

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. *They are not listed in a priority order.*

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder’s questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City’s public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT

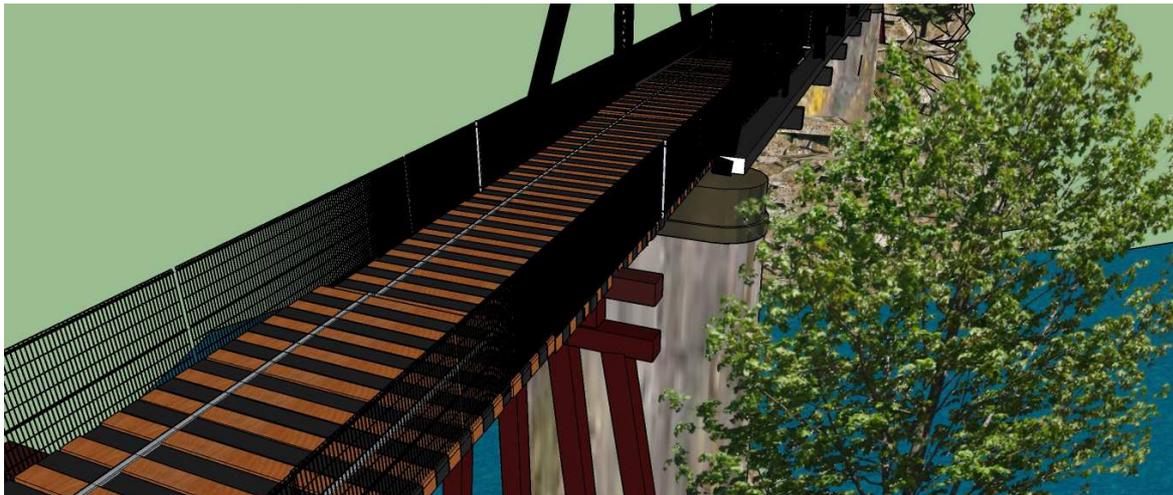


Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 **Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.**

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. *They are not listed in a priority order.*

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder’s questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City’s public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projects and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT

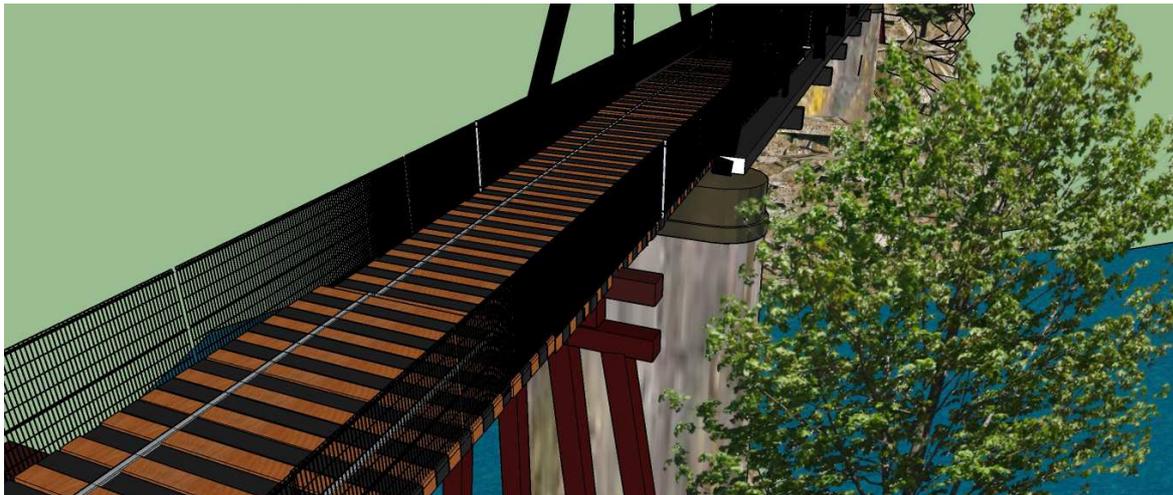


Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES**

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. They are not listed in a priority order.

