

**QBS Request for Qualifications
Engineering Support Services
2012 CBR Bridge Rehabilitation Project**

By receiving this Request for Qualifications (RFQ), you have been invited to provide qualifications to perform the work as described herein for the 2012 Bridge Rehabilitation Project for the Oregon International Port of Coos Bay and to provide ongoing Bridge Engineering Services as needed to the Oregon International Port of Coos Bay (PORT or OWNER) for the next five years.

Written Proposals (Proposals) in response to this Request for Qualifications for the work for this project will be received at the offices of The Oregon International Port of Coos Bay ("PORT"), 125 Central Avenue, Suite 300, Coos Bay, OR 97420 until 2:00 p.m., Pacific Daylight time, on the 6th day of March, 2012. At that time, any written, mailed or hand delivered Proposals will be opened and reviewed by Port staff.

The Port will not be responsible for unreadable or misdirected Proposals in response to this Request for Qualifications.

Proposals must be clear and succinct and not exceed 25 pages. Section dividers, title page, table of contents, resumes, any supporting documents and any attachments required by this RFQ do not count in the overall page count for the Proposal. Proposers who submit more than the pages permitted may not have the additional pages of the proposal read or considered.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow the instructions contained herein demonstrates attention to detail.

For purposes of the submission of Proposals, the Proposer shall submit one (1) original printed proposal and three additional copies. In addition, Proposer shall submit one (1) unbound redacted copy with redactions highlighted in the copy if the Proposer wants any information in the proposal exempt from public disclosure. The entire proposal submittal must be received at the place and on or before the time and date specified herein.

Faxed Responses will be accepted and should be sent to 1-541-269-1475.

Prior to **2:00 p.m. Pacific Standard time on March 6, 2012**, submit written responses and all other information required in this Request for Qualification to:

Donna Scholl
Oregon International Port of Coos Bay
125 W Central Avenue, P.O. Box 1215
Coos Bay, OR 97420
Tele: (541) 267-7678
Fax: (541) 269-1475

All submittals, qualification materials, and addendum attachments will become part of the public file on this matter, without obligation to the Port.

All costs incurred by the Proposer in preparation of proposals to this solicitation, including participation in any interviews, shall be borne solely by the Proposer; the Port shall not be liable for any of such costs. At no time will Port provide reimbursement for submission of a proposal unless specifically so stated herein.

PUBLIC RECORDS

Any information provided to the Port pursuant to this QBS Request for Proposals shall be a public record and subject to public disclosure pursuant to Oregon public records laws (ORS 192.410 to 192.505). Any portion of a proposal that the Proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2) and ORS 192.502(4) and/or ORS 646.461 et seq. The fact that a Proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. The Port will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed. If the Port refuses to release the records, the Proposer agrees to provide information sufficient to sustain its position to the District Attorney of Coos County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the Port will notify the Proposer in order for the Proposer to take all appropriate legal action. The Proposer further agrees to hold harmless, defend, and indemnify the Port for all costs, expenses, and attorney fees that may be imposed on the Port as a result of appealing any decision regarding the Proposer's records.

REDACTION FOR PUBLIC RECORDS

Any portion of a proposal that the Proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2), ORS 192.502(4), and/or ORS 646.461 et seq. Proposers are required to submit a redacted copy of their proposal and all attachments. "Redaction" means the careful editing of a document to obscure confidential references; a revised or edited document thereby obscuring the exempt information but otherwise leaving the formatted document fully intact. The redacted copy must be a complete copy of the submitted proposal, in which all information the Proposer deems to be exempt from public disclosure has been identified.

When preparing a redaction copy of your proposal submission, a Proposer must plainly mark, but leave readable, the redactions by highlighting the specific areas your firm requests to be exempt from public disclosure. A summary page identifying the pages where redactions occur shall be included with the proposal submission (summary page is not included in page limitations). If no redactions are requested in a proposal, add a statement to that in the Cover Letter of your submittal. If a Proposer fails to submit a redacted copy of their proposal as required, the Port may release the Proposer's original proposal without redaction. If the entire proposal is marked as constituting a "trade

secret" or being "confidential", at the Port's sole discretion, such proposal submission may be rejected as non-responsive.

Unless expressly provided otherwise in this QBS solicitation or in a separate written communication, the Port does not agree to withhold from public disclosure any information submitted in confidence by a Proposer unless the information is otherwise exempt under Oregon law. The Port agrees not to disclose proposals until the Port has completed its evaluation of all proposals and publicly announces the results.

GENERAL DESCRIPTION OF WORK

The work for this Project will be to provide Engineering Support Services to the Port for the 2012 CBR Bridge Rehabilitation Project, including load rating of 115 bridges, reviewing and performing field verification of existing inspection reports, preparing a scope of work and bid documents for the proposed bridge repairs, and performing construction inspection services, all as specified in the Scope of Work for Engineering Support Services for 2012 CBR Bridge Rehabilitation Project, identified as Exhibit "A", attached to this Request for Qualifications and incorporated herein by this reference. In addition, the firm selected will provide ongoing Bridge Engineering Support Services as needed and as requested to the PORT for the next five years. The Proposer must provide the information requested herein but may further outline their qualifications if the subject is not addressed in this RFQ. The Proposer must provide the names of any proposed sub-Proposers that may be used.

REPORT REVIEW ENCOURAGED

You are encouraged to review the HDR Engineering, Crouch Engineering, Osmose Railroad Services, Inc. and David Evans & Associates reports and the list of "as built" bridge plans prior to submitting a quote. Contact Dan Lovelady at (541) 294-3317 to set up an appointment to discuss this project. You may review copies of the relevant reports on the Port's website at www.portofcoosbay.com under www.coosbayraillink.com/opportunities.

