

**P2016-08**  
**City of Salem**  
**Sidewalk & Street Resurfacing**  
**Engineering Design, Project Permitting RFP**  
**May 17, 2016**

The City of Salem requests proposals from licensed engineering firms/individuals related to the design, permitting, and construction-period supervision of street resurfacing and sidewalk replacement projects. The City desires a quick turn-around for this request. Please limit details included in proposals only to that information which is requested.

1. Proposal shall prominently detail the name and contact information for the firm/individual submitting.
2. Please provide the names of individuals who would be involved with the design of sidewalk and/or street resurfacing projects. Provide the name of individuals who would be involved with construction-period supervision.
3. Please provide information detailing the cost for all related services noted under #2 on a per-hour basis.
4. Please provide the following information on **only** the last two projects on which the firm/individual submitting proposal worked:
  - a. Nature of sidewalk and street resurfacing project (City prefers to be notified of resurfacing projects that entailed resurfacing of oil-chip streets with an asphalt surface).
  - b. Location and date of projects.
  - c. Cost of project.
  - d. Name and contact information of the contractor who constructed the project the submitting firm/individual designed.
5. Please detail firm's/individual's availability to perform necessary design and permitting work, including when work could commence.
6. Submissions are due to be received by the City of Salem on Tuesday, May 31, 2016 at 10:00 am. Submissions must be sealed, addressed to the City Manager, and include a mark on the envelope that the submission is a sealed bid. Proposals shall be opened at the time noted above. After opening, proposals may be reviewed by the general public, but edits may not be made. The City plans to place on its agenda review and approval of proposal on June 6, 2016. Firms/individuals making submission are invited to attend this meeting for the purpose of answering questions the City may have on submission.
7. The City reserves the right to accept the proposal which, in its judgment is the best proposal, to reject any or all proposals, and to waive irregularities or informalities in any proposal submitted. **In other words, the City reserves the right to accept the proposal which, in its judgment, and regardless of cost, best accomplishes the project described in this request.** All firms making proposal agree that rejection of any proposal shall be without liability on the part of the City, and firms making proposal shall not seek recourse of any kind against the City because of such rejection. The filing of any proposal shall constitute an agreement of the firm making proposal to the terms and conditions of these Instructions to firms making proposal.
8. All rights and remedies afforded to the City of Salem by law, ordinance, or policy of the City shall be retained, whether or not specified in this proposal request.

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