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder’s questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City’s public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projects and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. *They are not listed in a priority order.*

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder’s questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City’s public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES**

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. They are not listed in a priority order.

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder's questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City's public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. They are not listed in a priority order.

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder's questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City's public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. *They are not listed in a priority order.*

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder’s questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City’s public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376

CITY OF MILL CITY, OREGON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Mill City – Historic Railroad Bridge Preservation

I. GENERAL

I.A - Introduction

The City of Mill City (City) is seeking Statements of Qualifications from firms qualified to provide engineering services for preliminary and final design plans to rehabilitate the historic railroad bridge/recreational trail in Mill City, Oregon and to assist the City with selection of a contractor and project management.

The City Council has appointed a 9-member citizens committee, the Save Our Bridge (SOB) Committee to raise funds, plan and coordinate the preservation of the bridge. The City's goal is to proceed with preservation of the Historic Railroad Bridge by October 2019, the centennial of the year the bridge was moved and placed over the North Santiam River in Mill City.

I.B – Background Information on the Historic Railroad Bridge and Community

I.B.1 History

Mill City's Historic Railroad Bridge was built in 1888 and was moved to Mill City by Southern Pacific Railroad in 1919 where it replaced the original bridge made of all wooden timbers. The current structure is one of two Phoenix Column bridges in Oregon.

The bridge reflects the special connection that Mill City and the North Santiam Canyon have had with the railroad. In 1887, Santiam Lumbering Company was formed, and Mill City was established in anticipation of the railroad reaching the area in 1888. The existence of Mill City was directly tied to the ability to move logs and lumber to the local mills and to the Willamette Valley. The railroad was also the main transportation system for both people and freight prior to the development of an all-weather road system. The Santiam Lumbering Company was purchased by W.W Curtiss in 1899 and A.B. Hammond in 1900. As Hammond Lumber Company, the mill was expanded to become one of the largest lumber mills west of the Rocky Mountains.

Southern Pacific Railroad suspended service to Mill City in 1967, and in 1971 the last train crossed the bridge. A portion of the original line still services the Frank Lumber Company Inc. and Freres Lumber Company Inc. located on Lyons-Mill City Drive.

The City acquired the bridge and old railroad ROW in the early 1990's and redeveloped the bridge and a 1.5-mile recreational trail in 1995. The City's goal is to renovate the bridge structure by October 2019, the centennial of when the bridge was moved to Mill City.

I.B.2 Current Condition

The structural integrity of Mill City’s Historic Railroad Bridge was evaluated in 2014 by the Ausland Group of Eugene. Weathering and usage over time have led to the need for preservation.

The Ausland report recommends the City repair or replace structural timbers, stringers, sills and removal of railroad ties under the bridge deck. In addition, the City wants to clean and paint the metal bridge structure and upgrade the recreational trail by replacing decking and railings and by adding lighting and streetscape amenities

I.B.3 Current Use and Planned Preservation

Mill City’s Historic Railroad Bridge serves as a well-used bike and pedestrian trail, a meeting place for friends and a prime location for viewing the Mill City Falls and migrating salmon and steelhead in the North Santiam River. The bridge is at the center of a 1.5 mile long recreational trail through Mill City. Two city parks, Hammond Park and Mill City Falls Park, are at the east end of the bridge. The bridge carries a 12” water main that links the City’s water system in Marion and Linn Counties.

Hammond Park, Mill City Falls Park, the Wall Street Historic Area, and the Canyon Life Museum are all located in the immediate vicinity of the Historic Railroad (Recreation Trail) Bridge. This area is a gathering place and important community focal point. Currently the parks and river attract fishermen, kayakers, canoers, rafters, swimmers, picnickers, photographers, visitors traveling the Hwy 22 corridor and those looking for historical information about the area.

Mill City officials have concluded that the City has a unique opportunity to create an historical/cultural destination point near the bridge on Wall Street, just off Oregon Highway 22, a major transportation corridor between Salem and Central Oregon.