Questions should be emailed to Dan Lovelady, at dlovelady@portofcoosbay.com in the form of a Request for Information (RFI). The RFI and written answers will be made available to other firms quoting unless they are proprietary in nature. **Questions pertaining to the RFQ will not be taken after February 28, 2012. Port will issue a written response in the form of an addendum to this RFQ if any RFI received requires a substantive clarification of this RFQ.**

CONDITIONS OF QUOTE

By submission of a Response, the Proposer is certifying that they sufficiently understand the general nature of the work for the 2012 CBR Bridge Rehabilitation Project to provide an initial Response to this RFQ and that the Proposer is willing to enter into negotiations for a contract for the 2012 Bridge Rehabilitation Project, and a

contract to provide ongoing Bridge Engineering Services as needed to the PORT for the next five years. Any and all sub-Proposers will be required to adhere to the same conditions, specifications and certifications as agreed upon between PORT and the Proposer. Proposers may be requested to submit qualifications for proposed supervisors and employees that will perform the work before award is made.

All items in the scope of work for the 2012 CBR Bridge Rehabilitation Project must be considered although all items in the scope of work may not be performed at the option of PORT.

ORGANIZATION OF PROPOSAL

Proposers must provide all information as requested in this QBS solicitation. Proposals must follow the format outlined in this QBS solicitation. Additional materials in other formats or pages beyond the stated page limit(s) may not be considered. The Port may reject as non-responsive, at its sole discretion, any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposals shall be organized in the following manner:

1. Cover Letter
2. Description of Firm
3. Experience
4. Project Team
5. Project Approach and Understanding
6. Diversity in Employment and Contracting Requirements
7. A completed Form 1 — First Tier Sub-Proposer Disclosure Form - (refer to Exhibit B)

INSURANCE AND BONDS

PORT will require insurance as generally indicated below.

Proposer shall, at its expense, obtain and maintain during the period of the Contract for the 2012 CBR Bridge Rehabilitation Project, in a form and with companies satisfactory to Railroad, the following insurance coverage:

Workers' Compensation insurance to meet fully the requirements of Oregon Workers' Compensation laws applicable in connection with the death, disability or injury of Contractor's officers, agents, servants or employees arising directly or indirectly out of the performance of this contract, with a waiver of subrogation against Railroad, and each additional insured identified herein.

Employers' Liability Insurance with Limits of not less than One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) policy limit for disease, and One Million Dollars (\$1,000,000) each employee for disease;

Commercial General Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence and an aggregate limit of Two Million Dollars (\$2,000,000) for injury to or death of persons and damage to or loss or

destruction of property. Such policy shall be endorsed to provide products and completed operations coverage and contractual liability coverage for liability assumed under this Contract and shall be endorsed to provide for CG 2417 – Railroads, or a similar endorsement, that does not deny coverage for operations conducted within fifty (50) feet of any railroad hazard. In addition, said policies shall be endorsed to name Railroad and the Oregon Department of Transportation (ODOT) and its divisions, officers and employees as additional insured's and shall include a severability of interests provision. If Contractor can not obtain the required endorsements, then Contractor shall provide the Railroad Protective Liability Coverage as specified below;

Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) each occurrence for injury to or death of persons and damage to or loss or destruction of property. Said policy or policies shall be endorsed to name Railroad and the Oregon Department of Transportation and its divisions, officers and employees as additional insured's and shall include a severability of interests provision;

In the event that Contractor can't provide the Railroad endorsement specified in the Commercial General Liability section above, the Contractor shall provide Railroad Protective Liability insurance naming only Railroad as the insured with coverage of at least Five Million Dollars (\$5,000,000) per occurrence and Ten Million Dollars (\$10,000,000) in the aggregate. The policy must be issued on a standard ISO form CG 00 35 10 93 and include the following:

1. Endorsed to include the Pollution Exclusion Amendment (ISO form CG 28 31 10 93).
2. Endorsed to include the Limited Seepage and Pollution Endorsement.
3. Endorsed to remove any exclusion for punitive damages.
4. No other endorsements restricting coverage shall be added.
5. The original policy shall be provided to Railroad prior to performing Work under this Contract.

Professional Liability Insurance, including errors and omissions coverage, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 policy aggregate.

An excess/umbrella policy with not less than Four Million Dollars (\$4,000,000) each occurrence and aggregate that will provide excess limits of liability over the commercial general liability, automobile liability and professional liability insurance described above. All excess/umbrella coverage shall be on an occurrence basis and not on a claim's made basis. This policy shall be endorsed to name Port and ODOT as additional insured's.

Proposer will be required to furnish certificates of insurance to Port's Project Manager, P.O. Box 1215, Coos Bay, OR 97420-0311, certifying the existence of such insurance. Proposer shall require all sub-Proposers who are not covered by the insurance carried by Proposer to maintain the insurance coverage described in this Section. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or limits or not renewed without thirty (30) days advance written notice to Port and to ODOT.

With respect to the Commercial General Liability, Automobile Liability, Professional Liability and Excess/Umbrella coverages Proposer agrees to waive all rights of

subrogation against Owner and each additional insured identified herein, and all such insurance shall be primary and without right of contribution from any insurance maintained by Owner.

Owner reserves the right to review, investigate and reject insurance companies proposed to be used by Proposer if they are determined inadequate to provide the necessary coverages as herein specified. All insurance required herein to be purchased and maintained by Proposer shall be obtained from an insurance company licensed or authorized in the State of Oregon to issue the insurance policies for the limits and coverages required herein and carry a minimum Best's rating of "A-VI" or better.

