



# PENDLETON

*Working every day to be the premier city in Eastern Oregon*

## **REQUEST FOR PROPOSALS**

### **Qualification Based Selection**

### **Pavement Management Services**

**ISSUE DATE:** June 28, 2023

**DATE DUE:** July 20, 2023, 2:00 pm local time

**ISSUING OFFICE:** Public Works Director's Office  
**CONTACT:** Wayne Green, Associate Engineer  
500 SW Dorion Avenue  
Pendleton, OR 97801

**PHONE:** (541) 966-0243

**FAX:** (541) 966-0251

**E-MAIL:** [wayne.green@ci.pendleton.or.us](mailto:wayne.green@ci.pendleton.or.us)

**FAXED OR ELECTRONIC PROPOSALS WILL NOT BE ACCEPTED**

**City of Pendleton**  
Request for Proposals  
Pavement Management Services  
July 2023

**Introduction**

City of Pendleton invites Proposals for Qualification Based Selection (QBS) related to services for updating the City's pavement management database and inspection of 81.22 centerline miles of paved streets; 1.00 of the 81.22 centerline miles are new roads that are not currently in our Street Saver database and will need to be added.

This work will include the following major tasks:

- Task 1: Paved street inventory, segmentation, and GIS update;
- Task 2: Paved street condition survey;
- Task 3: Analysis modules;
- Task 4: Documentation and deliverables; and
- Task 5: Technical support.

Fee schedule and deliverable budget will be negotiated with the top ranked Proposer.

The following is a summary of the status of each of these tasks and the work:

**Task 1: Paved Street Inventory and Segmentation Update**

City shall provide the Successful Proposer with a base map and available support information of the City's paved street system. Successful Proposer will be required to inspect based on existing segmentation, create new segmentation into management units for new and existing streets as needed, enter data, and link sections in GIS in the City's copy of MTC Street Saver Software.

**Task 2: Paved Street Condition Survey**

Successful Proposer shall perform detailed pavement condition survey on the City's 81.22 centerline miles of paved streets according to MTC Street Saver's recommended inspection methods for unit size and interval. Successful Proposer shall compile and enter inspection data into the City's Street Saver Software.

**Task 3: Analysis Modules**

Successful Proposer shall use the MTC Street Saver Software to calculate the compiled inspection data to establish the Pavement Condition Index for each management unit surveyed. Successful Proposer shall then review and update the Pavement Management Decision Tree for the City's preferred Maintenance and Rehabilitation practices and the unit costs associated with these practices.

Successful Proposer shall work with City staff to develop a five-year pavement maintenance plan and perform project level analysis of streets that have been identified by the software to receive treatment. Successful Proposer shall also provide a 20-year pavement summary report for master planning consideration.

**Task 4: Documentation and Deliverables**

Successful Proposer shall provide the City with a set of pavement management reports from each module. Successful Proposer shall also provide the updated pavement management program information and a digital copy of the text file with all inspection data.

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**Task 5: Technical Support**

Successful Proposer shall provide one year of telephone technical support at no additional charge commencing on date of Notice of Completion issued by the City.

**Instructions to Proposers**

One original and five (5) copies of the signed proposal must be received at the Public Works Director's Office, 500 SW Dorion Avenue, Pendleton, Oregon 97801 no later than **2:00 pm on Thursday, July 20, 2023**. Proposals shall be addressed as follows:

**Proposal for Pavement Management Services  
City of Pendleton  
Attn: Bob Patterson, Public Works Director  
500 SW Dorion Avenue  
Pendleton, OR 97801**

For technical questions, concerns, or general information, contact Wayne Green, Associate Engineer, at 541.966.0243 or [wayne.green@ci.pendleton.or.us](mailto:wayne.green@ci.pendleton.or.us).

**Proposal Contents**

Proposal shall be prepared and presented using the following outline:

- Letter of Transmittal
- Project Understanding and Approach
- Experience and References
- Proposed Project Schedule
- Project Team Resumes

Proposal should include, at a minimum, the following information:

1) Transmittal letter:

- Company name and brief description of technical expertise and professional experience relevant to this project.
- Address and phone number of the office from which the project will be managed.
- Name of Project Administrator/Manager.

2) Understanding and Approach:

- Provide a description of understanding of the effort needed to perform the requirements of the scope of work, provide a description of the tasks each member will perform, and describe why your firm should be selected.
- Include a discussion of the methodology you would employ to complete the work in a timely manner.
- If appropriate, include suggested revisions for the scope of work, associated impacts to the project, and the rationale for your suggestions.
- Describe your experience with MTC Street Saver Software.

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3) Experience and References:

- Include a brief description of past relevant work experience along with some relevant reference contacts.
- Provide the name and professional credentials of each individual who will be involved in the project. Describe their specific assignments.
- Provide a description of how the project will be managed.
- Provide descriptions of at least 2 similar projects conducted by the project personnel within the last 5-years and related references. Include name of contacts and their respective phone numbers.

4) Project Schedule:

- Provide a schedule for completion of the proposed project, assuming a Contract award of mid-August.
- Format the schedule based on each proposed task.
- Note: Contractor shall consider that the Pendleton Roundup will occur September 9-17, 2023 and certain areas of the city may be too congested to inspect during this time frame.

5) Resumes:

- Provide resumes for all technical staff members (exclude support staff).

**Proposal Selection Criteria**

City of Pendleton may select successful Proposer to complete this work based on the Proposals and any other criteria deemed necessary by the City. Interviews may be requested after receipt of the Proposals in order to make the final selection. City reserves the sole discretion to select more than one Proposer for an interview. City also reserves the right to reject all Proposals if necessary.

City will evaluate and weigh the proposals based on the following criteria:

- 20%: Technical Competence of the Proposer and their experience related to the requirements and complexity of this project.
- 20%: Project Team experience and capabilities related to this project. City shall evaluate each project team member's experience and capabilities.

Project Administrator/Manager shall have demonstrated knowledge and capabilities as a project manager. Proposer shall identify any and all sub-consultants for the project, their respective role in the project, and document past projects in which a similar project team has been used.

- 30%: Project Understanding and Approach. City will evaluate the Proposer's understanding of the City's project goals and objectives. Proposer shall provide a brief description of the project, its related issues, and convey how the Proposer expects to perform the work. City will also evaluate the Proposer's technical and management approach to each task of the project.

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- 15%: Schedule. City will evaluate the Proposer's capacity to perform the work, including any specialized services. Proposer shall demonstrate an understanding of the project and project constraints through presentation of their proposed project schedule.
- 15%: References. Proposer shall provide, at a minimum, two references to document the Proposer's performance related to MTC Street Saver Software and Pavement Condition surveys. The references shall be for projects in which the proposed team members were associated within the last 5-years.

References shall include the name of project, name of the contact, jurisdiction or Client, contact phone number, contact fax number, and contact e-mail address (if available).