The historic bridge serves as the centerpiece for the recreational trail, nearby parks, museums and businesses. The Canyon Life Museum in the renovated railway depot tells the story of the local lumber and wood products industry and the history of the Oregon Pacific Railroad. The museum and proposed interpretive signs at the Historic Railroad (Recreation Trail) Bridge create opportunities for long-time residents to share Mill City’s heritage with visitors, newcomers, children, and youth. Between the two sites, the story of the canyon’s economic history and the connection to the North Santiam River, geology, anadromous fish, timber industry, railroad and the surrounding forests can be told.

The successful preservation of Mill City’s Historic Railroad Bridge will ensure another 50-75 years of public use and enjoyment

I.B.4 Fundraising to Date

The City of Mill City and two counties have a keen interest in revitalizing the historic railroad bridge, the recreational trail that crosses the bridge and nearby parks.

The City is seeking federal and state grants, foundation grants, in-kind contributions of materials, and donations to finance the bridge preservation and park improvement projects. In October 2017, Marion County and Linn County partnered with the City of Mill City to file a federal TIGER grant application to finance the bridge preservation project and nearby roadway improvements. The City will be submitting other state and foundation grants in early 2018. The SOB Committee is working

with several Oregon wood products firms to obtain donations of structural members for the bridge preservation.

As of January 1, 2018, the City of Mill City and the City's Save Our Bridge Committee have raised close to the initial goal of \$400,000 for the bridge preservation project.

I.C - 2014 Ausland Group Assessment of the Historic Railroad Bridge

In 2014 the Ausland Group of Eugene, OR performed a comprehensive inspection of the Historic Railroad (Recreation Trail) Bridge in Mill City. They were tasked with providing a detailed assessment of the current condition of the bridge, including site inspections, testing of structural timbers, and completing a structural load rating assessment. The Ausland Group used a five-category condition rating scale to assess the remaining functional life for the bridge's structural members. The categories were:

- Condition 1: Condition appears adequate for the next 10 years or greater (*Good*)
- Condition 2: Consider rehabilitation or replacement in 5-10 years (*Fair*)
- Condition 3: Plan for replacement in 3-5 years (*Poor*)
- Condition 4: Replace within 1-3 years (*Bad*)
- Condition 5: Replace immediately, or as soon as practical (*Intolerable*)

The Ausland Group report includes their analysis, drawings, findings and recommendations for rehabilitation and routine maintenance. They recommend, at minimum, that the City replace deteriorated structural members. A copy of the Ausland Group report is available on the City of Mill City website: <http://www.ci.mill-city.or.us/documents>.

I.D – Save Our Bridge Committee Priorities for the Bridge Preservation and Repair

The City's "Save Our Bridge Committee" has been working since 2014 to plan for the bridge preservation. They reviewed the Ausland Group report and worked with Bob Hirte, Vice-President, Hamilton Construction, Inc. to review project elements, review design concepts, develop a list of options, prepare a preliminary estimate of costs.

The City Council's and the Save Our Bridge Committee goal is to restore and repair the historic railroad bridge and extend its life for another 50 to 75 years. The SOB Committee wants the bridge preservation to use materials and colors that are consistent with the appearance of the railroad bridge as it looked in the 1920's to 1940's. Whenever possible the SOB Committee wants to use materials and colors that are consistent with the historical appearance of the bridge, i.e. no steel beams or concrete decking.

In 2017, the SOB Committee recommended a "Base Project" and "Additive Alternates" to the City Council. The City Council concurred with the SOB Committee recommendations and authorized the SOB Committee to seek additional funding for the project. The SOB Committee has prioritized the project elements as follows:

I.D.1 Priority 1: Replace sections of the heavy timber substructure which are in poor condition and replace corroded rods embedded in concrete piers at both ends of the truss.

The Ausland Report states that there is decay in some of the structural timber members (Condition #4). Some structural members appear to be almost completely rotten (Condition #5). They rated much of the heavy timber substructure of the approach spans of the bridge to be in very bad condition (Condition #5) and recommended they be replaced immediately.

The report also states that some of the sills and caps could fail in an extreme event or under the weight of a large gathering. “Eventually the decay will completely destroy the cell walls and they will no longer be able to support their own weight” (page 12, Ausland Report 2014).