Proposer will also be required to obtain at its expense and maintain during the five (5) year period of the Contract for On-going Bridge Engineering Services insurance as specified by Owner for that contract.

OWNER'S RIGHT TO REJECT REQUEST FOR QUALIFICATIONS

The Oregon International Port of Coos Bay (Port) may reject any RFQ not in compliance with all prescribed public contracting procedures and requirements and the procedures and requirements contained in this Request for Qualifications. The Port reserves the right to waive any irregularities or minor informalities and to reject any or all quotes if it is in the public's interest to do so. The Port reserves the right to modify, revise or cancel this QBS solicitation. The receipt and evaluation of proposals or the completion of interviews do not obligate the Port to award a contract.

TYPE OF QUALIFICATIONS

The Proposer is required to provide a statement of qualifications for the work to be performed, which shall include the following:

1. Description of prior similar work performed by the Proposer submitting a quote, including specialized experience, capabilities and technical competence, which the Proposer may demonstrate with the Proposer's approach and methodology to meet the project requirements.
2. Familiarization with the bridges on the Coos Bay Rail Line, including any prior investigation or work performed on such bridges.
3. Experience in creating solicitation packages.
4. Experience with Federal and State grant programs.
5. The names of team members and their qualifications and experience, including a description of the resources committed to perform the work for this project and the proportion of the time that the Proposer's staff would spend on this project.
6. Prior compliance record regarding project timelines, including the record of past performance which should include, but is not limited to, price and cost data from previous similar projects, quality of work, ability to meet schedules, cost control and contract administration.

7. Experience doing Railroad Bridge Load Ratings, including the record of past performance which should include, but is not limited to, price and cost, data from previous similar projects, quality of work, ability to meet schedules, cost control and contract administration.
8. Environmental compliance experience.
9. Knowledge of FRA Bridge Regulations and Bridge Management Plans.
10. Availability to project locations.
11. Proposed project management techniques.

In addition, the time for performance of the Work for this Project shall be identified in the Quote and may be negotiated prior to its inclusion in the final contract. Time is of the essence of the performance of the contract for the Engineering Support Services for the 2012 CBR Bridge Rehabilitation Project.

FUNDING

Funding for a portion of the Work is through the State of Oregon's Multimodal Transportation Fund Program (*ConnectOregon III*), and is subject to the terms and conditions described in the Grant Agreement between the Port and the Oregon Department of Transportation (Agreement No. 26931). Proposer shall comply with all relevant provisions of the Grant Agreement, a copy of which is available upon request. Subsequent work may be funded by other public or private sources and may be subject to terms and conditions that are not yet known.

INSTRUCTIONS TO PROPOSERS SUBMITTING REQUESTS FOR QUALIFICATIONS

1. All submittals shall be sent to the Port at the time and place specified herein. The Proposer's Response to this RFQ, all required attachments and any other documents required to be submitted to the Port, if mailed, shall be enclosed in a sealed opaque envelope, addressed to the Port and shall be identified by the Project name: "Engineering Support Services for the 2012 CBR Bridge Rehabilitation Project" and shall show the Proposer's name, address and phone number. Each Proposer submitting a Statement of Qualifications shall assume full responsibility for timely delivery to the Port. Oral, telephonic, or other electronically transmitted submissions will not be considered. Facsimile transmission of submissions will be accepted, and if the statement is submitted via fax, the requirement of submitting it in a sealed envelope shall not apply. Submissions received after the time and date for the receipt of submissions will be rejected as non-responsive and returned to the Proposer unopened.
2. Each submittal shall state the legal name and the nature of the legal form of the entity submitting the quote.

3. The selected Proposer may enter into a written contract with the Port on such terms and conditions as are mutually negotiated, and on such form as is acceptable to Owner.

4. _____ By initialing this space, the Proposer submitting a Statement of Qualifications hereby certifies that the Proposer has not discriminated against minorities, women or emerging business enterprises in obtaining any required subcontracts.

5. _____ By initialing this space the Proposer certifies that no officer, agent or employee of the Port who has a pecuniary interest in the Qualifications Based Selection has participated in the contract negotiations on the part of the Port, that the proposal is made in good faith and without fraud, collusion or connection of any kind with any other proposer of the same Qualifications Based Selections, and that the Proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm and that the proposal will not be made in the interest of or on behalf of any undisclosed person, partnership company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other entity submitting a proposal to place a false or sham quote, and has not directly or indirectly colluded, conspired, or agreed with any other entity submitting an RFQ or anyone else to place a sham proposal, or that anyone shall refrain from submitting proposals; that the Proposer submitting a proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, to fix overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or secure any advantage against the public body awarding the contract.

CONTRACT CONDITIONS AND REQUIREMENTS

The Proposer who is awarded the contract for the Project shall be required to enter into a contract with the Port that shall contain clause or conditions substantially as follows:

1. The Proposer shall not permit any lien or claim to be filed or prosecuted against the Port on account of any labor or material furnished in the performance of the work required by this project.
2. The contract shall contain a clause where the Proposer agrees to defend, indemnify and hold the Port and ODOT harmless from any and all losses resulting from or arising out of the activities of Proposer or its sub-Proposers, agents, or employees in performing the contract.
3. The contract shall contain a clause, or clauses, requiring the Proposer to furnish, at the Proposer's own cost, general liability insurance coverage, and such other insurance as the Port may require. A complete list of the insurance coverage required under the contract is contained above.

4. The contract shall contain a clause that will require all disputes arising out of the contract to be arbitrated, and the contract shall also contain a clause providing for an award of attorney fees to the prevailing party.

