in this RFP shall in no way relieve the proposing firm from complying with all applicable laws, codes, requirements or similar guidelines of any agency, whether local, state or federal in nature. Should any information contained in this RFP conflict such a guideline, the more stringent requirement shall apply.
4. Where listed in this RFP, the term "Contractor" shall be interpreted to include any prime contractor who has been awarded agreements by Owner for this project as well as any subcontractor/vendor contracted by them.
5. The form of the agreement for this work shall be "fixed fee" with a Guaranteed Maximum Price (GMP) that will be equal to the value shown as "Total Project Amount" found on the Proposal Form in attachment "B". The GMP may not be exceeded without a written amendment to the base contract agreed upon and signed by both parties to the base contract.

List of attachments

Attachment 'A' – Scope of Work
Attachment 'B' – Bid Form
Attachment 'C' – RFP Schedule

Attachment 'A' – Scope of Work

Project Scope

Program Description

- a. The program consists of four projects.
 - i. Demolition and replacement of the Parkrose Middle school.
 - ii. Three multi-purpose rooms added one each to Shaver Elementary, Russell Academy and Sacramento elementary Schools.
- b. The purpose of these traffic studies are for land use approval in the City of Portland.
- c. No increase in student population count is associated with any of this construction.

Work Scope

- a. Visit each school site during both the morning drop-off and afternoon pick-up period to observe traffic conditions. Pay particular attention to circulation for both bus (if appropriate) and passenger vehicle traffic, any queuing or circulation problems, on street and off street parking demand and availability with specific focus on impacts on neighboring residential areas.
- b. Prepare trip generation calculations for any increase in traffic associated with the construction or statements explaining that no increased traffic is expected if that turns out to be the case. Final reports should contain descriptions of likely impacts trips if applicable.
- c. A condition report of existing traffic conditions of the Middle School will be required. A separate report shall include suggestions for easing any existing traffic problems through construction operations on the site of the Middle School.
- d. The successful traffic management consultant will work with the District's design team (DOWA) to review and comment on designs for traffic management.
- e. A single written report for the three multi-purpose rooms will be required.

**Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011**

Attachment 'B' – Proposal Form – Page 1 of 2

Proposing firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-Mail: _____

Signature of authorized representative: _____ Date: _____

Project Fee - Detailed Task List

Proposer: _____

Date: _____

Project	Task Description	Employee Type					Hours Per Task	
		1	2	3	4	5		
		\$0	\$0	\$0	\$0	\$0		
Parkrose Middle School							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
Russell Multi-purpose room							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0
							0	\$0

**Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011**

Sacramento Multi-purpose room								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
Shaver Multi-purpose room								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
								0	\$0
			0	0	0	0	0	0	\$0

Hourly Wage Rates

Employee Type	Employee Title	Hourly Rate
1		
2		
3		
4		
5		

Reimbursable Expenses*: _____
Total Project Amount: **\$0**

*Note: Reimbursable expenses will be included in the contract amount.

Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011

A. Insurance Requirements

Each proposer shall include consideration for these insurance provisions in preparing their proposal. The following provisions apply to all services requested, and will be incorporated into the contract.

- General Liability. The consultant shall, at its sole cost and expense, secure and maintain such insurance as will protect the Owner, its successors and assigns, and the respective directors, employees and agents of each of the foregoing (by naming them as additional insured), from and against any and all claims, losses, harm, costs, liabilities, damages and expenses arising out of (1) public liability including (a) bodily injury (including death) in the amount of no less than \$1,000,000 combined single limit, (b) Employer's Liability in the amount of no less than \$100,000 per occurrence, and (c) property damage in the amount of no less than \$500,000 per occurrence (deductible of up to \$5,000 permitted) and (2) Automobile liability and property damage including Bodily Injury for autos owned or hired by the consultant in Oregon, and property damage in the amount of no less than \$1,000,000 combined single limit. The consultant shall also maintain state workers' compensation coverage as required by law.
- Certificate of Insurance. All such insurance shall be placed with such insurers and under such forms and limits of policies as may be reasonably acceptable to the Owner. Within ten days of execution of this Agreement, and annually thereafter, the consultant shall deliver to the Owner certificates of insurance (including renewal or replacement certificates) acceptable to the Owner and signed by the insurer or its authorized representative, certifying that the policies providing insurance of this kind and coverage are in full force and effect. The certificates shall further certify that the policies shall not be canceled or materially changes by either party without giving 30 days' prior notice of such cancellation or change and that the Owner is an Additional Insured. The foregoing requirements as to insurance and acceptability to the Owner of insurers and insurance to be maintained by the consultant shall not in any manner limit or qualify the liabilities or obligations assumed by the consultant under this Agreement.
- Professional Liability Availability. The Consultant shall indicate within their proposal whether or not their firm maintains Professional Liability Insurance. If coverage is currently held or can be obtained by the time of commencement of the requested services, please so indicate and identify the insurance carrier, the coverage limit, the deductible amount and the agent's name and telephone number.

B. Indemnification

Parkrose School District has the expectation that the professional services described herein will be conducted with due diligence, within the accepted standards of the profession and that the professional will accept responsibility for acts of negligence.

The consultant hereby releases and agrees to indemnify and hold harmless the Owner, its successors and assigns and the directors, employees and agents of each of the foregoing ("indemnities"), from and against any and all claims of third parties and losses, harm, costs, liabilities, damages and expenses (including, but not limited to, reasonable attorneys' fees) arising or resulting from such claims of third parties in any way arising out of or in connection with any misfeasance, malfeasance, bad faith or negligence, reckless disregard of, the performance of the services, obligations, or the acts or omissions of the consultant, the respective successors and assigns of the consultant, the directors, officers, employees and agents of each of the foregoing or anyone acting on their behalf in connection with this Agreement or its performance.

**Parkrose School District
Request for Proposals – Traffic Management Consulting Services for Bond Projects
November 2, 2011**

Attachment 'C' – RFP Schedule

- ❑ Request for Proposals Advertised: November 2, 2011
- ❑ Proposals Due by 2:00 p.m.: November 15, 2011
- ❑ Proposal Review: November 16, 2011
- ❑ Notice of Intent to Award: December 5, 2011
- ❑ Final Selection/Board Action: December 12, 2011
- ❑ Anticipated Notice to Proceed: December 13, 2011

Owner reserves the right to modify the dates of the RFP at any time.