The report also states some of the ends of braces have decayed completely so they are no longer connected to the posts. These braces are important to the stability of the structure and to prevent post buckling. Ausland suggested that these be replaced to ensure the longevity of the structure.

In addition, there are rods embedded in concrete piers at both ends of the truss. These rods are corroded and some are severely corroded. “In an extreme event like a strong earthquake or a flood carrying large debris or hurricane-force winds might be able to move the truss in its present condition. Adding anchor rods would be inexpensive and would be considered cheap insurance.” (page 12, Ausland Group Report, 2014)

If funding is available, the SOB Committee would like to replace all of the heavy timber structure. The Engineering Consultant will be expected to evaluate costs for options ranging from selective replacement to complete replacement the wooden timbers, bents, sills and caps.

I.D.2 Priority 2: Replace stringers (existing railroad ties under the decking)

Beneath the existing deck on the bridge “are the original railroad ties which add significant dead load to the bridge but more importantly, they trap moisture against the top of the stringers encouraging decay in these primary structural members” (page 12, Ausland Report 2014). Also, the deck ties overhang the stringers so far that they are overstressed under design loads. The Save Our Bridge Committee recommends removing all ties and replacing the stringers and decking. The Engineering Consultant will need to evaluate options to modify the connection to the recreation trails to ensure the existing bridge deck elevation remains the same as it is now. New stringers will be installed to support new decking and replacement railings. The decking should be designed to support light-weight emergency vehicles and utility trucks. A list of estimated wood components is attached as Exhibit “B”

I.D.3 Priority 3: Replace the existing decking

The Ausland Report (page 12) stated “what limits the capacity and usefulness of the bridge is the deck system. The decking, which is 2x6” lumber spanning more than 2 feet in most locations, is not capable of supporting even modest wheel loads. Projecting above the decking and well within the travel way are two longitudinal felloe guards that create tripping hazards for pedestrians and cyclists.” New wood or composite decking will eliminate these problems and make the bridge ADA compliant. The Save Our Bridge Committee has discussed providing a 14’-wide bridge deck using 4” x 10” wood decking and staining the decking to provide the appearance of ties and rails running across the bridge.

I.D.4 Priority 4: Replace the safety railings

The existing wood safety railing is in fair condition but requires continued maintenance. The wood railing partially obscures views of the river. The SOB committee proposes to replace the railing with a black metal railing with mesh screening that meets current safety codes. New metal railing and fencing will improve safety and provide less obstructed views of the river below and reduce vandalism. Exhibit “A” is a proposed rendering of a new deck and railing on the bridge.

I.D.5 Additive Project Elements – Dependent on Available Funding

The SOB Committee has identified other desired improvements, depending on the amount of funding available for the project. These elements are listed below. They are not listed in a priority order.

I.D.5a Relocate the existing water main that sits on the bridge deck and rehang the pipe under the bridge with new connectors to withstand an earthquake.

The 12” ductile iron water main (2004) is located on the bridge decking and under the approaches. The wood box around the pipe takes up 2+ feet of the width of the deck. The SOB committee would like to rehang the pipe under the bridge and add seismic upgrades to the pipe connections.

I.D.5b Clean and repaint bridge

The metal structure of the bridge has not been cleaned or painted since 1995. The paint on the bridge is fading and thin in some spots. In other areas there are bare spots that are unpainted. The metal components of the bridge are critical members for corrosion and should be prioritized in any painting that is done. Also, there is a considerable amount of moss and lichens growing on the bridge which would need to be cleaned off prior to re-painting. The proposal is to clean and paint the bridge black, in keeping with the historic color of the bridge shown in photos dating back to 1919. *Note: The lead paint was removed from this bridge the last time the bridge was painted in 1995.*

I.D.5c Install decorative and safety lighting on the bridge and approaches.

I.D.5d Replace the existing railing to and around the Hammond Park observation deck and the 1st Avenue highway bridge at the east end of the historic railroad bridge.

I.D.5e Add benches and stairs down to river at the west end of the bridge

I.D.5f Interpretive signage on the history of the bridge, Mill City’s lumber industry heritage, salmon/steelhead migration and geology of the Mill City Falls and the North Santiam River.