EVALUATION CRITERIA

1. **COVER LETTER:** By submitting a Statement of Qualifications, the Proposer is accepting all the general instructions and conditions contained in this QBS solicitation and the Standard Contract Provisions of the Port's Professional Services Contract. The Cover Letter must include the following: the project title, name(s) of the person(s) authorized to represent the Proposer in any negotiations, the name(s) of the person(s) authorized to sign any contract that may result from the selection process, the contact person's name, mailing or street addresses, phone and fax numbers, and email address and a statement that no redactions are requested, if applicable.

A legal representative of the Proposer, authorized to bind the firm in contractual matters, must sign the Cover Letter.

2. **BUSINESS COMPLIANCE:** The successful Proposer(s) must be in compliance with all laws regarding conducting business in the State of Oregon, Lane, Douglas and Coos Counties before an award may be made. The Proposer shall be responsible for obtaining any required business licenses, if applicable.

3. **DESCRIPTION OF FIRM:** Describe your firm's legal structure (sole practice, partnership, LLP, corporation, etc.), areas of expertise, length of time in business, number of employees, and other information that would be helpful in characterizing the firm. Describe the firm's internal procedures and/or policies associated or related to work quality and cost control. Describe the resource availability to perform the Work for the duration of the project. Provide the address of the firm's home office and the address of the office that will manage the project, if applicable.

Provide the same information for any sub-consultants to be utilized on the project.

4. **EXPERIENCE:** Briefly describe other projects completed or in progress by your firm that demonstrate relevant experience, and that best characterize the firm's capabilities, work quality and cost control. Also, list all public sector clients for whom your firm has performed similar work in the past five (5) years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your firm's performance on the project.

When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

Please remember that any extensive descriptions of vaguely related projects are discouraged and could negatively impact the overall outcome of the evaluation.

5. **PROJECT TEAM:** Provide a professional resume for the key personnel, including key personnel of any major sub-consultants, proposed to be assigned to the project. Describe their unique qualifications and relevant experience on similar or related

projects. Describe key personnel's proposed roles and responsibilities including their proposed time commitment to each phase of this project.

Proposals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. Describe the project manager's experience with similar projects and with managing and leading interdisciplinary teams. List other projects the proposed project manager is currently assigned to.

Identify who the second level production person will be and provide a description of their unique qualifications and experience as it relates to the project at hand.

6. PROJECT APPROACH AND UNDERSTANDING: Describe the tasks that must be accomplished in order to complete the project. Provide a narrative description of how the firm proposes to execute the tasks during each phase of the project. Identify the products that would result from each task. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the proposed project. The Port's goal in hiring a Proposer for this project is to obtain final specifications for bridge repair and rehabilitation work for the bridges identified in this Invitation to Bid. Exhibit A further describes the project goals by Task Order Number.

If applicable, discuss any unique aspects of the project, alternative approaches the Port might wish to consider or special considerations related to programmatic or funding requirements.

7. DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS: The Port is committed to increasing contracting opportunities for State of Oregon certified minority, women and emerging small business (M/W/ESB) enterprises. The Port values, supports and nurtures diversity, and encourages any firm contracting with the Port to do the same, maximizing M/W/ESB business participation with regard to all Port contracts. As such, the Port has established an overall 0% utilization goal in awarding contracts to State of Oregon certified emerging small business (ESB) enterprises. No goal is set for the use of minority (MBE) and women business (WBE) enterprises, but the Port is committed to ensuring that such firms receive opportunities and equal consideration to be awarded Port contracts.

All Proposers shall address the following in their proposals:

- a. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE, and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women, and Emerging Small Business (OMWESB). Provide a copy of the State of Oregon certification letter confirming receipt of application, or a copy of the approval letter certifying your firm as a State of Oregon M/W/ESB (a copy of this letter does not affect the page-limit identified under Part II, Section B.2 of this document).
- b. Identify your current diversity of workforce and describe your firm's commitments to providing equal employment opportunities. Include in your proposal:

- Number of total employees and description of type of work performed.
- Number of minorities and women within your current workforce, broken out by ethnicity and positions held.
- Any underutilization of minorities or women within your workforce and your firm's efforts to remedy such underutilization.
- Any plans to provide innovative mentoring, technical training, or professional development opportunities to minorities and women in your workforce in relation to this project, or plans to employ minorities and women to work on this project.
- Description of the process your firm uses to recruit minorities and women.

c. Have you subcontracted or partnered with State of Oregon certified M/W/ESB firms on any project within the last 12 months? If so, please describe the history of the firm's subcontracting and partnering with certified M/W/ESB firms. Include in your proposal:

- List of State of Oregon certified M/W/ESB firms with which your firm has had a contractual relationship during the last 12 months.
- Any innovative or successful measures that your firm has undertaken to work with M/W/ESB firms on previous projects.
- Any mentoring, technical, or other business development services your firm has provided to previous or current M/W/ESB sub-consultants or partners, or will provide in relation to this project.

d. Are you subcontracting any element of your proposal? Describe your firm's plan for obtaining maximum utilization of State of Oregon certified M/W/ESB firms on this project. Include in your proposal:

- Subcontracting opportunities your firm has identified in the scope of this project.
- Efforts made relating to outreach and recruitment of certified M/W/ESB firms. Did your firm advertise contracting opportunities in the Daily Journal of Commerce, Skanner, Oregonian, Observer, El Hispanic News, Asian Reporter, and/or other trade publications? Did your firm conduct any outreach meetings? Did your firm use the State's OMWESB certification list, or other source, as a basis for direct outreach? What were the actual results of any of the above efforts?
- Any responses received from certified M/W/ESB firms. If any such responses were rejected, provide reasons for rejection.
- Other efforts your firm used or proposes to use in relation to this project.

e. If your firm will be utilizing State of Oregon M/W/ESB firms on this project, please list those firms and detail their role within your proposal.

