

CITY OF ASHLAND

ADDENDUM NO. 1 TO THE REQUEST FOR PROPOSALS FOR THE ASHLAND CREEK BANK RESTORATION PROJECT NO. 2006-29

This addendum issued this 2nd day of March, 2010 provides additional project information resulting from the non-mandatory pre-proposal meeting held on February 23, 2010 and shall be deemed an integral part of the solicitation document.

- A. Agenda and Minutes of the February 23, 2010 Pre-proposal Meeting.
- B. Current list of Prospective Proposer's List
- C. Pre-Proposal Meeting Sign-in Sheet

Acknowledge receipt of this addendum by including it with the submitted proposal. This addendum will not be counted among the total number of submitted pages in the proposal.

END OF ADDENDUM NO. 1



CITY OF ASHLAND

ASHLAND CREEK BANK RESTORATION
PRE-PROPOSAL MEETING
TUESDAY, FEBRUARY 23, 2010, 2:00 PM
SISKIYOU ROOM, 51 WINBURN WAY

AGENDA

I. INTRODUCTIONS

II. PROJECT DESCRIPTION

- A. PURPOSE – to improve channel capacity of Ashland Creek in the vicinity of the Water Street Bridge; to restore the stream bank; to provide protection to adjacent properties; and to improve fish habitat.

III. AREAS OF SPECIAL CONCERN

- A. PERMITTING – DSL, COE, City of Ashland (Physical and Environmental Constraints Permit and Water Resources Permit), ODFW, DEQ AND NMFS.
- B. COORDINATION – with agencies and adjacent property owners.
- C. ASSESSMENT OF UPSTREAM CONDITIONS – balance need with environmental and political issues of creek widening and possible tree removal
- D. PROJECT CALENDAR – Design Phase: April 6, 2010
- Construction Phase: July, 2010
- E. SLOPES IV REQUIREMENTS – applicability
- F. COST OF SERVICES – Include full cost of engineering services to design and complete project (not just rates).
- H. ADDENDUM – To include minutes of this meeting plus any answers to substantive questions.

IV. QUESTIONS

V. SITE VISIT



**CITY OF
ASHLAND**
REQUEST FOR PROPOSAL
ASHLAND CREEK BANK RESTORATION
PROJECT NO. 2006-29

February 23, 2010 - Pre-proposal Meeting Minutes

INTRODUCTIONS

The meeting convened at 2:00 PM in the Siskiyou Conference Room located at 51 Winburn Way, Ashland Oregon. Jim Olson, Engineering Services Manager for the City of Ashland opened the meeting with introductions. Jim introduced Morgan Wayman, City of Ashland Engineering Dept, as his Co-Project Manager. (See list of attendees and contact information on attached sheet.)

The following items were discussed:

PROJECT FUNDING

Funding for the project will be provided solely by the City of Ashland. There will be no state or federal assistance. There is currently approximately \$77,000 available to fund the development of the project

PROJECT DESCRIPTION

PURPOSE: To improve channel capacity of Ashland Creek in the vicinity of the Water Street Bridge; to restore the stream bank; to provide protection to adjacent properties; and to improve fish habitat.

AREAS OF SPECIAL CONCERN

PERMITTING: DSL, COE, City of Ashland (Physical and Environmental Constraints Permit and Water Resources Permit), ODFW, DEQ and NMFS.

The submitted proposals will need to be considerate of the potential need for these or any other required permits. It will be the Consultant's sole responsibility to determine the need for any and all required permits and make the necessary applications. City of Ashland staff will be available to assist the Consultant with the City permitting process.

COORDINATION : With agencies and adjacent property owners.

It will be among the Consultant's responsibilities to coordinate all design and permitting activities with all agencies having jurisdiction over the project as well as the adjacent property owners. It is anticipated that one or more neighborhood meetings will be required to address citizen concerns and needs.



ASSESSMENT OF UPSTREAM CONDITIONS: Balance need with environmental and political issues of creek widening and possible tree removal.

The original OTAK plan called for extensive excavation along the upstream channel to provide additional capacity and to align the stream bank with the bridge opening. This portion of the work may be difficult to develop as it would involve removing numerous mature trees, landscaping and piping for the Helman irrigation ditch.

Depending upon permit requirements and the needs of adjacent owners, the upstream work may be modified or possibly eliminated. The Consultant will be responsible to address any public, property owner, environmental or political concerns that may arise in response to their design recommendations.

PROJECT CALENDAR: Design Phase: April 2010 / Construction Phase: July, 2010
The possible design/construction schedule was discussed. It was the City's desire to complete the design and begin construction by July of 2010. All agreed that with the likely permitting requirements, this aggressive schedule was unlikely to be met. Jim Olson indicated that it would be acceptable for the project schedule to extend into 2011.

