Request for Proposal (RFP):

Engineering and Multidisciplinary Consultant Services for
Boones Ferry Road Refinement Study

City of Lake Oswego, Oregon

Published: August 18, September 11, 2008

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1. General Project Description

The City of Lake Oswego is seeking a multi-disciplinary consultant team to provide a refinement plan for Boones Ferry Road between Kruse Way and Madrona Street. This project is required to implement the Lake Grove Village Center Plan (LGVC Plan) adopted in April 2008. The LGVC Plan identifies goals, policies and implementation measures to promote a safe, welcoming and convenient pedestrian- and bicycle-friendly environment, while accommodating auto traffic efficiently and meeting the needs of businesses by providing adequate vehicle access and sufficient parking.

The purpose of this project is to develop a more detailed Boones Ferry Road (BFR) Refinement Plan that employs design concepts recommended by the LGVC Plan. The selected team will review previous plans and analyses, provide an engineering survey, and evaluate adopted design concepts in terms of:

- Traffic operations, safety, business access, and neighborhood “cut-through” traffic impacts;
- Economic impacts to Lake Grove businesses including impacts related to parking supply and access, commercial deliveries, performance during street construction, and impacts on adjacent neighborhoods;
- Feasibility of “green street” methods for stormwater management; and
- Cost and financing options

Based on the analyses and findings, the selected team will develop design refinements to address physical and cost constraints and adverse traffic, safety and economic impacts while advancing the goals of the LGVC Plan.

Design refinements and financing options will be publicly evaluated with criteria established by stakeholders and project advisory committee. Preferred design refinements will be incorporated by the selected team into the development of a BFR Refinement Plan. The BFR Refinement Plan will establish a framework for the final road design and identify center line alignment and necessary right-of-way acquisitions, intersection configurations, locations for turn lanes and medians, “green street” stormwater management treatments and locations, constructability issues, phasing options, and preliminary cost estimates. The project will also provide a funding strategy based on an analysis of potential funding mechanisms including, but not limited to, the creation of an urban renewal district.

Prior to commencing the work, the selected team will develop a public participation approach and involvement program to identify how public input will be received and considered throughout the project and effectively incorporated into the refinement plan. A timely, thorough and meaningful public involvement process is critical to the success of this project. The successful consultant team’s challenge will be to integrate and clearly present technical findings, synthesize community input, develop design refinements, and assess design refinements and funding alternatives through the community feedback process.
2. Study Area Location

The refinement plan is for Boones Ferry Road between Kruse Way and Madrona Street within the Lake Grove Village Center Plan area shown below. The Village Center is located in the western portion of the City of Lake Oswego and is one of two general commercial districts within the City, the other being Downtown Lake Oswego.
3. PLANNING BACKGROUND

The Boones Ferry Road Refinement Study is based on requirements identified in the Lake Grove Village Center (LGVC) Plan adopted in April, 2008 (Ordinance 2454). Implementing development code amendments were also adopted at this time (Ordinance 2455). The LGVC Plan and related amendments to the Comprehensive Plan Map, Transportation System Plan and Community Development Code to include Article 50.11A Lake Grove Village Overlay District can be viewed at:

http://www.ci.oswego.or.us/plan/Land_Use_App/2006/LU%2006-0025%20LGVC%20Plan/LU06-0025-LGVC_Plan.htm

Generally, design refinements must advance the goals of the LGVC Plan. Specific requirements reflected in the scope of services outlined in this RFP are identified in the following LGVC Plan sections:

I. Transportation, Action Measures:
   i. Access Management; ii. Street Design, and iii. Public Involvement

IV. Economic Development, Goal 10 Policies and Action Measures:
   vi. Public Involvement; vii. Funding Mechanisms

Boones Ferry Road Design Concept

The LGVC Plan identifies a design concept for Boones Ferry Road based on a recommended 82-foot right of way to accommodate four travel lanes (two travel lanes in each direction), landscaped center medians, bike lanes, minimum nine-foot wide sidewalks including tree wells or landscaped planters, and left-/u-turn lanes. Additional LGVC Plan recommendations include employing “green street” stormwater management designs in the medians and right-of-way, reducing the posted speed to 25 miles per hour with phased signalization, and providing new pedestrian crossings, two new signalized intersections, and improvements to existing intersections. Overhead utilities are required to be located underground as part of the corridor improvements. Enhanced business access is based on direct access from signalized locations and cross-streets, through connections between adjacent parking facilities, drive consolidation and shared access, raised medians, and u-turns at signalized intersections when access cannot otherwise be provided.