I.D.5g Recreational trail improvements from the bridge west to Wayside Memorial Park, including benches, lighting and wayfinding signage.

I.E Project Cost Estimates

Bob Hirte, Hamilton Construction, Inc., has volunteered his personal time to the Save Our Bridge Committee to help the committee review project priorities and to provide a preliminary construction cost estimate for the bridge preservation. He has utilized his firm’s construction estimating software to develop a detailed project cost estimate.

I.E.1 Option 1: Full Bridge Preservation.

The cost estimate for a full preservation of the bridge is up to \$2.6 million. This includes all of the elements discussed above in Section I.D. This will require obtaining large federal or state grants to complete the work.

I.E.2 Option 2: Structural Preservation and Recreational Trail Improvements

The SOB Committee and City Council have set a \$1.2 to \$1.4 million fundraising target in order to complete Priorities #1 through #4, listed above. This project will replace most, if not all, structural members under the bridge deck and refurbish the deck and railing for the recreational trail over the bridge.

I.E.3 Option 3: Structural Preservation only

The Ausland Report recommends, at minimum, that the City replace selected structural members to arrest deterioration of the bridge structure. The City believes it has most of the funding secured for this work.

I.F - Project Funding

Project funding will be provided by the City of Mill City. The City is seeking federal, state and private foundation grants to support the project.

I.F.1 Funds Committed to Date \$ 400,000 as of January 1, 2018.

I.F.2 Grant Proposals: TIGER Grant and other federal/state funding sources.

Additional project funding is being sought from the U. S. Department of Transportation (TIGER Grant). A decision on this grant application is expected by 2018. Grant applications will be submitted to the Oregon Parks and Recreation Department, ODOT and private foundations in 2018.

If federal and/or state grant funding is obtained, the overall project shall comply with federal and/or state requirements for the engineering services agreement, construction, contract administration, wage rates and regulatory permits required by the state or federal funding agency.

I.F.3 Foundation Grants, In-Kind Material Donations and Private Contributions

The SOB Committee will submit private foundation applications in 2018 to fund elements of the project. The City is also working with local wood products firms and larger regional firms to secure in-kind donations of structural timbers, stringers and decking materials.

I.G – Design Deadlines

In order for the City to proceed with federal, state and private foundation grant applications, the City Council and SOB Committee have concluded that the City needs to have a current preliminary engineering report.

The preliminary design report will include a recommended priority list of proposed bridge preservation work, a phasing plan depending on the level of funding available, updated cost estimate, 50% design plans and specifications and a recommendation on the contractor selection process.

I.G.1 Preliminary Design Report. The preliminary design report shall be completed within 90-days of execution of a contract with the City of Mill City. The Engineering Consultant and City will develop a time line for completion of the 30% plans and specifications as part of this report.

1.G.2 Final Design Plans and Specifications. The City must authorize preparation of the final design and preparation of final bid specifications in writing, after the City determines the level of funding for the project.

II. SCOPE OF WORK

The scope of work presented in the SOQ must clearly define the Engineering Consultant’s understanding of the Mill City Historic Railroad Bridge Rehabilitation Project.

At a minimum, the Scope of Work must address the following items:

II.A – Task 1 – Project Design Startup Meeting

The Engineering Consultant will conduct a startup meeting where the Engineering Consultant introduces his key team members, provides a complete scope of work, detailed project schedule, design and construction budget, tasks and milestones to be met and otherwise show how they will carry the project from start to completion.

At this meeting the Engineering Consultant should identify specific information needed from the City. The City’s expectations will also be reviewed. Any concerns or suggested modifications from the direction provided in this SOQ will be addressed at this meeting.

II.B – Task 2 – Preliminary Design

The project must be designed to allow for construction of the historic bridge preservation as a complete project or in two or more phases. *See Section I.D – Save Our Bridge Committee Priorities for Bridge Preservation.* Project Elements will include:

Base Project

Priorities #1 & #2:	Historic Railroad Bridge Structural Repairs
Priority #3:	Replacement of Existing Bridge Decking
Priority #4:	Replacement of Railings

Additive Project Elements:

Item I.D.5a	Relocate 12” Water Line and Seismic Upgrades
Item I.D.5b	Painting of Metal Bridge Structures
Items I.D.5c to 5g	Public Space Elements: Lighting, recreational trail improvements, interpretive signage, west end stairs and river access.