SLOPES IV REQUIREMENTS: Applicability

A discussion was held as to whether the project design would be required to meet *SLOPES IV* criteria. Jim Olson expressed that it would be the City's preference to follow the requirements of a *BIOLOGICAL ASSESSMENT*. This would allow for more latitude in the use of varying materials to restore and stabilize the creek bank. It will be the Consultant's responsibility to determine which design criteria will be required.

OTHER ISSUES AND CONCERNS: Easements, fish passage.

In the project area, Ashland Creek is private property. The City of Ashland however has rights/responsibilities to maintain the creek and does not anticipate the need for any easements from the adjacent property owners to perform the work. In lieu of any easements, the DSL permit will need to be signed by the affected property owners and it will be the Consultant's responsibility to acquire the signatures. City of Ashland staff may assist in the acquisition of signatures.

Fish passage may need to be maintained at all times during the construction process. The Consultant will determine this need and will accommodate this in the design.

PROPOSAL FORMS and COST OF SERVICES: Include full cost of engineering services to design and complete project (not just rates).

Morgan Wayman emphasized the necessity for all Proposals to carefully and specifically follow all of the instructions and requirements as outlined in the RFP.



The City of Ashland prefers a time and materials (Not to Exceed) cost for the performance of the Scope of Services as outlined in the RFP. Proposals listing only hourly/expense rates will not be accepted.

ADDENDUM: To include Minutes of this meeting, Attendee contact information as well as responses to any unanswered substantive questions.

SITE VISIT

The office meeting was adjourned and all interested parties made a site visit to view the project location so as to help to define the project intent and limits.



PLAN HOLDER'S LIST AS OF MARCH 2, 2010

I. PUBLICATION SERVICES

Ashland Daily Tidings
1661 Siskiyou Blvd
Ashland OR 97520
Tele: 482-3456 Fax:

Daily Journal of Commerce
PO Box 10127
Portland OR 97296
Tele: 503/226-1311 Fax: 503/222-5358

Medford Mail Tribune
Attn: Nancy Nelson
PO Box 1108
Medford, OR 97501

II. PLAN CENTERS

Daily Journal Commerce
921 SW Washington St Ste 210
Portland OR 97205
Tele: 503/274-0624 Fax: 503/274-2616
Email: plancenter@djcoregon.com

Medford Builders Exchange
305 North Bartlett
Medford OR 97501
Tele: 773-5327 Fax: 773-7021

Klamath Falls Builders Exchange
725 Main Street Room 214
Klamath Falls OR 97061
Tele: 541/882-9480 Fax: 882-9480

Oregon Contractor Plan Center
P O Box 477
Clackamas OR 97015
Tele: 503 650-0148 Fax: 650-8273

McGraw-Hill Construction
3461 NW Yeon Av
Portland OR 97210-1534
Dodge_reocnw@mcgraw-hill.com
Tele: 503/223-3012 Fax: 503/223-3094

Central Oregon Builders Exchange
1902 NE 4th Street
Bend OR 97701
Tele: 541/389-0123 Fax: 541/389-1549
admin@plansonfile.com

REED Construction Data
30 Technology Parkway 3500
Norcross GA 30092
Tele: 770/417-4410 Fax: 800 642-2437

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III. PROSPECTIVE PROPOSERS

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**PRE-PROPOSAL MEETING SIGN-IN SHEET
FEBRUARY 23, 2010**

| Firm Name | Representative | Email | Phone |
|-----------------------------------|-----------------------|--|--------------|
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| City of Ashland | James Olson | olsonj@ashland.or.us | 541 488-5347 |
| City of Ashland | Morgan Wayman | waymanm@ashland.or.us | 541 488-5347 |
| HBH Eng | Jaime JHordan | jjordan@hbh-consulting.com | 503 779-5216 |
| HBH Eng and Jones & Stokes | David Boatman | dboatman@hbh-consulting.com | 503 625-8065 |
| Northwest Hydraulic Consulting | | jhoward@nhcweb.com | 916 708-7384 |
| NW Biological | Scott English | nwbiolog@gmail.com | 541 488-1061 |
| OBEC | Austin Bloom | abloom@obec.com | 541 683-6090 |
| OBEC | Greg Ausland | gwa@obec.com | 541 683-6090 |
| OBEC | Jeff Bernardo | jrb@obec.com | 540 774-5590 |
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| Public Works Management | Neil Burgess | neil@pwmanagers.com | |
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| Sisul Engineering | Tom Sisul | tomsisul@sisulengineering.com | 541 227-6719 |
| Stream Fix | Russ Lawrence | russ@streamfix.com | 503 631-8184 |
| Tetra Tech | Jason Kent | Jason.kent@tetrattech.com | 503 223-5388 |

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