

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

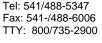
This addendum issued this 2nd day of March, 2010 provides additional project information resulting from the non-mandatory pre-proposal meeting held on February 23, 2010 and shall be deemed an integral part of the solicitation document.

- 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









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

<u>AGENDA</u>

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



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.

Engineering 20 E. Main Street Ashland, Oregon 97520 www.ashland.or.us

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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.

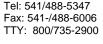
In the project area, Ashland Creek is private property. The City of Ashland however has rights/responsibilities to maintain the creek and does not anticipate the need for any easements from the adjacent property owners to perform the work. In lieu of any easements, the DSL permit will need to be signed 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.





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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

Engineering Tel: 541/488-5347 20 E. Main Street Fax: 541-/488-6006 Ashland, Oregon 97520 TTY: 800/735-2900 www.ashland.or.us

REED Construction Data 30 Technology Parkway 3500 Norcross GA 30092

Tele: 770/417-4410 Fax: 800 642-2437

Stacy Wold Mcgraw-Hill Construction Dodge 200 SW Michigan Street, Suite 100A Seattle, WA 98106 206.378.4792 fax 800.328.4542 ext 471

III. PROSPECTIVE PROPOSERS

Vigil - Agrimis

Attn: Carrisa Kuhnel, Mktg. Coordinator 819 SE Morrison Street, Suite 310

Portland, OR 97214

Tele: 503/274-2010 Fax: 503/274-2024

ckuhnel@vigil-agrimis.com

StreamFix

Attn: Russ Lawrence, Principal

19478 S. Starview Cn Oregon City, OR

Tele: 503/631-8184 Fax: 503/631-8184

russ@streamfix.com

SCE, Inc.

Attn: Nicholas Riddle - Associate Engineer

624 S. Mt. Shasta Blvd. Mt. Shasta. CA 96067

Tele: 530/926-2605 Fax: 530/926-8921

ner@sceshasta.com

GreenWorks PC Andrea Cameron 24 NW Second Av Ste 100

Portland OR 97209

Tele: 503/222-5612 Fax: 503/222-2283

info@greenworkspc.com

ENGEO

Catherine Lewis

2010 Crow Canyon PI Ste 250

San Ramon CA 94583

Tele: 925/866-9000 Fax: 888/279-2698

clewis@engeo.com

OBEC Consulting Engineers

Greg Ausland PE

920 Country Club Rd Ste 100B

Eugene OR 97401



Tele: 541/683-6090 Fax: 541/683-6576

gwa@obec.com

HBH Consulting Engineers Jaime Jordan PE 4497 Brownridge Terrace Ste 202 Medford OR 97504

Tele: 541/779-5216 Fax: 541/776-7376

jjordan@hbh-consulting.com

OTAK, Inc. Jenn Isfan 17355 SW Boones Ferry Rd Lake Oswego OR 97035

Tele: 503 699-4547 Fax: 503 635-5395

Jenn.isfan@otak.com

Sisul Engineering Tom Sisul, President 3501 Excel Dr Medford OR 97505

Tele: 541/227-6719 Fax: 541/842-7035

tomsisul@sisulEngineering.com

ICF International, Inc. Shane Latimer 317 SW Alder #800 Portland OR 97204

Tele: 503/525-6178 Fax: 503/525-6150

slatimer@icfi.com



Tel: 541/488-5347 Fax: 541-/488-6006 TTY: 800/735-2900



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

Firm Name	Representative	Email	Phone
Amrhein Assoc	Mark Amrhein	amrhein@mind.net	541 482-6680
CEC Engineering	Michael Zarosinski	mike@cecengineering.com	541 779-5268
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	<u>jrb@obec.com</u>	540 774-5590
Pace Engineers	Darren Weigart	dweigart@paceengrs.com	503 597-3222
Public Works Management	Jeff Ballard	jeff@pwmanagers.com	541 301-1555
Public Works Management	Neil Burgess	neil@pwmanagers.com	
Schlumpberger Consulting Engineer	Nick Riddle	ner@sceshasta.com	503 926-2605
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@tetratech.com	503 223-5388

Engineering 20 E. Main Street Ashland, Oregon 97520 www.ashland.or.us

Tel: 541/488-5347 Fax: 541-/488-6006 TTY: 800/735-2900