In addition, all Proposers must submit Exhibit A - First Tier Sub-consultant Disclosure Form 1 with their proposal, which requires Proposers to identify the following:

- The names of all sub-consultants to be used on this project with subcontracts greater than or equal to \$10,000.

- The names of all State of Oregon certified MBE, WBE, and ESB firms to be used on this project. If firms have more than one certification (i.e., ESB and MBE, and/or ESB and WBE) note that on the form so that proper credit can be given for the ESB goal and for tracking MBE and WBE utilization.
- The proposed scope or category of work for each sub-consultant. If Proposers will not be using any sub-consultants that are subject to the above disclosure requirements, Proposers are required to indicate "NONE" on the First Tier Sub-consultant Disclosure Form 1.

The Port expects thoughtful consideration of all of the above Diversity in Employment and Contracting criteria in the preparation of proposals. The Port will enforce all diversity in workforce and M/W/ESB commitments submitted by the successful Proposer, and the successful Proposer will be required to submit a completed Monthly Sub-consultant Payment and Utilization Report to ensure that sub-consultants are utilized to the extent originally proposed and submitted in its proposal. The successful Proposer will not be permitted at any time to substitute or add a sub-consultant without the written approval of the Port. All sub-consultants, including M/W/ESB firms, and first tier sub-consultants shall be reported on the Monthly Sub-consultant Payment and Utilization Report as well as contract amounts and payments.

PROPOSAL REVIEW AND EVALUATION

1. **EVALUATION CRITERIA SCORING:** Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

a.	Cover letter	0
b.	Description of Firm	10
c.	Experience	30
d.	Project Team	10
e.	Project Approach and Understanding	25
f.	Deliverables and Time for Performance	25
	TOTAL POINTS AVAILABLE:	100

Note: The deliverables for this project are identified in Exhibit A, Scope of Work, attached to this Invitation to Bid and incorporated herein by this reference.

2. **EVALUATION PROCESS:** An evaluation review committee will be used by the Port to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the criteria and point factors listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in the evaluation process.

The Committee will require a minimum of 10 working days to evaluate and score the proposals received.

All questions and requests for clarification regarding this QBS solicitation shall be directed via email to Dan Lovelady at the Port. His contact information is located on

page three of this RFQ. At the Port's sole discretion, communications with members of the evaluation committee, other Port staff, or elected Port officials for the purpose of unfairly influencing the outcome of this QBS solicitation may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

Any contract resulting from the Committee's recommendation will be submitted to the Port Commission for approval, unless approval has previously been given by the Port Commission for the contract. The Port has the right to reject any or all proposals for good cause, in the public interest.

NOTE: In the Port's discretion, litigation, threatened litigation or previous unacceptable performance of a contract between the Port and a Proposer may be cause for proposal rejection, regardless of when that litigation, threatened litigation or previous unacceptable performance of a contract comes to the Port's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subcontractors or sub-consultants who are involved in litigation with the Port. Proposers who are concerned about possible rejection on this basis should contact the Port before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

3. INTERVIEW PROCESS: The Port reserves the right to conduct interviews, by telephone or in person, with any or all Proposers. The purpose of the interview will be to clarify any questions that the Port may have regarding the Proposer's qualifications. No additions, deletions, or substitutions to the Proposer's submittal of qualifications will be permitted. If interviews are held, Proposers will be asked to demonstrate their qualifications to the evaluation panel based on the same evaluation criteria stated above. After the interview, the Port may decide that the initial score for each evaluation criterion received by a Proposer should be increased or decreased. If so, the initial score, based solely on the written material submitted by a Proposer, will be considered preliminary and not final. Instead, the score received after the interview will be the final score.

4. CLARIFYING PROPOSAL DURING EVALUATION: At any point during the evaluation process, the Port is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

FINAL SELECTION

1. CONTRACT NEGOTIATION: The Port will attempt to reach a final agreement, including a detailed scope of work, project schedule, and fee schedule, with the highest scoring Proposer. However, the Port may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The Port may then attempt to reach a final agreement with the second highest scoring Proposer and may continue on, in the same manner, with remaining Proposers until an agreement is reached. The proposal and all responses provided by the successful Proposer may become a part of the final contract. Any information included as part of this contract shall be a public record and not exempt from disclosure, including items redacted from the proposal. The form of contract shall be the Port's Contract for Professional Services.

2. REVIEW AND PROTESTS REVIEW: Following the Notice of Intent to Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret or confidential, and meeting the requirements of ORS 192.501, 192.502 and/or ORS 646.461 et seq., will not be disclosed unless the Coos County District Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

PROTESTS

Protests may be submitted to the Port only for formal solicitations resulting in contract(s) individually valued at or above the Formal Solicitation Process Dollar Threshold (\$100,000.00) and only from those Proposers who would receive the contract if their protest was successful. Protests must be in writing and received at the offices of the Oregon International Port of Coos Bay, with a copy sent to the Port's attorneys: Stebbins and Coffey, P.O. Box 1006, North Bend, Oregon 97459, within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the date the Port's Notice of Intent to Award, Notice to Short List, or notification for non-responsiveness was issued. The protest must specifically state the reason for the protest and show how its proposal or the successful proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved. Protests must be timely and must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the Proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal. The Port may waive any procedural irregularities that had no material effect on the selection of the proposed contractor, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal, or cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to the evaluation committee, the Port shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Interim Chief Executive Officer are final and conclude the administrative appeals process.