Planning Timeline and Documents

- 1999 Lake Grove Town Center Designation - Comprehensive Plan is amended to designate Lake Grove area as a Town Center consistent with Metro 2040 Plan. Goal 14: Urbanization, Figure 26, Metro 2040 Design Type Boundaries Boones Ferry Main Street/Town Center (not available on-line).

- 2001 Boones Ferry Corridor Plan – City prepares the Boones Ferry Road Corridor Plan calling for a 4-lane road with bike lanes and a center turn lane. The plan was never formally adopted.
  http://www.ci.oswego.or.us/plan/Land_Use_App/2006/LU%2006-0025%20LGVC%20Plan/Exhibits_LU06-0025/Exhibit_F-15-4_LU06-0025.htm
• **2002-2003 Lake Grove Town Center Concept** - City receives a state grant to prepare a Town Center plan for the Lake Grove area. The effort established guiding principles supported by the community.  
  http://www.ci.oswego.or.us/plan/lgtc/LGTC%20Advisory%20Committee/Draft_Plan_Otak_06-30-03.htm

• **2003-2006 Lake Grove Village Center Implementation Advisory Committee** - City forms the Lake Grove Village Center Advisory Committee to develop a plan and development code based on established guiding principles.  
  http://www.ci.oswego.or.us/plan/Land_Use_App/2006/LU%2006-0025%20LGVC%20Plan/LU06-0025-EXHIBITS/F%20%20Written%20Materials%20for%20Adoption/Exhibit%20F-3%20Draft%20Plan%2008-14-06.pdf

• **2004-2005 Boones Ferry Concept Plan** - The Advisory Committee recommends a concept plan for Boones Ferry Road based on work completed for the 2001 corridor plan. Additional signals, crossings, and landscaped medians are recommended elements.  
  http://www.ci.oswego.or.us/plan/Land_Use_App/2006/LU%2006-0025%20LGVC%20Plan/Exhibits_LU06-0025/Exhibit_F-15-3_LU06-0025.htm

• **2006-2008 Lake Grove Village Center Plan Public Hearing Process** – In fall 2006, public hearings before the Planning Commission began. Significant public testimony was received and after a year of deliberations, the Planning Commission forwarded their review to the City Council. Public hearings began before the City Council in February, 2008 and the Lake Grove Village Center Plan was adopted in April 2008.  
  http://www.ci.oswego.or.us/plan/Land_Use_App/2006/LU%2006-0025%20LGVC%20Plan/LU06-0025-LGVC_Plan.htm

4. **Existing Conditions**

The Lake Grove Village Center (Village Center) is a long and narrow commercial district centered on Boones Ferry Road and bordered by low density residential neighborhoods. The original Lake Grove area was the center of a rural community and has since grown and expanded along Boones Ferry Road. There are approximately 400 individual businesses within the Village Center of primarily a community or neighborhood scale with some limited office development. Most of the property is currently improved and generally characterized by thriving local and neighborhood-serving businesses. The proximity of commercial and higher intensity uses to established low density residential neighborhoods is viewed as an opportunity for residents and businesses alike but raises concerns about impacts on neighborhood livability, and the relationship between commercial traffic “cutting through” on local residential streets and the future functional capacity of Boones Ferry Road.
Primary roadways serving the Village Center are Boones Ferry Road and Kruse Way. These “Major Arterials” provide connections to downtown Lake Oswego and Interstate 5. Within the Village Center, Boones Ferry Road existing conditions typically feature four travel lanes, no bike lanes, turn lanes at signalized intersections, and substandard pedestrian facilities along significant portions.

Average daily trips on Boones Ferry Road between Bryant and Kruse way are estimated between 25,000 and 28,000 based on traffic counts recorded between 2001 and 2006. Approximately 47-percent of the traffic traveling within the study corridor can be classified as “through” traffic with the remaining 53-percent having at least one final or intermediate destination within the study corridor. A 2005 study indicated signalized intersections operated at acceptable levels of service during the average weekday a.m. and p.m. peak hour.

Within the Village Center, the current average Boones Ferry Road right-of-way width is 71 feet with a minimum width of 54 feet and a maximum width of 87-103 feet. The speed limit is 30 mph and four signalized intersections result in an average spacing between pedestrian crosswalks of over 1,000 feet. The remainder of the intersections and access points along Boones Ferry Road are currently stop-controlled on the minor street approaches.

