

**Request for Proposals**  
**Ewing Young Park Trail Bridge**  
**Professional Design Services**  
**July 27, 2021**

Chehalem Park & Recreation District is requesting competitive design proposals for a new pedestrian, maintenance bridge (refer to *Bridge B*) over Chehalem Creek in Ewing Young Historical Park located at 1201 Blaine St. Newberg, OR. Proposals are due 4:00 p.m., Tuesday, August 24th. Late proposals will not be accepted.

Environmental Site analysis and Master Plan: Completed March 2019  
Preliminary discussions with City of Newberg and Yamhill County Planning Departments: 2018 - present  
Construction dates: 2021 - 2022

Popular Ewing Young Park and its trail (total 46 acres) require a bridge crossing in order to access 11 undeveloped acres located on the west side of Chehalem Creek. This bridge will allow access by existing trail system to the 11 acres. The property is located within the 100-year floodplain and is subject to backwater flooding from the Willamette River. Development within the floodplain is limited, but it can be used for public trails, birdwatching, residential access, and disc golf expansion. The location of the bridge was selected based on topography, width of crossing, and proximity to existing and future trail access. The floodplain it will span includes both forest and shrub emergent wetland plants, including red osier dogwood, Pacific ninebark, various willows, western red cedar, Oregon ash, Douglas fir, slough sedge, lady fern, rushes, meadow foxtail and other various grasses. Chehalem Creek has been identified as a spawning ground for Chinook salmon. This will meet the District's park and trail masterplan goals of capturing the solicited and documented desire of the community for outdoor trails, as well as our agency mission, "to connect and enrich our community through parks, recreation, open space, natural resources, and educational opportunities," while respecting the constraints of the land and minimizing negative impacts.

The anticipated project includes all engineering, design work and other professional services associated with the new Glued-Laminated pedestrian bridge and connection to the existing trail. Bidding assistance for the construction phase of this project is also requested. This new bridge will span Chehalem Creek from an existing trail system and allow the District to create new trails and amenities on the 11 acres of isolated property.

About the District

CPRD provides park and recreation activities to residents in eastern Yamhill County. CPRD's service area encompasses Newberg, Dundee, and unincorporated areas in eastern Yamhill County. For more information, refer to the District's website at <https://www.cprdnewberg.org/general/page/ewing-young-historical-park-bridge-project>

## SCOPE OF SERVICES

Develop, permit, and provide construction services for this approximately 100' Glued-Laminated bridge. The project is expected to be permitted in 2021/2022 and constructed in 2022.

Desired services include:

1. Wetland delineation (Chehalem Creek floodplain)
2. Joint Permit Application
3. Wetland mitigation design
4. Cultural Resources survey
5. Geotechnical report (earthwork, bridge pier if needed and abutment foundations)
6. Land use permitting
7. 30/60/100 percent design submittals
8. NEPA services
9. Grading and building permits (including 1200-C)
10. Construction bidding assistance
11. Construction services

The District is soliciting proposals from qualified consultants with experience in trail design and permitting for this project, with additional services as described above. Attached are documents related to the project.

## PROPOSAL SUBMITTAL

Proposals must be submitted no later than 4:00 p.m. on Tuesday August 24, 2021. Submit proposals electronically by email to the project manager by 4:00 p.m. on the due date, or you may deliver a hard copy to the District Office, located at 125 South Elliott Rd. Newberg, OR 97132. Questions regarding submittals should be directed to Casey Creighton, Parks Supervisor at [ccreighton@cprdnewberg.org](mailto:ccreighton@cprdnewberg.org) or direct at 503-519-6154.

### Pre-proposal Conference/Addenda

An optional pre-proposal conference will be held at Ewing Young Historical Park located at 1201 Blaine St. Newberg OR on August 2, 2021 at 1:00 p.m. Statements made at the pre-proposal conference by the District and its representatives are not binding upon the proposer unless confirmed by written addendum.

The District may issue written addenda to this RFP that update or modify RFP requirements. The District will endeavor to send addenda to all recipients of this RFP by email. The District cannot guarantee that all recipients will receive the addenda and is not liable for the failure to deliver addenda. Agents are responsible for checking with the District to determine if they have received all addenda.

## Anticipated Schedule

The following schedule outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and the District reserves the right to change the schedule without notice.