EXHIBIT A

SCOPE OF WORK

EXHIBIT A

SCOPE OF WORK Engineering Support Services for 2012 CBR Bridge Rehabilitation Project

TASK 1

Review bridge inspections and load rating reports provided by HDR for the Coos Bay, Umpqua and Siuslaw Swing Bridges as well as the bridge at MP 731.68 (Tahkenitch Lake). On the basis of the reports, and in consultation with Port and CBR staff, prepare a prioritized scope of work and specifications within allocated budget. Scope of work should be sufficient to 286k loading standards, or clearly identify budget constraints and specific additional work necessary to meet such standards. Assist the Port in preparing a bid document for the repairs.

TASK 2

For all bridges other than the three swing bridges and bridge at MP 731.68, review previous bridge inspections conducted by Osmose Railroad Services, Inc., David Evans & Associates, HDR Engineering and Crouch Engineering and field verify conditions to identify any additional defects needing repairs. The bridge inspections will conform to the new FRA bridge safety rules and requirements. Field verification may involve, among other things, visual inspections and inspections with a sounding hammer from the top of the bridge deck and from the ground. No destructive testing is expected to be performed. On the basis of the reports and field verification, and in consultation with Port and CBR staff, identify and prioritize defective material to be repaired and prepare a scope of work prioritizing repairs within the allocated budget. Assist the Port in preparing a bid document for the repairs. (Copies of the HDR Engineering, Crouch Engineering, Osmose Railroad Services, Inc. and David Evans & Associates reports can be found on the Port's website www.portofcoosbay.com under www.coosbayraillink.com/opportunities).

TASK 3

Provide construction management for all the above repairs for a one-year period. Proposer must be on site a minimum of two weeks each month while repairs/rehabilitation is in progress to ensure scope of work and specifications are being met. Task 3 will include reviewing and approving repair Proposer's invoices, maintaining weekly progress reports of all repairs and attending progress status update meetings as necessary.

TASK 4

Conduct a load rating analysis for all bridges per AREMA and FRA guidelines with the exception of the bridges described in Task 1. Provide a scope of work for additional repairs found during the load rating on additional bridges that are different from the list shown on previous HDR and Crouch Engineering Inspections.

TASK 5

Provide ongoing Bridge Engineering Support Services to the Port on an “as needed” basis for the next five years.

NONE OF THE ABOVE TASKS INCLUDE ANY UNDERWATER INSPECTIONS.

Project Understanding

The Oregon International Port of Coos Bay (“Port”) has acquired a 135-mile rail line from Danebo (West Eugene) to Coquille, Oregon including a connecting 24-mile rail line from Cordes to Coquille, Oregon. The Port has contracted with the Coos Bay Railroad Operating Company, LLC, (a wholly owned subsidiary of ARG Trans, Inc.) to provide revenue freight transportation service on the rail line under the mark Coos Bay Rail Link (CBR). In October 2011, CBR began providing limited service on the rail line between Danebo and Cordes, Oregon, while the Port continues to perform major rehabilitation work to the rail infrastructure. This solicitation is necessary to secure engineering support services related to the Port’s intended rehabilitation of bridges located along the Coos Bay rail line.

General Description

The goals of this RFQ are as follows:

- Perform a review of previous bridge inspections and field verify conditions noted by Osmose Railroad Services, David Evans & Associates, HDR Engineering and Crouch Engineering on approximately 115 bridges on the 135 mile rail line and identify any additional defects needing repairs.
- Prepare a prioritized list of recommended repairs for the approximately 115 bridges on the rail line within the allotted budget.
- A list of emergency repair work completed in February to April 2012 will be provided on the Port website and those repairs will be deleted from the scope of work.
- Conduct Load ratings on all of the 115 bridges other than those listed in Task 1 listing additional repairs during the load rating.
- Provide ongoing Bridge Engineering Support Services as needed.

The repair lists and plans will be presented to the Port for review. Once the recommended repairs are agreed to by the Port, a separate scope will be prepared by Proposer and submitted for approval to the Port and assist in developing construction documents for the approved repair and rehabilitation work. Environmental permitting and compliance work (if required) may be included in this Task.

Data Gathering

Description of Task

Proposer will obtain and review prior bridge inspection reports, original design plans (if available), and recent construction costs on similar repair projects to assist with the inspection.

- If possible, the most recent inspection report for each structure will be obtained and reviewed prior to the field inspection of each structure.
- Order of magnitude cost information for recent repair work from similar projects will

be gathered to aid in the development of the engineer's estimate of probable construction costs that will accompany the Repair and Rehabilitation Report.

Deliverables:

- Information from the reviews will be incorporated as context in the Repair and Rehabilitation Report to be provided to the Port. Information obtained will be contained as necessary in an Appendix to the Report for each bridge.

Schedule:

The review will occur two weeks prior to the commencement of the field inspection.

Key Understanding/Assumptions:

- The Port will make electronic PDF copies or paper copies available of any and all of the following documents it may have available or in its possession at no cost to the Proposer in accordance with the above schedule:
 1. Bridge Plans.
 2. Reports of inspections during the prior five years, including any underwater inspection reports.
 3. Previous load rating analysis reports and calculations.
 4. Copies of correspondence including U. S. Coast Guard Letters to the Port that concern the condition of bridge structures, fendering systems, navigation lighting, navigational hazards and other correspondence that may address condition, safety, or hazard information.
 5. Cost information, scopes of work, and project descriptions from repair work to any bridge on the rail line.

