

SUPPLEMENTAL INFORMATION TO REQUEST FOR PROPOSALS

MORROW COUNTY HERITAGE TRAIL PLAN UPDATE

May 6, 2024

TO: Interested Parties

FROM: Tamra Mabbott, Planning Director

RE: Follow up to questions submitted

Questions submitted are in bold; county response is in standard font.

1. **Is there as-built documentation of the portions of the 2000 plan that were implemented?** No, only general information about surface type in various segments.
2. **Is the intent to maintain the 2000 concept plan alignment in its entirety?** No, this update is intended to consider and recommend re-alignment in various segments, especially areas that are not yet improved or constructed.
3. **Is there base data available (topo/boundary survey, etc.) for the length of the trail?** County has a very basic GIS layer of the trail, not survey quality.
4. **Have jurisdictional or property owners changed since the 2000 plan?** Jurisdictions of public ownership (Army Corps of Engineers, including lease to Oregon Department of Fish & Wildlife, US Fish & Wildlife and Port of Morrow, leased areas to Irrigon and Boardman Park Districts) have not changed. Private landowners abutting the trail may have changed. County will provide list of landowners as needed for public involvement.
5. **Do the segments identified in the 2000 concept plan and below still apply and make sense?** Yes, the list has been updated to clarify. Additionally, update should consider alignments along county and Port of Morrow-owned rights of way to allow and plan for a connection between the cities of Irrigon and Boardman.
 - **United States Army Corps of Engineers West**
 - **Boeing/Agri Industrial and Port of Morrow**
 - **City of Boardman/Boardman Parks & Recreation District**
 - **Port of Morrow**
 - **US Fish and Wildlife Umatilla National Wildlife Refuge**
 - **City of Irrigon/Irrigon Park District**
 - **Oregon Department of Fish and Wildlife (leased from Army Corps of Engineers)**
6. **In section 4.1, there is reference to “email proposals only” but the Contact section on page 3 states that proposals should be submitted “via hand delivery, email, U.S. Postal Service, FedEx, or UPS.” Should proposers only submit via email?** A paper copy in addition to an electronic submittal is welcome but not required.

- 7. Per the instructions that the proposal should include a 2-page cover letter and 8-page response, not including resumes and certificates of insurance. Does this 8-page requirement mean 8 sheets with two sides of content or 4 sheets with two sides of content?** You may submit up to 8 pages, single-sided.
- 8. Should the cost proposal be submitted separately, outside of the 8-page limit?** You may submit separately.
- 9. A scoring breakdown is referenced in the RFP for the proposal submission, but no details are listed. Can you provide the evaluation scoring for the proposal sections?** Scoring matrix is attached below.
- 10. In Section 4.2.2 General Information, j) The Proposer shall provide links to at least three (3) government building projects their firm has successfully seen through to completion. Is this in reference to government structures such as picnic shelters and trailhead restrooms for recreational facilities?** Yes, a trail facility would be another example. Note, this project is for a plan only, not construction.
- 11. In Section 3.1 Scope of Work, you reference Policy Impacts and Adaptations and Performance Metrics. Can you please clarify the scope of this work in more detail?**
The expectation is that only general performance metrics would be identified as a tool for county and community to measure progress of trail plan implementation over the years. Policy impacts and adaptations are expected to require minimal work on the part of the consulting firm. County staff will be an active participant in the process and will identify any policy changes that may be required.
- 12. In Public Outreach and Stakeholder Involvement section, you reference “A final draft of the plan will be presented to the Committee and the Morrow County Board of Commissioners during the adoption process.” Can you clarify who this committee is comprised of and what their involvement in this project will be?** County staff have assembled a list of local stakeholders, agencies and other people interested in the Heritage Trail and in trails generally. These people will participate in meetings and provide local input on the proposal prior to submission to the Board of Commissioners for formal adoption.
- 13. In Section 6.1.D Proposed Cost Estimate for Work. Final amount subject to negotiation. Please clarify if the cost estimate for work is to be submitted under separate cover in accordance with ORS 279C.110(5).** You may submit as part of the 8 pages noted in item 8 above or separately. If the consultant finds the total funding is not sufficient, the consultant may identify what portions of the project may be minimized or eliminated. Note, the county does not have additional funds to allocate to this project.
- 14. Is there a specific timeline/schedule that is targeted for completion?** Project must be completed no later than December 31, 2025, in accordance with the OPRD grant agreement.
- 15. Who are the stakeholders anticipated to be involved with the planning process?** Government agencies that own and/or manage lands, Port of Morrow, City of Irrigon, Irrigon Park District, City

of Boardman, Boardman Park District, local tribes, local residents, trail users and others interested in the Heritage Trail.

16. Will Spanish speaking translation be important? Yes, Morrow County has a very large Hispanic population. County may provide some assistance with translation services if this presents a significant budget constraint.

17. How much support with public engagement is anticipated?

County staff have assembled a contact list and contact information including landowner and land management agencies, local landowners, and other stakeholders. Other parties may be added, and consultant may recommend other parties not on the list. County will assist, as needed, with posting notices, setting up meeting venues, and additional outreach, etc.

MORROW COUNTY COLUMBIA RIVER HERITAGE TRAIL

Scoring Metric, 100 points total – will determine 1-2 finalists.

Reviewer: _____

Company/Organization: _____

1. History working with Morrow County and/or Clients in Eastern Oregon or other rural areas **(10 points)**.
2. Experience with Similar Projects **(40 points total)**, will include reference investigation:
3. Project Understanding & Innovations/Creativity **(5 points)**. Does your team believe there are any innovations or approaches that could be modified to create a more effective and successful project?
4. Proposed Project Approach & Workplan **(20 points)**. How would your team propose to accomplish the scope of work? Explain how your team would accomplish the proposed scope of work within the required schedule and project budget. Provide an estimated breakdown of time expected (by a percentage of your total work) on each task.
5. Project Team Qualifications and Firm Availability **(10 points)**. Explain how your team will have all the necessary subject-matter expertise to effectively and successfully complete the project. Explain which members of your team will perform what duties.
6. Ability to Complete All Tasks **(10 points total)**. Explain how your team, which can include sub-contractors, would accomplish all of the proposed tasks and activities in the RFP.
7. Minority, Woman-owned, Emerging Small Business/Oregon Certification Office for Business Inclusion and Diversity (COBID) Status **(5 points)**.