The Engineering Consultant shall utilize the information from the Ausland Group report and shall consult with the construction subcommittee of the SOB Committee to identify project priorities.

The Engineering Consultant will be expected to work with the Save Our Bridge Committee to discuss and prioritize the Base Project elements and the Additive Project elements. The inclusion of Item I.D.5a “Relocate 12” Water Line and Seismic Upgrades” in the project will impact other design issues. The Engineering Consultant will be expected to evaluate whether or not this work element should be included in a preservation project or can be deferred.

Components of the preliminary design report will include, but not be limited to, the following:

1. 30% design plans, including recommended specifications for all structural elements, bridge decking, railing, lighting and public space elements.
2. Required field and site design surveying. Where possible utilize existing field survey data.
3. Coordinate preliminary design with the City, private utilities, Linn County Roads Department, Linn County Building Department and ODOT. Identify all required public and private utilities work that must be completed prior to or concurrently with the historic bridge preservation.
4. A written preliminary design report that includes, but is not limited to, the following elements:
 - a. Project Description.
 - b. Phasing Proposal(s)
 - c. Design and Construction Schedule
 - d. Recommended Project Options based on funding level, listing the priority work items (See Section I.D and I.E. above) listing the elements that can be completed with each option.
 - e. Preliminary Cost Estimate for each Project Option.
 - f. Federal, State and Local Agency Permit requirements
 - g. Technical studies or environmental reports required for the project.
 - h. Recommendation for construction: Design-Bid-Build, CMGC or other process.

The Engineering Consultant will be expected to meet with the construction subcommittee of the SOB Committee as needed. The Engineering Consultant should anticipate making one presentation to the full SOB Committee prior to completion of the Report. Upon completion of the report, the Engineering Consultant will make an in-person presentation to the full SOB Committee and, after revisions of the report, make an in-person presentation to the City Council.

II.C – Task 3 – Final Design Phase Services

Depending on funding available for the project, the historic bridge preservation may be constructed as one project or may be broken up into multiple phases.

The Engineering Consultant shall utilize the information from the preliminary engineering report, 30% designs and specifications to proceed with final design. Components of the final design shall include, but not be limited to, the following:

1. Complete design in phases allowing for adequate review by City staff. This may include 50% and 90% review sets prior to presenting the final plan sets.
2. Provide required field and site design surveying.
3. Coordinate design with the City, private utilities, Linn County and ODOT.
4. Prepare plans, specifications, and bid documents, ready for bid advertisement or CMGC selection.
5. Obtain DHS-Drinking Water Section approval for water main improvements and any other regulatory approval for designed improvements. The City will pay plan review fees.

II.D – Task 4 – Bid Phase Services or CMGC Selection Services

The Engineering Consultant shall manage the bid phase or CMGC selection process. The Engineering Consultant will recommend the process to select a construction contractor. Depending on the contractor selection process approved by the City, the Engineering Consultant will either manage the CMGC selection process or prepare the advertisement for bid, respond to bidder's questions, conduct a pre-bid meeting, open bids, tabulate bid results, and make a recommendation for award to the City Council.

II.E – Task 4 – Construction Phase Services

The Engineering Consultant shall assure the construction is completed in conformance with the contract documents and that the Contractor provides the desired product for the City. Tasks required during the construction phase may include, but not be limited to:

1. Inspection services and construction observation.
2. Payment, change order, and other financial administration.
3. Quality control and assurance.
4. Preparation of punch list and project closeout tasks.
5. Preparation of as-built and record drawings.

The actual tasks required during this phase will vary depending on negotiations for services to be performed. ***The City expects Engineering Consultant to maximize the use of the SOB Committee and the City's public works supervisor to perform day-to-day inspection efforts.*** However, the Engineering Consultant will provide an appropriate level of construction observation for redesign, quality control, change orders, and project administration.