Structural Inspection of 115 Bridges on the Rail Line:

Proposer will complete review of documents and field verification for the approximately 115 bridges on the rail line. The inspections will conform to AREMA recommended practice and will generally be visual in nature, with some elements able to be internally inspected as noted in each section below. Access to components underneath the deck and above the deck of bridges will be by ladder, assisted climbing techniques along with rope access, or potentially with the use of a 30' Under-Bridge-Inspection-Truck (UBIT), whichever is the most economically feasible and available at the desired time of the inspection.

Description of Scope of Work Subtask:

Each bridge inspection will note the following general items, if appropriate:

- a) Track horizontal alignment and vertical profile leading up to and across the bridge.
- b) Utilities buried, above, or on the structure.
- c) Vegetation growth below and around the structure.
- d) Erosion on the banks of the channel on the upstream and downstream side of the bridge.
- e) Drift buildup on the upstream side of the bridge.
- f) Parallel railroad or roadway structures and their general position relative to the railroad structure of interest.
- g) General tie condition with approximate quantities of ties needing to be replaced.
- h) Rail weight, tie plate type, and tie anchor general spacing/layout.
- i) Walkway, handrails, ladders and safety appliances will be visually evaluated for

- completeness and proper function.
- j) Deck type (open or ballast).
 - k) Ballast condition and leaking ballast.
 - l) Track approach condition (ballast low, gaps between rail and tie plates).
 - m) Overall alignment, vertical and horizontal, of the superstructure.
 - n) Mechanical, impact, or fire damage.
 - o) Undue vibration of the structure under live load (if possible).
 - p) Visible excessive deflection of the structure under live load (if possible).

Each timber bridge inspection will note the following additional items:

- a) Decay or insect damage. Piles will be sounded with light hammers and hollow/dead sounds that denote decay will be noted.
- b) Crushing of the caps, stringers, or piles at bearing points.
- c) Horizontal shear cracks in stringers/caps.
- d) Cracked or broken stringers, caps, piles or cross bracing.
- e) Connections and shims will generally be monitored to ensure they are tight.
- f) Bents will be checked for plumb, settlement, racking or pumping.
- g) Framed or piles will be noted.

Each concrete bridge inspection will note the following additional items:

- a) Cracking of concrete.
- b) Spalling or scaling.
- c) Exposed reinforcement.
- d) Beams not bearing evenly on the substructure.
- e) Bearings pounding into the substructure.
- f) Loose or missing anchor bolts.
- g) Substructure will be checked for settlement, rotation or lateral movement.

Each steel span inspection will note the following additional items:

- a) Visual inspection of steel components noting location of corroded areas. If appreciable, measurements or estimates of the section loss will be noted.
- b) Cracks in primary or secondary members, connection angles, or welds.
- c) Buckled members or plates.
- d) Loose or missing rivets or bolts.
- e) Warped, worn or loose bearings. Fixed bearings that are moving or expansion bearings that are suspected to be frozen will also be noted.
- f) Loose or uneven tension in eyebars on pin connected truss spans.
- g) Bent, warped or missing secondary bracing members or gusset plates.
- h) Pins which indicate the movement of any of the members coupling on them or that have loose nuts.
- i) Loose rods, hangers, or braces that may indicate they are not carrying their proper load.

Deliverables:

- Field completed bridge inspection forms or notes for each structure that contain a listing of deficiencies found and any observed deficiencies to handrails, walkways, ladders, or other safety appliances.
- Digital photos documenting conditions noted.
- Load ratings on 115 bridges conforming to AREMA and FRA Standards.

Schedule:

Port anticipates commencing work within four weeks of Notice to Proceed by the Port, and that the task will require approximately 12 weeks to complete. Inspection reports will be provided on a monthly basis after they have been reviewed by a Senior Engineer.

Key Understanding/Assumptions:

- Additional field time may be necessary depending on the results of the inspection and data gathering phase in order to obtain sufficient information to prepare construction documents.
- This inspection will not result in detailed notes as to the location of rivets, bolts, gusset plates, etc., which would allow detailed drafting of the existing members.
- No flagging or right-of-way will be required. Port will provide hyrail and driver as needed to access bridges and Proposer will communicate daily with CBR Rail Operations for work limits. Contractor will provide portable derails to insure inaccessible track in working limits.
- The Port will work with the CBR Rail Operations so that during each day of the inspection work to maximize the train free window for the Proposer.
- Proposer will verify previously made repairs noted in plans (if available) during the inspection.
- Inspection methodology will conform to the AREMA Bridge Inspection Handbook, 2008 Edition and AREMA Chapter 7, Part 5 – Inspection of Timber Structures, Chapter 8, Part 21 – Inspection of Concrete and Masonry Structures, and Chapter 15, Part 7.4 – Existing Bridges, Inspection.
- No evaluation by diving or by boat is expected. Underwater inspection is not included in this estimate. If driving or boat is required other than hyrail, Proposer will provide those services.
- Proposer will use a condition rating system based on its site observations. The system is described below:

Condition 1 – Train traffic should be stopped or immediately slowed until defect is repaired. Trains cannot safely pass bridge at operating speeds.

Condition 2 – Condition is unsafe and could cause failure at any time. Repair as soon as possible. Condition must be monitored continually until repairs have been completed. The defect should be repaired within the next year.

Condition 3 – Condition is considered unsafe and should be monitored frequently. Repair in the near future. The defect should be repaired in the next two to five years.

Condition 4 – Condition is substandard and should be monitored. The defect should be monitored or inspected on a more frequent basis for rate of degradation. Repairs may not be necessary in the next five years.