Over 50 unevenly spaced private driveway approaches in conjunction with growing traffic volumes impact the overall mobility and operational safety of the corridor and adversely affect
access to and from facilities and adjacent land uses, roadway capacity and traffic operations. The frequent, poorly delineated, and inconsistent access spacing also provides increased opportunity for conflicts with pedestrians and bicyclists. Safety is a primary concern among residents, business owners, and city officials with crash rates for Boones Ferry Road within the Village Center among the highest in the City.

5. **DRAFT SCOPE OF WORK**

The Draft Scope of Work below represents the City’s best estimate of the work needed to accomplish the objectives for this project. The City is open to a suggested approach that may deviate from this scope to better meet project objectives. The successful team will be responsible for assembling an experienced, interdisciplinary team committed to a collaborative public process and in partnership approach with the City. The team should demonstrate excellent internal coordination among disciplines and provide value by possessing the range of professional skills required to efficiently accomplish the work. To effectively address the following Draft Scope of Work, the collective expertise of team members may include:

- civil engineering and urban stormwater management;
- transportation engineering;
- economic impact analysis of corridor design on adjacent retail business performance;
- integrated urban storm water management;
- geotechnical engineering;
- cost estimating;
- urban design/landscape architecture;
- public finance options analysis; and
- public involvement.

1. **Project Startup**

   A. Meet with City staff to discuss and confirm project coordination, objectives, methods, timeline and milestones, work products, and potential issues.

   B. Obtain and review existing documents, data, surveys, plans and other relevant information. Review of data shall include the following:

   i. Review traffic data and projections.
   ii. Review available economic data and comparable case studies.
   iii. Review urban stormwater plans and facilities.

   C. Confirm public involvement program (see Item 2 below).

   D. Develop an approach for effectively coordinating information and presenting findings for the survey work, traffic, safety and economic impacts analyses, stormwater management feasibility analysis, and funding options analysis identified in scope work items 4 and 5 of this RFP.

   D. Develop criteria for evaluating design refinements and funding options.

2. **Public Involvement**

   A. City Role.

   i. A Boones Ferry Road Refinement Study Advisory Committee (Advisory Committee) comprised of representative stakeholders will be appointed by the City. The
Advisory Committee will provide input to staff, the Planning Commission, and City Council regarding this project.

A. City staff will be responsible for publicizing and making available to the public, all meeting notices, meeting notes, products, and recommendations. Consider the effectiveness of creating an Advisory Committee comprised of diverse stakeholders to ensure that refinement plan recommendations are solidly vested in the community.

B. Public Involvement Program. Develop a comprehensive public involvement and outreach program. The program shall identify a detailed process to educate, inform and solicit comments and recommendations from the public including Lake Oswego residents, business and commercial property owners, commercial customers and institutional representatives.

i. Identify how the consultant team will educate and inform the public and how public input will be solicited, documented, responded to throughout the project. Identify how public response will be effectively incorporated into the refinement plan and funding strategy. This process shall be based on the use of criteria developed by the Advisory Committee to evaluate design refinements, funding options, and to confirm the preferred Boones Ferry Road Refinement Plan.

ii. Identify how technical information and findings required in this Scope of Work will be effectively coordinated, organized and presented to the public.

iii. Provide a public involvement schedule identifying a timeline for public meetings, Advisory Committee review meetings, and work sessions identified below. Identify sufficient time for Staff review of meeting objectives and materials, and for revising materials in response to public input.

C. Advisory Committee Coordination. Participate in a minimum of eight Advisory Committee meetings throughout the project. Establish project goals, products, methodologies and criteria to be used to evaluate design refinements and funding options at the outset, and continue to receive input throughout the project.

D. Public Meetings. Develop materials for and facilitate four public meetings as follows:

i. Kick-off Meeting. Confirm project goals, products, methodologies and criteria to be used to evaluate design refinements and funding options.

ii. At three additional decision points throughout the project, present technical findings, identify issues and trade-offs, and determine preferred concepts and strategies. Prior to each public meeting, review approach and materials with Staff.

E. Public Work Sessions. Present project findings and recommendations at two public work sessions: one with the Planning Commission and one with the City Council.