III. SOQ CONTENT AND SELECTION CRITERIA

There is a 12-page limit for the Statement of Qualifications. The following information must be provided within the 12-page limit:

- III-A Project Understanding
- III-B Project Approach and Schedule
- III-C Experience and Knowledge
- III-D Project Team
- III-E References
- III-F Fee Proposal (Separate sealed envelope – not included in 12-page limit)

In addition, proposers may include a cover letter and an appendix with key personnel resumes who will be assigned to the project, sub-consultant resumes, and a short firm brochure. The City is not interested in lengthy brochures, multi-page project descriptions, firm boilerplate, or general information that is not relevant to the project at hand.

Engineering Consultants responding to this RFQ are advised to provide a clear and responsive scope of work and project approach to address all issues noted in the RFQ. Key elements to each statement of qualifications may include, but not necessarily be limited to, Items III.A through III.E below.

III.A – Project Understanding

Clearly state the goals and objectives of the proposed project. Illustrate the proposer’s understanding of the planned project, the subject material, and the need for the project.

III.B – Project Approach and Schedule

Each SOQ shall include an approach for completing the project design, coordination of design with the City of Mill City’s SOB Committee and City Council, Linn County Roads Department, ODOT and affected regulatory agencies.

Provide a description of basic work tasks. Provide a description of how the Engineering Consultant will approach the preliminary design process, how it will review and prioritize the project elements, how it will review the contractor bidding or CMGC selection process and an overview of the Engineering Consultant’s role during construction, including construction observations, inspections, and quality assurance, and what the Engineering Consultant will do to maximize the use of the City’s resources.

Provide a project schedule for Task 1 and Task 2.

III.C – Project experience and knowledge

Each SOQ shall include a section discussing the firm’s experience, expertise and qualifications to provide required design and construction management services for this project, including, but not limited to:

1. A narrative about specific experience and knowledge that your firm or members of your firm has that is ***directly related to this Historic Railroad Bridge Preservation project.***
2. A narrative discussing the firms’ knowledge and experience designing similar bridge preservation or improvement projects.
3. A narrative discussing the firm’s experience with securing federal and/or state grant funds for bridge rehabilitation and/or historic preservation projects.
4. A narrative discussing the firm’s experience managing state or federally funded highway or bridge projects of a similar size and scope.
5. A narrative discussing the firm’s ability to commit staff and resources to the project.
6. A list of similar projects the firm has completed in the past five (5) years, including the final construction cost and engineering costs (%) of the overall project budget.

III.D – Project Team

Describe the proposed project team for the project. The project team should include individuals assigned to the project by the Engineering Consultant and may include key sub-consultants.

Describe the role each team member will play, his or her relevant experience (e.g. historic preservation, related engineering for bridge rehabilitation/preservation, surveyor, geo-technical consultant, etc.) and any other pertinent information about the project team members. Identify one or more team members who have experience in soliciting and managing federal or state grants for highway or bridge rehabilitation projections and identify recent projects for which funding has been secured.

If detailed resumes are included, they should be provided as an appendix to the SOQ.

III.E – References

Firms responding to this RFQ must provide a list of at least four (4) references in the Pacific Northwest (Oregon, Idaho, and Washington) for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of each project and current contact information (name, address, phone number, and email address) for the agency authority should be provided.

III-F Preliminary Fee Proposal (Separate Submittal in Sealed Envelope)

Firms responding to this RFQ must provide a preliminary fee proposal as part of the submittal. The fee proposal should be based on completion of the project. The fee proposal must include:

1. A price and breakdown for basic A/E services by project elements.
2. A price and breakdown for sub-consultants, other and extra A/E services.

Selection Criteria - The City’s selection committee will screen and rank the SOQs based on the information provided in the tasks described under RFQ Content above. This information will allow them to award points based on the quality of the SOQ, the Engineering Consultant’s understanding of the project, the Engineering Consultant’s overall approach to the work, the quality of the Engineering Consultant team, references or any other quality about the Engineering Consultant’s SOQ that sets it apart from others. A summary of the selection criteria is provided in the following table.