Condition 5 – The defect, with the exception of periodic inspections, is not anticipated to need attention within five years. Either no defects or only minor defects were found. Repairs not recommended at this time but condition of structure should be monitored.

- If defects with Condition 1 are found, the Engineer inspector will immediately notify the Port's contact and arrange for a joint inspection and agreement on either stopping or slowing rail traffic, if any. The Engineer will include, in cases of Condition 2 through 4 a recommendation for frequency of increased monitoring, if necessary. Recommendations and priorities are based on conditions present at the time of our inspection, utilizing industry standards and information made available to

Engineer by Port. Our recommendations from the inspection are based on defects found that may limit the original capacity of the structure.

- As a result of the inspections, a rating analysis that is not included within this scope of work may be warranted and will be recommended if bridge conditions warrant it.
- No piece of the operating machinery or electrical components will be disassembled or taken out of service during the inspection.
- The spans will remain in service for rail and marine traffic as necessary during the inspection of the mechanical and electrical operating systems.

Repair and Rehabilitation Reports

Description of Task:

Proposer will issue a report documenting the inspection process employed, the summary of inspection findings, and the condition and repair recommendations. Use of condition ratings from the inspection will assist in developing a proposed prioritization and repair schedule. A conceptual estimate of probable construction cost will be included for the repair recommendations.

Upon the Port's final acceptance of the Repair and Rehabilitation Report, a scope of work and estimate will be prepared for the development of construction bid documents for bridge repairs.

Based on the structural inspection findings and associated priority codes assigned to the defects noted, bridge maintenance priority list/schedule will be developed that includes all of the bridges that were inspected. An order of magnitude estimate of probable construction costs will be prepared for each structure.

Deliverables:

A draft report with a section for each subtask will be prepared for the Port's review and consideration. Use of tables for reporting information and sketches will be made to simplify the report. Proposer will meet with the Port to discuss findings and review and resolve comments of the Port. A final report will be completed within two weeks of agreement on the resolution of comments.

Schedule:

Development of the draft alternative report will take place during the three weeks after completion of the field inspections. Development of the Repair List/Priority schedule for all bridges will be finalized within two weeks after completing the field inspections. One week will be assumed for the Port's review process. The meeting to discuss comments and observations will take place two weeks after the report is delivered or once the Port has reviewed the document.

The final report will be submitted two weeks after the comment resolution meeting depending on the nature of the received comments. At this time it is estimated that the final report and proposed scope of work for the follow-on task that prepares Bid Documents for repairs to the bridges would be completed 14 weeks after NTP subject to availability of staff and equipment when NTP is received.

Key Understanding/Assumptions:

- Each report will be created using Microsoft Word. Four bound copies of the final

report will be prepared. Appendices containing calculations, inspection results, photos and instrumentation measurements will be provided in a separately bound document for inclusion in the Port's Bridge Records.

Once a contractor has been selected by the Port, a standard contract will be developed by the Port. RFQ selection will be made based on combination of lowest unit price coupled with equipment and manpower provided.

The Coos Bay Rail Link reserves the right to reject any and all RFQ's.

EXHIBIT B

OREGON INTERNATIONAL PORT OF COOS BAY PROFESSIONAL TECHNICAL & EXPERT (PTE) SERVICES FIRST TIER SUB-CONSULTANT DISCLOSURE FORM

CITY PTE DISCLOSURE REQUIREMENTS

The Port's disclosure program was adopted to document the use of sub-consultants on Port projects whose total value exceeds \$100,000.

This Qualifications Based Selection requires submission by the Proposer of the First Tier Sub-consultant Disclosure Form. When the contract amount of a first-tier sub-consultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000, the Proposer must disclose the following information about each sub-consultant:

- 1) The sub-consultant's contact information and Employer Identification Number (EIN or FED ID#)
- 2) The proposed scope or category of work that the sub-consultant will be performing
- 3) The amount of the sub-consultant's contract

If the Proposer will not be using any sub-consultants that are subject to the above disclosure requirements, the Proposer is required to indicate "NONE" on the accompanying form.

ATTACHMENTS: Form 1: Port of Coos Bay PTE First Tier Sub-consultant Disclosure Form

**OREGON INTERNATIONAL PORT OF COOS BAY
PTE FIRST TIER SUB-CONSULTANT DISCLOSURE FORM
(FORM 1)**

Proposers are required to disclose information about first-tier sub-consultants when the proposed cost of the Professional, Technical and Expert (PTE) service is greater than \$100,000, and when the contract amount of a first-tier sub-consultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000. The Proposer must disclose the following information about each sub-consultant. Enter the specific expected dollar value for each sub-consultant (NOT acceptable to use > or < symbols).

Proposer Name:

QBS Solicitation Project:

Project Name:

SUB-CONSULTANT INFORMATION (PLEASE PRINT)		Scope/type of work	Subcontract amount
Firm Legal Name: Phone #: Email: Fax #: FED ID or EIN (No SSN#)			
Firm Legal Name: Phone #: Email: Fax #: FED ID or EIN (No SSN#)			
Firm Legal Name: Phone #: Email: Fax #: FED ID or EIN (No SSN#)			
Firm Legal Name: Phone #: Email: Fax #: FED ID or EIN (No SSN#)			
Firm Legal Name: Phone #: Email: Fax #: FED ID or EIN (No SSN#)			

- 1) If the Proposer will not be using any sub-consultants that are subject to the above disclosure Requirements, the Proposer is required to indicate "NONE" on this form.
- 2) All sub-consultants with contracts \$10,000 or over must be listed on Form 1.
- 3) Do not enter social security numbers on this form.