



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2017-75

Issue Date: August 31, 2017

Project Name:	Mobile Mapping for 2018/2019 Contract Paving Season		
Quote Due Date/Time:	September 15, 2017 2:00 PM PST		
Procurement Analyst:	Kimberly Boswell	Phone:	503-742-5453
		Email:	kboswell@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
"2017-75, MOBILE MAPPING" IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes ("RFQ"). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. SCOPE

The purpose of this RFQ is to purchase engineering base mapping services using mobile LiDAR scanning technology.

Background

This project will map three rural paving projects that include approximately 36 miles of road. The projects are Beaver Creek Road Paving package, Wilsonville Road Paving package, and Clackamas River Drive Paving Project. These projects are part of an annual program to preserve the pavement of roads within the County's 1,400 miles of road.

Clackamas County Department of Transportation and Development's Maintenance Division is seeking written statements of qualifications from consulting firms with expertise in professional land surveying services for the collection of mobile mapping data and the development of base maps that will be used by an internal engineering team to create construction plans for paving contracts.

Scope of Work

The following roads that will be mapped as part of this contract are:

Beavercreek Road Paving Package

1. Beaver Creek Road, from Upper Highland Road to Henrici Road, 5.43 miles
2. Carus Road, from Lower Highland Road to Beaver Creek Road, 1.65 miles
3. Ferguson Road, from Beaver Creek Road to the end of County Maintenance, 2.39 miles
4. Lower Highland road, from Beaver Creek Road to Upper Highland Road, 5.77 miles
5. Upper Highland Road, from Highway 211 to Beaver Creek Road, 8.23 miles

Wilsonville Road Paving Package

1. Wilsonville Road, from County Line to Willamette Way, 4.52 miles
2. Ladd Hill Road, from Wilsonville Road to Heater Road, 2.25 miles
3. Heater Road, from Ladd Hill Road to Coral Creek Road, 0.27 miles

Clackamas River Drive Paving Package

1. Clackamas River Drive, from Milepoint 0.55 to Springwater Road, 4.96 miles

The work to be performed by the consultant consists of collecting mapping data using mobile mapping LiDAR and provide an electronic base drawing in AutoCAD 2013 format or an ESRI Complaint Shape file. Coordinates for the line work will be based on Oregon Coordinate Reference System, Portland Zone-NAD 1983, international foot, or the Oregon State Plane North Zone-NAD 1983, international foot.

Scan data will be collected from the right-most lanes in both directions to provide the greatest coverage possible by the scanning sensor. Some roads may need to be scanned during the early morning hours or on Sundays. This will provide the least amount of data noise and to allow for the most visibility along the rights-of-ways as there will be minimal traffic.

During data acquisition, panoramic imagery will be taken at an interval of 3 meters. The consultant will post process the mobile scanning data to prepare the data for delivery to the County. This will include differentially correcting the scanning point cloud to transform the raw data and imagery suitable for creating drawing layers. Typical measurement accuracy of the instrument without control points and open sky condition should be +/- 45mm on hard surfaces.

AutoCAD drawing shall be set up per County standards and at a horizontal scale of 1" = 50'. Intersecting streets shall be shown 200' from the edge of pavement of the street being mapped.

Along each road, the consultant will delineate the following data in the drawings using the LiDAR point cloud and panoramic imagery collected using mobile mapping:

- Edge of pavement and/or curbs and associated gutters if applicable (line layer)
- Striping (line layer)
- Edge of existing gravel shoulder
- Outline of driveway aprons. 15' back from edge of pavement (line layer)
- Any roadway appurtenance including manholes, catch basins, valve covers, and power poles (mapped as points) (point layers)
- Guardrail (mapped as points) (point layers)
- Signal and curb ramps (mapped as points) (point layers)

Schedule for Deliverables

1. Provide completed electronic base map drawings of Ferguson Road and Lower Highland Road within 45 calendar days of the notice to proceed (delivered electronically)
2. Provide completed electronic base map drawings of Beaver Creek Road and Carus Road within 60 calendar days of the notice to proceed (delivered electronically)
3. Provide completed electronic base map drawings of Wilsonville Road, Ladd Hill Road, and Heater Road within 75 calendar days of the notice to proceed (delivered electronically)
4. Provide completed electronic base map drawings of Upper Highland Road within 90 calendar days of the notice to proceed (delivered electronically)

5. Provide completed electronic base map drawings of Clackamas River Drive within 105 calendar days of the notice to proceed (delivered electronically)
6. Provide LiDAR point cloud and panoramic imagery data within 120 calendar days of the notice to proceed and all base drawings on USD memory storage device

Minimum Qualifications

The Consultant shall:

1. Be licensed to conduct business in the State of Oregon
2. Assign a responsible person, with a valid Oregon State Professional Land Surveyor License, to manage the project.
3. Show relevant experience with similar types of transportation mapping projects.
4. Have successfully completed at least three similar projects. Submit examples and references.

3. Sample Contract

Submission of a Quote in response to this RFQ indicates Quoter’s willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 4 – Travel and Other Expense is Authorized
- Article II, Paragraph 29 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

4. Quote

Quotes should be short and concise with the below information. Quotes are limited to a maximum of **14** pages.

1. Signed Cover Letter: Clearly state the name of the consulting firm and address of the firm. Clearly define the phone number, e-mail and name of the primary contact person.
2. Project Approach: Provide recommendations for survey technologies that may be a good fit for the scope, purpose, and needs of the project. List specific equipment and software that will be used to perform the work. Describe how the work will be performed.
3. Project Delivery, Schedule, and Availability: Detail your staff’s ability to complete the project within the proposed schedule. If your firm is located outside the Portland Metro Area, discuss your firm’s ability to complete the fieldwork and availability to communicate to County staff. Describe how distance from the project and County could affect response time to response time matters pertaining to the project.
4. Experience/Qualifications/Key Personnel/References:
 - Describe the experience of the key personnel who are assigned to do the work related to the deliverables. Provide your capacity and capabilities to provide the deliverables in usable AutoCAD 2013 drawings or ESRI Compliant Shape Files without translation or other intermediate steps.
 - Describe your staffs’ unique qualifications and training:

- Project Manager (must have Oregon Professional Land Surveyor (PLS) License)
 - AutoCAD and/or ESRI Shape File Software
 - Mobile LiDAR Scanning
 - Point Cloud Extraction Software
5. Any additional information that Clackamas County should take into consideration for the project or qualifications.

5. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, project approach, project delivery, and timeline.

Upon review of Quotes, the County will make a selection of the most qualified firm and commence fee negotiations. If the County is unable to agree to a reasonable fee with the selected firm, it will commence negotiations with the next firm that is deemed most qualified.

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2017-75

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

**CLACKAMAS COUNTY
INSTRUCTIONS TO QUOTERS**

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
6. **METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
7. **QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.