

Morrow County
City of Boardman
Port of Morrow
&
Oregon Department of Transportation

Request for Proposals

October 16, 2019

Morrow County
Planning Department
Post Office Box 40
Irrigon, OR 97844



PROJECT OVERVIEW

Morrow County and their partners are requesting proposals from qualified consultants to complete an update to the Port of Morrow Interchange Area Management Plan, originally adopted in November 2011.

The Morrow County Planning Director will serve as the local project manager to coordinate the partners, the process and intergovernmental discussions so that planning and policy stay linked through completion of the project and beyond.

The project is anticipated to start approximately December 1, 2019 and conclude no later than December 31, 2020.

PROPOSALS AND SELECTION PROCESS

Five copies of the proposals, clearly marked "Port of Morrow Interchange Area Management Plan Update," along with an electronic copy on a thumb (USB) drive, must be received by 4:00 p.m. on November 22, 2019 at the following mailing address:

Carla McLane
Planning Director
205 Third Street NE
Post Office Box 40
Irrigon, Oregon 97840
541-922-4624
cmclane@co.morrow.or.us

COLLABORATION WITH STAFF/COMMUNITY PROCESS

Project staff will collaborate with the consultant to provide available existing mapping and data, including current and historical maps and aerial photos. The County has available some Geographic Information System database layers of land use and zone designations. It is recommended that before submitting a proposal, any consultant understand the County's information limitations, and to contact Stephen Wrecsics, Morrow County GIS Planning Technician, to discuss how this information can be used.

The Morrow County Planning Director, in conjunction with the partner representatives, shall serve as the Project Management Team (PMT). Consultant shall work in partnership with the PMT, which has the responsibility of guiding the project and review of products through the various project stages.

This project will also utilize a Technical Advisory Committee (TAC) to review work products and make recommendations to Morrow County and our partners through the project and at the adoption stage. The TAC is comprised of the PMT along with other technical representatives. A Public Advisory Committee (PAC) will also be utilized drawing from local property owners, port business representatives, and others. The Consultant shall hold an initial meeting with the PMT, TAC and PAC to kick off and present an overview of the project, including time lines.

The consultant shall be expected to participate in meetings with County and partners. Consultant will be responsible for presenting the final product. Staff shall be responsible for preparation of any required DLCD Notices for Plan Amendments.

GOALS AND OBJECTIVES

The Port of Morrow continues to grow and describes the growth in the 2017 Economic Impact Analysis released on December 12, 2017. Permanent employment is calculated at just shy of 8,500 jobs with an economic output of \$2.77 billion. Visible signs of this growth have come in the form of new and expanding data center development along with growth in the food processing industry.

This growth has put pressure on the Port of Morrow Interchange. In order to respond to this growth and development-related issues and to plan for the future, Morrow County and our partners are seeking an update to the 2011 Port of Morrow (POM) Interchange Area Management Plan (IAMP), incorporating options to address stacking and turning issues predominately on the northern side of the interchange. Any update to the POM IAMP will need to meet certain local and ODOT standards.

SCOPE OF WORK

All products must be produced in hard copies as well as electronic files, including database, spreadsheet and GIS. All electronic documentation must be compatible with Microsoft Office products and ARCGIS.

A. Complete the POM IAMP Update as follows (December 1, 2019- June 30, 2020): Step 1: Initiate the project with a Kick Off meeting of the PMT, TAC and PAC.

Complete an analysis of the current POM IAMP to determine necessary revisions to the figures and tables to be included in the Plan update. Consultant shall obtain peak period (AM and PM peak) traffic counts provided by ODOT and evaluate the proposed lane geometry at the intersections of:

- Laurel Road and Eastbound I-84 Ramps
- Laurel Road and Westbound I-84 Ramps
- Laurel Road and Columbia Blvd.

Operational analysis must include:

- V/C ratio
- Level of Service (LOS)
- Turning movements shown in figures
- 95th percentile queues.

Consultant shall summarize non-motorized transportation movements provided by ODOT for all count locations. Summary must include:

- Volume
- Type
- Direction

Consultant shall obtain 5 years of the most recent crash data from ODOT highlighting collisions for all modes, including time of day, crash type, crash severity, crash

cause/factors, collision type and reported location. Consultant shall compile all information into a report summarizing crash severity, crash locations and crash frequency. Consultant shall identify hot spots of safety issues and propose a list of potential mitigations to address the issues.

Consultant shall discuss general issues with freight movements, including congestion, roadway geometrics, and potential new generators.

Based on the analysis, Consultant shall prepare a summary of existing transportation system deficiencies in the Project study area. Data must be presented in tabular and mapped formats and include narrative.

Deliverables: Consultant shall complete the existing conditions technical memorandum, distributing to the PMT, TAC and PAC. Consultant shall hold a meeting to review the existing conditions memorandum.

Step 2: Consultant shall develop future (year 2040) traffic volume forecasts for the Plan update. Using existing and future traffic volumes, Consultant shall evaluate capacity at each of the 3 intersections during both AM and PM peak periods. Vehicle queuing shall also be evaluated to determine appropriate storage for turn lanes.

Consultant shall apply the 2010 Highway Capacity Methodology to perform level of service analysis for the 3 intersections. Consultant shall perform a 95th percentile queuing analysis using SimTraffic or VISSIM. Consultant shall provide an excel table showing the intersection volumes and V/C utilizing Synchro and SimTraffic or VISSIM. Consultant shall also, using linear interpolation, calculate the year each intersection does not meet the Highway Design Manual design life V/C.

Deliverables: Complete future conditions technical memorandum, distributing to the PMT, TAC and PAC.