A. In coordination with City staff, accomplish the following:

i. Provide timely, complete notice and endeavor to receive meaningful public input prior to making decisions for the planning, analysis, design, and construction of transportation improvements.

ii. Invite and consider input from the public, particularly Lake Grove community stakeholders including residents, institutional and business representatives, and commercial property owners for the planning and analysis, design, and construction of transportation improvements.

iii. Ensure that the public remains informed by effectively publicizing and making available documentation of processes, products and recommendations related to the
traffic and safety analysis, economic impacts analysis, street design studies, and engineering plans.

iv. Establish at the outset an extensive, neutral and thorough public process for review and recommendation of potential funding mechanisms.

3. Engineering Data

Geotechnical and Survey

A. Under the direction of an Oregon licensed professional engineer or Oregon certified engineering geologist, conduct a reconnaissance level geotechnical exploration analysis to identify the suitability of subsurface conditions as needed for a “green street” stormwater system. Feasibility assessment and design. Submit to the City a stamped report identifying issues and covering the testing protocol/methodology and technical conclusions/recommendations for stormwater system design resulting from the work. Conduct a reconnaissance level geotechnical exploration analysis to identify the suitability of subsurface conditions as needed for a “green street” stormwater system. Feasibility assessment and design. Submit to the City a stamped report identifying issues and covering the testing protocol/methodology and technical conclusions/recommendations for stormwater system design resulting from the work.

Perform land surveying to the minimum level necessary to provide a basis for meaningful analysis of proposed design concepts, viable design refinements and related cost estimates, including information required to estimate costs for required undergrounding of overhead utilities required by this scope of work. Locate, based primarily on readily available information, identify existing right-of-way, roadway features, groundwater conditions, survey monuments, private improvements and trees/shrubs (identified by size and species) within the corridor right-of-way study area, and locate approximate locations and depths for utilities as needed to assess stormwater system design and costs described required in Item 64 C of this RFP. Provide survey within 100 feet of Boones Ferry Road centerline and as needed to coordinate the relocation of utilities underground and service to development outside of the right-of-way.

B.

4. Impacts and Feasibility Analyses

A. Complete a traffic operations and safety analysis to address identify potential impacts to traffic operations, business access, neighborhood “cut-through” traffic, and safety.

i. Identify positive and negative impacts. Consider by comparing existing documented conditions with the proposed Village Center conditions. This analysis shall be based on transportation concepts identified in the LGVC Plan (see Transportation Action Measures, Design Direction) and shall be derived from:

- A comparison of peak hour and non-peak hour assessments;

- Consider the value of modeling a three development scenarios for the Village Center: low, medium and high intensity; and:

- Review traffic data and projections to determine the need for updated information. Analysis should effectively model impacts from regional growth including redevelopment in the Stafford area and the role of major streets within the Village Center such as Bryant Road in handling projected demand. Consider the value of modeling three development scenarios: low, medium and high intensity, estimated impacts on the corridor study area from regional growth based on Metro travel projections, including projected redevelopment in the Stafford area.
ii. The traffic and safety analysis shall include, but not be limited to, the following items noted in the LGVC Plan (see Transportation Action Measures (i)(a) Traffic and Safety Analysis):

- **Address** impacts of delivery trucks and delivery truck access routes on traffic flow and pedestrian safety. The potential use of the outer travel lane on Boones Ferry Road for delivery parking during certain limited times is noted in Transportation Action Measure (v)(7) Delivery Truck Access. Address optimal times for parking/delivery activity on Boones Ferry Road, including ruling out possible use of the outer travel lane for delivery truck parking if indicated.

- **Analyze** impacts of large passenger vehicle u-turns at The recommended signalized intersections on Boones Ferry Road would allow most passenger vehicles to make the u-turns (see Transportation Action Measure (v)(1) Street Cross Sections) where u-turns are required for business access. Address impacts on traffic flow and safety if several larger passenger vehicle models would not be able to make a simple u-turn within the recommended clear area.

- **Analyze** impacts associated with right-hand turning movements as cars wait for a car exiting a driveway, or for a car to slow down enough to make a right turn into a driveway, and with pedestrian traffic along the sidewalk. Pedestrian traffic along the sidewalk could also cause occasional delays for these right-hand turning movements.

