

CITY OF SHERWOOD, OREGON

REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (SDC) AND STREET, SIDEWALK, AND STREET LIGHTING FEES STUDY

The City of Sherwood invites proposals from qualified Consultants for conducting a Transportation System Development Charge (SDC) and Street, Sidewalk, and Street Lighting Fees Study. Only one consultant will be selected for this project.

The document: "Request for Proposals, Consultant Services, Transportation System Development Charge (SDC) and Street, Sidewalk, and Street Lighting Fees Study" is available from the City's website at www.sherwoodoregon.gov/bids. This document provides further details and specific submittal requirements for the consultant's proposal.

All proposals will be received until 4:00 p.m. (local time), Friday, September 18th, 2015 at the City of Sherwood Engineering Department, 22560 SW Pine St, Sherwood, OR 97140. One (1) original and four (4) copies as well as a PDF version on a CD of the consultant's proposal shall be submitted in a sealed envelope entitled: City of Sherwood, Oregon, Request for Proposal for Consultant Services, Transportation System Development Charge (SDC) and Street, Sidewalk, and Street Lighting Fees Study. **Proposals received after the time and date set for closing will not be accepted.**

The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by Addenda. Addenda, if necessary, will be issued on the City's RFP project webpage <https://www.sherwoodoregon.gov/bids> not later than three (3) days prior to the RFP closing date. It is the responsibility of the Proposer to check the webpage for any posted addenda, and ensure that the submitted proposal includes said addenda. Questions must be received five (5) calendar days prior to the RFP closing date. Questions shall be submitted to Robert Galati at galatib@sherwoodoregon.gov.

All proposals received will be held confidential until award or recommendation for award has been approved by the City Manager. Thereafter, all proposals will be available for public review at the City of Sherwood Engineering Department, 22560 SW Pine St, Sherwood, OR 97140 for 30 days from the posting on the City's website of the notice of intent to award.

The City will be the sole judge in determining the selection of consultants and subsequent award of contract and reserves the right to reject any or all proposals and waive any minor informalities or discrepancies. The City reserves the right to cancel this RFP at any time if in the City's best interest.

Consultants responding to this RFP do so solely at their expense, and the City is not responsible for any consultant expenses associated with responding to this RFP.

No pre-proposal meeting will be held.

The City of Sherwood is an Equal Employment Opportunity/Affirmative Action Employer.

CITY OF SHERWOOD
Robert Galati, P.E., City Engineer
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