Step 3: Generate concept development and analysis. Based on previous tasks, Consultant shall develop and evaluate proposed strategies to address each identified deficiency that is not already identified in the current POM IAMP.

Consultant shall consult with ODOT to ensure that new strategies affecting the I-84 and the POM interchange comply with agency standards. Strategies must be compliant with the Transportation Planning Rule (TPR) and Oregon Highway Plan (OHP).

Strategies must not be limited to construction projects, but must consider access management on all appropriate facilities, multiple modes, potential land use changes and Transportation Demand Management (TDM) recommendations.

Consultant shall use the Highway Safety Manual predictive methodology to assess the preferred alternative's ability to improve safety conditions on the local system for all modes (not on the freeway) at intersections changing with the build alternatives.

Deliverables: Complete technical memorandum, delivering to the PMT, TAC and PAC. Hold a meeting to discuss the future conditions technical memorandum and the concept development and analysis technical memorandum.

Step 4: Consultant shall prepare a draft memorandum summarizing the results of the findings. Consultant shall prepare a final memorandum based on draft review comments from the PMT. The memorandum must include the following sections:

- Project Purpose
- Analysis of the most recent 5-year crash history
- Crash rate for the Project section
- Identification of the top 10% SPIS sites
- Identification of the Functional Classification of the highway in accordance with the Oregon Highway Plan and Highway Design Manual
- List the Posted Speeds
- Provide the Annual Average Daily Traffic Volume (AADT) for Current Year and Design Year
- Provide the Truck Percentage

Complete amended Interchange Area Management Plan and other needed Plan components. Present to PMT, TAC and PAC. Consultant shall hold a meeting to discuss the final Plan documents

Step 5: Provide adoption ready materials to the PMT.

PAYMENT SCHEDULE

Develop a requested payment schedule showing the number, timing, and amount of interim and final payments. Relate interim payments to products, if applicable. The payment schedule should include a reasonable number of payments.

PROJECT PARTNERS

The project partners are Morrow County, the City of Boardman, the Port of Morrow and the Oregon Department of Transportation.

COSTS INCURRED

Morrow County and our partners are not liable for any costs incurred by the consultant in the preparation or presentation of the proposal or interview, if one is needed.

PROPOSAL FORMAT

The County requests that the Consultant respond to specific criteria that will facilitate proposal evaluation. The specific criteria are presented below. The criteria need not be presented on separate pages.

A. Introductory Letter

The letter shall name the person(s) authorized to represent the Consultant in any negotiations and name of the person(s) authorized to sign any contract, which may result. The letter shall indicate the insurance carried by the Consultant and be signed by an authorized representative of the Consultant.

B. Consultant's Capabilities

This criterion relates to the firm's capabilities and resources in relation to this project.

- Are resources available to perform the work for the duration of the project?
- What similar projects by type and location have been performed within the last three years?
- Has the firm done similar projects with other government agencies?
- Internal procedures and/or policies associated or related to work quality and cost control.

C. Project Team

This criterion relates to the project manager, key staff and sub-consultants. The basic question is how well the team's qualifications and experience relate to this specific project? Identify the project team in a matrix, to include number of hours by project manager on this project.

D. Please Include Information On:

Project principal experience on similar projects.

Extent of principal involvement.

Names of team members who will be performing the work on this project and their responsibilities.

Identity of project manager and his/her experience on similar projects.

Experience of key staff.

Unique qualifications.

Project team experience on similar projects.

Describe how the team's expertise covers all phases of the project.

Timeliness of delivery of services.

References from successfully completed projects managed by the contractor.

Utilization of locally procured goods, services, or personnel (as applicable).

Other services provided by the contractor not specifically listed in this RFP.

Total cost to the County.

E. Project Understanding

This criterion relates to whether the Consultant has a clear understanding of the project.

F. Project Approach

This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. It should include the proposed design outline and schedule that indicate tasks, milestones, and staff assignments.

The Consultant shall include an estimated fee for services to be used by the County for budgetary purposes. The fee estimate will not be used as an evaluation criterion.

G. Support Information

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, etc.

PROPOSAL REVIEW, EVALUATION, AND SELECTION

Review

Morrow County and our partners will select a proposal and Morrow County will award a contract to the consultant whose proposal would be most advantageous to the PMT. The County and partners will evaluate proposals and decide on those people to be interviewed. A selected committee will evaluate applicants, rank the proposals, and make recommendations to the County within two weeks of the submittal date. The County has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

Evaluation and Selection

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. No amendments, additions or alternates shall be accepted after the submittal deadline. Incomplete submittals, incorrect information or late submittals will be disqualified. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

Proposal Format and Evaluation Criteria Page Limitations and Maximum Points

Contents	Max.# Pages	Max. Points
Introductory Letter	1	5
Firm's Capabilities	1	20
Project Team	2	15
Project Understanding	1	20
Project Approach	2	25
Budget Breakdown	1	10
Support Information	2	5
TOTAL	10	100

CONTRACT REQUIREMENTS

The successful Consultant shall enter into a Personal Services Contract with Morrow County. Payment for contract services will be made not more than monthly, upon receipt of the Consultant's billing statement, for work done to date, in accordance with the contract. The invoice shall include a summary of progress through the billing date. All billings will be processed through the County project manager.

Morrow County nor our Partners will be liable for any pre-contractual expenses incurred. The County reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

The selected firm must agree to indemnify, hold harmless and defend the County and our Partners from any and all liability or loss resulting from any suites, claims or actions brought against the County or our Partners which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the County and our Partners. Additionally, all responses to this RFP become the property of the County and our Partners.

Any questions regarding this RFP should be directed to Carla McLane, Planning Director, Morrow County Planning Department at 541-922-4624 or cmclane@co.morrow.or.us.