- Analyze the potential “bottleneck” during peak travel times at locations where cars queuing for u-turns, or left-turns, and through travel at an intersection may back up for a significant distance, possibly creating difficulty for those traveling in the opposite direction (on the other side of the same median) who wish to queue and make a u-turn into the travel lanes where the aforementioned queue has developed. Address the case, for example, of a northbound car intending to make a u-turn at the Reese Road intersection and travel south to access a mid-block business. If the southbound queue is long and traffic heavy, northbound traffic intending to make a southbound u-turn at Reese may back up behind other southbound traffic and block the flow of vehicles intending to make the u-turn at Reese Road.

- **Analyze** safety and traffic flow impacts for pedestrian crossings that are not located at signalized intersections (see identified in the LGVC Plan (see, Transportation Action Measure (v)(4) Pedestrian Crossings).

iii. Provide recommendations for alternative conceptual design refinements to mitigate for unacceptable traffic operations and safety impacts, and to advance the goals of the Lake Grove Village Center LGVC Plan. Recommendations shall include address required right-of-way and centerline alignment, intersection configuration, and locations for turn lanes and medians.

iv. In the event of a conflict between the various goals of the LGVC Plan, design refinements for mitigation shall give priority to pedestrian facilities including retention of recommended minimum sidewalk-widths, pedestrian crossings, and pedestrian refuge areas within medians at pedestrian crossings.

B. Develop a methodology for and complete an economic impacts analysis to address identify potential economic impacts to Lake Grove businesses.
A. Identify positive and negative impacts by comparing Consider impacts for a base case condition based on existing conditions and with the proposed standards for a Village Center conditions. This analysis shall be based on transportation concepts identified in the LGVC Plan, and findings and recommendations for alternative conceptual design refinements from recommended in the Traffic and Safety Analysis, Scope of Work Item (4)(A) -

i. Review available economic data and comparable case studies. Determine the need for updated information. Obtain updated information on access, construction and business performance as required.

ii. The economic impacts analysis shall include, but not be limited to, the following items noted in the LGVC Plan (see Transportation Action Measures (i)(b) Economic Impacts Analysis):

- Address Analyze potential generalized economic impacts to Lake Grove businesses related to parking supply, business access, commercial deliveries, traffic operations and business performance during street construction.
- Analyze Address potential specific economic impacts to Lake Grove businesses business sites related to right-of-way and centerline alignment, intersection configuration, and locations for turn lanes and medians.
- Analyze Address potential generalized economic impacts to adjacent neighborhoods related to “cut-through” traffic.

ii. Provide recommendations for alternative conceptual design refinements to mitigate for unacceptable economic impacts, and to advance the goals of the LGVC Plan. Recommendations shall address required right-of-way and centerline alignment, intersection configuration, access, deliveries, and locations for turn lanes and medians.

iii. In the event of a conflict between the various goals of the LGVC Plan, design refinements for mitigation shall give priority to pedestrian facilities, including retention of recommended minimum sidewalk widths, pedestrian crossings, and pedestrian refuge areas within medians at pedestrian crossings. Recommendations shall address required right-of-way and centerline alignment, intersection configuration, access, deliveries, and locations for turn lanes and medians.

iv. Provide a plan Identify methods for minimizing impacts on businesses during construction. Address construction phasing, business access, commercial deliveries, waste pick-up and transit service.

C. Identify issues and costs associated with incorporating green streets elements for managing stormwater into the design and engineering of Boones Ferry Road.

i. Address Determine the feasibility of stormwater management within center medians as recommended in the Lake Grove Village Center LGVC Plan.

i. The analysis shall be incorporate survey information recommendations from the Traffic and Safety and Economic Impacts analyses.

ii. The stormwater management feasibility analysis shall address the following:

- Existing existing water table and soils conditions;
- Assessment assessment of water volume currently handled by existing piped facilities;
- Constructability constructability of the “green street” concept;
- Phasing phasing; / Flexibility
- Utilities
- Right-of-way requirements / centerline alignment;
- Pedestrian environment/character; and
- Cost.

iii. Based on cost, and constructability findings and related constraints, propose identify alternative conceptual design refinements for “green street” stormwater management design alternatives that incorporate design recommendations from the Traffic and Safety and Economic Impacts analyses.

iv. Include locations and designs for managing stormwater while minimizing the use of piped systems. In the event of a conflict between the various goals of the LGVC Plan, refinements to stormwater system designs shall give priority to pedestrian facilities including retention of recommended minimum sidewalk widths, pedestrian crossings, and pedestrian refuge areas within medians at pedestrian crossings.
5. Generalized Costs and Funding Options

A. Cost Estimates
   i. Conduct generalized cost estimates for use in evaluating alternative conceptual design refinements required in Scope of Work Item 4 alternatives.
   ii. Identify potential project phasing required to allocate costs over time to implement the project.