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Project Understanding and Knowledge	10
III.B Project Approach	30
III.C Experience and Knowledge	30
III.D Proposed Project Team	20
III.E References	10
III-F Fee Proposal (Not considered in ranking)	0
Total	100

IV. SUBMISSION REQUIREMENTS

Each Engineering Consultant must submit SOQs to the City no later than **April 5, 2018 at 4:00 p.m.** at the address listed below. SOQs must be clearly marked “SOQ – Mill City Historic Railroad Bridge Preservation” and directed to:

Stacie Cook, MMC, City Recorder
City of Mill City
PO Box 256
444 1st Avenue
Mill City, Oregon 97360

The submittal must include:

1. SOQ 12-page maximum addressing III-A to III-F.
2. Appendices Cover letter, resumes, etc.
3. Fee Proposal (SEPARATE SEALED ENVELOPE)

Firms must submit five (5) paper copies of the SOQ and Appendices and (1) copy of the fee proposal. In addition, firms must submit one (1) electronic submittal of ITEMS 1 & 2. The electronic submittal must be in a PDF format as a single compiled document. It may be submitted on a flash drive or as a separate e-mail submittal to the City of Mill City.

ELECTRONIC SUBMITTALS (PDF FORMAT) ARE REQUIRED. Electronic submittals may be submitted to: scook@ci.mill-city.or.us

Any proposals which do not include all of the required items in this section will be deemed non-responsive, will not be reviewed, and will be disqualified from consideration.

V. LIMITATIONS

This RFQ does not commit the City of Mill City to pay any costs incurred to prepare any SOQ. Cost of preparation and presentation of the SOQ shall be wholly the responsibility of the proposer and under no circumstances shall such costs be reimbursed by the City. Further, the City of Mill City reserves the right to:

- Accept or reject any and all proposals
- Negotiate with qualified Engineering Consultants
- Cancel the RFQ, if it is determined to be in the best interest of the City to do so
- Waive minor irregularities and formalities in the SOQ submittals
- Seek further SOQs for engineering design and construction services contracts
- Seek clarification on any point in any SOQ at any phase of the selection process
- Expand or reduce the scope of services from those described in this RFQ.

VI. INSURANCE REQUIREMENTS

Each Engineering Consultant, by the submission of a SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$2,000,000; Products - \$1,000,000; Personal & Advertising Injury -\$1,000,000; Each occurrence - \$1,000,000.
 - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,000,000 per

occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656.

2. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - b. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF MILL CITY", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - c. General Liability Coverage shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - d. All required coverage shall be written with companies that have at least an AmBest rating of B+ VII.
 - e. All insurance shall provide a 30-day notice of cancellation or material change.

VII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that an Engineering Consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VIII. PRE-SOQ CONFERENCE

Members of the Save Our Bridge Committee and the City's Public Works Supervisor will be available to meet with interested Engineering Consultants for an informal walkthrough of the project site on **March 21, 2018** at 9:30 a.m. at the City Hall, 444 1st Avenue in Mill City, Oregon. This walkthrough is not mandatory and is offered to permit Engineering Consultants to view the project site. No formal presentation is planned but there will be a short question and answer session followed by a site visit.

IX. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

Stacie Cook, MMC, City Recorder
(503) 897-2302
scook@ci.mill-city.or.us

X. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days, the City may choose to negotiate with the second ranked firm submitting a SOQ, and so forth, until a contract is negotiated. The contract must then be approved by the City Council.

The City reserves the right, in its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. The provisions of ORS 279C.110 (5) govern the compensation level paid to the Engineering Consultant. This statute provides: “The compensation level paid must be reasonable and fair to the City as determined solely by the City.”

All proposers not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected Engineering Consultant and approved by the City Council no later than **May 23, 2018**.

EXHIBITS

Exhibit “A” -- RAILING AND DECK STAINING CONCEPT



Exhibit “B” -- ESTIMATE OF TIMBERS/DECKING NEEDS

BENTS	#	Lineal Feet
12"X14"		511'
6"X 12"		48'
4"X 8"		64'
LINE BRACING	#	
6"X 8"		600'
STRINGERS	#	
8" X 20" X 20'	110	2200'
DECKING	#	
4"X 10" X 14'	384	5376