RFP Released	July 27, 2021
Pre-Proposal Conference	August 2nd, 2021
Proposal Due Date	August 24th, 2021
Proposal Reviews Complete	August 26th, 2021
Notice of Intent to Award	August 30th, 2021
Notice to Proceed	August 31st, 2021

Design development & Permitting Phase      September 2021-May 2022

Construction Start      June 1, 2022

Substantial Completion October 15, 2021

## PROPOSAL FORMAT

Proposals submitted in response to this request should be clearly identified, clear and to the point. Emphasis should be placed on specific qualifications of the people actually performing on the project and/or product provided and the organizations ability to manage the project.

Proposals must not exceed (15) single-sided pages of material. Proposals shall include the following to assist in the evaluation:

### 1. Cover Letter

Provide a letter of introduction signed and dated by the authorized representative of the organization submitting the proposal. Provide a statement that your proposal will be valid for a minimum period of 90 days; and acknowledgement receipt of any addenda issued during the RFP process.

### 2. Basic Qualifications

Provide general information relative to the organization's size, history, areas of expertise and proposed service team structure.

### 3. Performance History

Provide at least three (3) clients, within the last five (5) years, for similar projects that directly relate to the scope of services to be offered by your firm.

References should include:

- Name of organization and contact person
- Contact telephone number
- Contact email address
- Type of project and scope of services provided
- Original contract value

### 4. Understanding and Approach

Describe your understanding of the scope of services. For each scope area please describe your approach to the work and how you will manage the tasks to meet project requirements and schedule.

### 5. Compensation Information and Fees

Provide a fee schedule of hourly rates, product costs, etc.

## PROPOSAL CONDITIONS

### RFP Not Basis for Obligations

This RFP does not constitute an offer to contract and does not commit the District to the award of a contract to anyone, or to pay any costs incurred in the preparation and submission of proposals. The District reserves the right to reject any or all proposals that do not conform to the requirements stated herein. The District also reserves the right to cancel all or part of this RFP for any reason determined by the District to be in the public interest.

### Contract Terms

Contracts resulting from this RFP will materially conform to District's Agreement and General Conditions, incorporated into this RFP by reference and available for review from the District, subject to the District's right to negotiate as described in this RFP.

### Confidential Information

The District is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.345, 192.355, or other applicable law. Examples of such exemptions are: trade secrets (ORS 192.345 (2)) and computer programs (ORS 192.345 (15)). Pursuant to ORS 279C.410, proposals will not be open for public inspection until the Notice of Intent to Award is issued. Thereafter, the District will not disclose records submitted by a Proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:

1. The Proposer shall mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and shall segregate those pages in the following manner:
2. Such pages shall be clearly marked "Confidential" on each page of the confidential document.
3. Proposer shall separate confidential pages from its other proposal pages by providing the confidential pages to the District in a separate envelope or package.
4. In its proposal, Proposer shall cite the specific statutory exemption in Oregon Records Law exempting such pages from disclosure.
5. Proposers may not mark an entire proposal confidential. Should a proposal be submitted in this manner, the District will hold no portion of the proposal as confidential, unless such a portion is segregated as per 5.8 b) and is determined exempt from Oregon Public Records Law Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the Yamhill County District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will make reasonable attempts to notify the Proposer of the pending disclosure.

### SELECTION PROCESS

#### Proposal Evaluation

An evaluation committee of no fewer than three Chehalem Park and Recreation District employees will evaluate the proposals in accordance with the evaluation criteria below. The District will then rank the proposals. Contract negotiations will occur with the highest ranked consultant. In the event these negotiations are unsuccessful, the District will terminate the negotiations and will begin negotiations with the second highest ranked consultant. Proposing consultants will be notified when the District has selected a consultant and negotiations have been completed.

#### Criterion Weight or Points

Criterion	Weight or Points
Cover Letter	Pass / Fail
Basic Qualifications	30%
Performance History	30%
Understanding and Approach	30%
Compensation and Fees	10%
TOTAL	100%

#### Notification of Intent to Award

The District shall notify proposers of its Intent to Award by email.

## Award of Contract

If the District awards a contract pursuant to this RFP it will award a contract to the responsible proposer whose proposal the District determines in writing is the most advantageous to the District based upon the evaluation process and criteria described in this RFP, applicable preferences, and the outcome of any negotiations authorized by this RFP.