B. Funding Options
   i. Review funding options including but not limited to those identified in the LGVC Plan (see Economic Development Action Measures, viii).
   ii. Provide a summary of estimated fund generation, costs, benefits, economic impacts and key issues associated with proposed funding options/mechanisms. The City will provide a generalized analysis of fund generation from tax increment financing related to creation of an urban renewal district. The City’s analysis will include potential development based on a maximum development scenario (best case) and a more limited development scenario.

A. Generate financing options for project work. Investigate and outline the financial and development opportunities and ramifications for creation of an urban renewal district and other mechanisms for funding the Boones Ferry Road refinement plan. Potential funding mechanisms include but are not limited to the following:
- Tax Increment Financing – Urban Renewal District
- Local Improvement District
- Economic Improvement District
- General Fund
- Developer/Private Funding Reimbursement
- General Obligation and Revenue Bonds
- Grants

6. Evaluation of Design Refinement Alternatives and Funding Options Scenarios

Provide three refinement plan options that are based on the integration of Design Refinement Alternatives.

i. Demonstrate how recommended information from the traffic and safety, economic impacts, and stormwater management/green streets feasibility analyses has been coordinated and incorporated into the development of alternative concept design refinement alternatives and cost estimates developed in previous Scope of Work items. Presentation of refinement plan options shall include a comparison of scaled plans and tables summarizing costs and other critical information. Clearly identify trade-offs and cost implications.

ii. Apply criteria (developed in scope Scope of work Work item 1) for evaluating the design refinement alternatives and funding options.

iii. Present Boones Ferry Road design refinement alternatives plans, funding options, and the evaluation criteria to the public. Determine the preferred design refinements plan and funding mechanisms through public processes based on public response and methods developed in scope of work item 2 for public involvement.

B. Funding Options Scenarios.
   i. Demonstrate how information from the review of funding options has been coordinated and incorporated to identify three funding scenarios. Clearly
identify trade-offs and cost implications. Provide a brief evaluation of implications for funding other public projects identified in the LGVC Plan including public parking facilities, gateway urban design treatment, and the Village Commons.

B.ii. Apply the criteria developed in Scope of Work Work item 1 for evaluating design refinement alternatives and funding options scenarios.

iii. Present Boones Ferry Road design refinement alternatives, funding options scenarios and evaluation per established criteria to the public. Determine Confirm preferred design refinements and funding mechanisms based on public response.

7. Preferred Boones Ferry Road (BFR) Refinement Plan and Funding Strategy

A. Finalize the Boones Ferry Road (BFR) Refinement Plan based on the preferred refinement plan. Integrate preferred design refinements identified in Scope of Work item 6 from the traffic and safety, economic impacts, and stormwater management/greenstreets feasibility analyses to develop a preferred Boones Ferry Road refinement design plan for future improvements to Boones Ferry Road. The design refinement plan BFR Refinement Plan shall provide the basis for comprehensive revised and updated cost estimates.

i. Provide a scaled, detailed illustrative plan identifying design concepts for future improvements to Boones Ferry Road identified in the BFR Refinement Plan. Include Identify center line alignment, locations for turn lanes and center medians, intersection configurations, and indicate necessary right-of-way acquisitions.

A.ii. Identify any required amendments to the special street setback for Boones Ferry Road (LOC Section 50.22.035 Special Street Setbacks).

B. Cost estimate. Provide a comprehensive updated cost estimate for construction of the Boones Ferry Road BFR refinement plan. Identify alternative cost scenarios.

C. Develop a design framework document to serve as a basis for developing engineering plans. Identify phasing options, a stormwater management/green streets system, utility relocation underground and coordination, ADA compliance, and resolution of other issues as required prior to initiating design development of detailed engineering plans.