## Protest of Contract Award

A Proposer may protest the Intent to Award a contract may do so, provided the Proposer is adversely affected because the Proposer would be eligible to be awarded the contract in the event that the protest is successful; and the reason for the protest is:

1. All higher-ranked proposals are non-responsive;
2. The District has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials;
3. The District has abused its discretion in rejecting the protestor's proposal as nonresponsive or;
4. The District's evaluation of proposals or the District's subsequent determination of Award is otherwise in violation of Public Contracting Rules or the Public Contracting Code. All protests of Award must be in writing and physically received by the title of procurement official no later than 5:00 p.m. on the on the seventh day after the date of the Notice of Intent to Award. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest. Protests not filed within the time specified in paragraph above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed. An issue that could have been raised by request for clarification or protest of the solicitation is not a ground for protest of award.

## ATTACHMENTS/LINKS

Project webpage:

<https://www.cprdnewberg.org/general/page/?????> Casey, I can build you a page as soon as you have content for it.

\*Glued-Laminated Pedestrian Bridge

### 1.0 General Requirements

1.1 Bridge design company required to also supply and install structure for streamlining.

1.11 Description: This section includes the design, fabrication, and supply of premanufactured Glulam pedestrian boardwalks/bridges (type of bridge to be determined). The boardwalk/bridge to consist of pressure-treated Glulam timber components, and the supplier shall furnish all material including connecting hardware for a complete installation.

1.2 Design Criteria: Live Load: 90 or 100 PSF (as required), Dead Load: weight of structure, Vehicle Load: maintenance vehicle (infrequent load) – 17,000 lbs. max. Wind, snow, and seismic loads per local building code.

1.3 Qualifications: The bridge supplier must be a company specializing in the design and fabrication of timber boardwalks/bridges, with a minimum of (5) years documented experience.

### 1.4 Submittals:

1.4.1 Submit shop drawings, design calculations, and product data. Shop drawings shall include: general layout of structure, footing plan, elevation and cross section, and fabrication details for all wood members and steel assemblies.

Include all pertinent dimensions, wood grades, drilled holes, fasteners, cambers, connectors, and types of preservative treatment. Shop drawings to be stamped by registered engineer from state project is located in.

1.4.2 Submit design calculations stamped by registered engineer licensed to practice in the state where the bridge is being constructed.

1.4.3 Furnish an AITC or APA-EWS Certificate of conformance stating that the Glulam conform to the specifications.

1.4.4 Furnish a Certificate of Treatment stating that the Glulam/Sawn lumber have been pressure-treated in accordance with the AWPAs specifications using an approved oil-borne treatment.

## 2.0 Products

### 2.1 Materials: Douglas Fir

2.1.1 Glulam and Sawn Lumber. Glulam/Sawn Lumber shall be West Coast Douglas Fir. Grades are required by the design. The appearance shall be Industrial, except handrails, to be Architectural. Adhesive shall be 100% waterproof phenolic resin glue.

2.1.2 Hardware. Manufacture to supply all necessary hardware required to assemble the bridge. Hardware to be ASTM A-307. All hardware to be hot-dipped galvanized per ASTM A-123.

### 2.2 Fabrication

2.2.1 All Glulam members to be incised and fully fabricated prior to preservative treatment in a plant with the facilities for performing work specified. Factory drill all holes to the extent possible. Field cuts and bores to be treated with Copper Naphthenate per AWPAs M4.

## 3.0 Execution

### 3.1 Delivery, storage, and handling:

3.1.1 The purchaser or installer is responsible for handling and protection of the bridge members after arrival at destination. All bridge materials shall be unloaded and handled with a forklift or crane using forks or nylon sling.

3.1.2 If bridge materials are to be stored at the site, these must be placed on a level surface and stickered to prevent warpage and twisting. 3.1.3 Any damage must be reported immediately to the bridge supplier's engineering department.

### 3.2 Installation

3.2.1 Install the timber bridge according to the manufacturer's shop details and installation drawings. Set structural members in location and to elevations indicated. Make provisions for erection loads and provide temporary bracing to maintain bridge true and plumb, and in true alignment until completion erection.

3.2.2 Do not field cut, drill, or alter structural members without written approval from the timber bridge company's professional engineer.

## 4.0 Foundations

4.1 Bridge supplier shall provide bridge live load and dead load reactions, anchor bolt locations and abutment layout to purchaser.

4.2 Alternately, the purchaser may contract with the bridge supplier for the design of the bridge foundations. Purchaser is responsible for obtaining all needed soils, hydraulic and survey information required to design footings (all pertinent information).