D. Integrate Based on preferred funding mechanisms identified in Scope of Work item 6, outline a strategy to provide funding. Provide a funding strategy for adequate and sustainable funding to implement the Boones Ferry Road Refinement Plan. Based on findings for costs, benefits, economic impacts and public response

i. The strategy should clearly outline the basis for funding recommendations and Identify specific steps, priorities and phasing options.

ii. B Briefly evaluate Consider the implications for the funding of other public projects identified in the Lake Grove Village Center Plan.

iii. Demonstrate how priority improvements to Boones Ferry Road serve existing businesses and leverage private investment.
6. PROPOSAL SUBMITTAL AND SCHEDULE

Pre-submittal Conference
A non-mandatory pre-proposal conference will be held on August 20, September 1, October 7, 2008 at 10:00 AM in the Santiam Room, West End Building, 4101 Kruse Way, Lake Oswego, 97034. The project study area is located within the vicinity of the West End Building.

Proposal Submittal
Parties interested in submitting a proposal should contact Paige Goganian as provided below to indicate their interest in submitting a proposal and specify the manner to receive any amendments to the RFP. Questions or comments regarding the Request for Proposal should be directed to Paige Goganian, phone (503) 675-3737; fax (503) 635-0269; email pgoganian@ci.oswego.or.us. Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest to receive RFP amendments. No proposal will be considered if it is not responsive to any issued amendments.

Seven copies of the proposal shall be submitted no later than 3:00 p.m. on Monday, Friday, September 15, October 6, 24, 2008. Proposals can be mailed or hand-delivered to the Community Development Reception Desk, third floor of City Hall.

Address proposals to:
Paige Goganian, AICP, Architect
Senior Planner
City of Lake Oswego
380 “A” Avenue
P.O. Box 369
Lake Oswego, OR 97034

No faxed materials will be accepted. Postmarks are not considered proof of delivery. If the proposal is hand delivered, it must be delivered to and stamped by personnel at the City of Lake Oswego’s Community Development Department on the third floor of the Lake Oswego City Hall.

Schedule for RFP Process

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<td>Pre-submittal Conference</td>
<td>September 14, October 29, 2008</td>
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<td>Proposals Due</td>
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<td>City Staff Review/Interviews</td>
<td>September 16 – 30, October 27 – 23, November 7, 2008*</td>
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<td>Selection of Consultant Team</td>
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<td>Contract Execution</td>
<td>November 7, December 12, 2008* (work to begin immediately thereafter)</td>
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<td>Project Completion</td>
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7. **PROPOSAL REQUIREMENTS AND SELECTION**

**Proposal Requirements**

Please organize your proposal corresponding to the following outline:

1. **Project Approach and Understanding** - Detailed description of the Consultant’s proposed approach demonstrating how the City’s objectives will be accomplished as outlined in the above Scope of Work. Clearly describe and explain the reason for any proposed modifications to the methods, tasks and products identified in the Scope of Work outlined in Section 4.5 of this RFP.

2. **Project Organization and Team Qualifications** - Identification of all services to be provided by the principal firm and those proposed to be provided by subcontractors and information regarding the firm(s) assigned to the project including size of firm(s) and overall capabilities of each as considered relevant to this project. Provide information regarding all personnel assigned as team members to this project including names, prior experience, position, role and level of responsibility in the project. The City reserves the right to reject any proposed firm or team member or to request their reassignment. The project manager shall be identified by name and shall not be changed without written approval by the City. The primary principal consulting firm must assume responsibility for any sub-consultant work and shall be responsible for the day to day management and direction of the planning effort.

3. **Project Timeline** - A proposed timeline for accomplishing the project, including critical paths and milestones, and specific consulting staff by task based on the Scope of Work.

4. **Project Coordination and Monitoring** - Process for ensuring effective communication between the Consultant and the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.

5. **Proposed Cost of Services** - Budget summary broken down by task, time, personnel, and hourly rate, number of hours and cost for each team member including those employed by subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the consultant’s approach to this project. The summary shall include a budget for reimbursable expenses. The final cost of the project may be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply.

6. **Similar Project Experience** - Specific examples of comparable work which best demonstrate the qualifications and ability of the team to accomplish the overall goals of the project under financial and time constraints. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all respondents specifically agree to and release the City of Lake Oswego to solicit, secure and confirm information provided.
Proposal Selection

Proposals will be evaluated based on the following:

- Project understanding and approach for accomplishing the City’s objectives
- Qualifications of project manager and project team
- Thoroughness, quality and conciseness of submittal
- Proposed cost of services
- Availability and accessibility of individuals assigned to the project
- Proven ability to successfully complete projects of similar scope and complexity
- References from past and present clients