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Clackamas County
www.clackamas.us



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 1, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of a Personal Services Contract #1891 with Century West Engineering Corporation for On-Call Civil Engineering and Inspection Services for Pavement Resurfacing Projects. Total Contract Value \$750,000.00 for three years. Funding is through the Community Road Fund and County Road Funds No County General Funds are involved.

Previous Board Action/Review: NA

Performance Clackamas: This work will provide strong infrastructure and ensure safe communities by maintaining the County's existing road infrastructure.

Counsel Review: Yes

Procurement Review: N/A

Contact Person: Jon Sparks

Contact Phone: 503-650-3235

EXECUTIVE SUMMARY: This contract is one of four on-call contracts that will provide staff with engineering and construction inspection services for the 2026, 2027, and 2028 contract resurfacing projects. Services may include asphalt paving and chip seal resurfacing projects, including the Clayson Area Paving and McNary Heights Paving projects, as well as the Cherryville to Welches Chip Seal project scheduled for 2027. For 2028, anticipated projects include the One Rosa Place Paving and Yoder Chip Seal projects. In addition, the contract may be used on an as-needed basis to support other construction projects identified by DTD during the contract period.

PROCUREMENT PROCESS: This work was advertised in accordance with ORS and LCRB Rules on March 30, 2026. Proposals were publicly opened on May 6, 2026. The County received ten (ten) proposals: AECOM Technical Services, AKS Engineering & Forestry, LLC, ACMS Northwest, Atlas Technical Consultants, LLC, Century West Engineering, Consor North America, Inc., DOWL, LLC, Harper Houf Peterson Righellis, Inc., HDR Engineering, Inc., and Apex Companies, LLC. After review of the proposals, Century West Engineering, Consor North America, Inc., DOWL, LLC, and Harper Houf Peterson Righellis, Inc., were determined to be the best qualified proposers.

RECOMMENDATION: Staff respectfully recommends that the Board approve this personal services contract with Century West Engineering Corporation for on-call engineering and construction inspection services.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation &
Development

For Filing Use Only



**CLACKAMAS COUNTY
PERSONAL SERVICES CONTRACT
Contract #0000001891**

This Personal Services Contract (this "Contract") is entered into between **Century West Engineering Corporation** ("Contractor") and Clackamas County, a political subdivision of the State of Oregon ("County"), acting by and through its Department of Transportation and Development.

ARTICLE I.

- 1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on **December 31, 2028**.
- 2. Scope of Work.** Contractor shall provide the following engineering support and inspection services ("Work"), further described in **Exhibit A**.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed **Seven Hundred Fifty Thousand Dollars (\$750,000.00)** for accomplishing the Work required by this Contract. Because this is an on-call or as-needed contract and the exact amount of Work needed, if any, is unknown, nothing herein shall be construed as a promise to pay Contractor the full \$750,000.00 authorized herein. Consideration rates are on a time and materials basis in accordance with the rates and costs specified in **Exhibit B**. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit B.

This Contract is on an "on-call" or "as-needed basis" for Work. When the County wishes Contractor to perform the Work, the County will submit an official County Task Order form (found at: <https://www.clackamas.us/finance/terms.html>) detailing the scope of Work and the total compensation, pursuant to the fee schedule set forth in this Contract. Contractor may not perform Work until the County Task Order form has been executed by the parties. In the event a project authorized under the County Task Order extends beyond the expiration of this Contract, the County Task Order shall remain in effect under the terms of this Contract until the completion or expiration of the authorized task. No task order shall modify or amend the terms and conditions of this Contract.

- 4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

Invoices shall reference the above Contract Number and be submitted to: Lkitts@Clackamas.us, Tabbott@Clackamas.us and Jsparks@Clackamas.us

- 5. Travel and Other Expense.** Authorized: ☒ Yes ☐ No
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference

and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.

- 6. Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A, and Exhibit B. Unless explicitly agreed to by the parties in this Contract, any additional terms and conditions that may be contained in Exhibit A are void.

7. Contractor and County Contacts.

Contractor Administrator: Rawley Voorhies Phone: 503-740-8444 Email: RVoorhies@centurywest.com	County Administrator: Jon Sparks Phone: 503-964-4522 Email: JSparks@clackamas.us
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Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

ARTICLE II.

- 1. Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- 2. Availability of Future Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
- 3. Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
- 4. Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
- 5. Counterparts.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- 6. Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the

County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.

- 7. Indemnity, Responsibility for Damages.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's acts or omissions in performing under this Contract. Provided, however, that pursuant to ORS 30.140(4), Contractor's duty to defend obligations arising from or related to Contractor's professional negligence, or related to professional services provided by Contractor, are limited to reimbursement of County's reasonable defense costs (including reasonable attorney fees) in an amount not to exceed the proportionate fault of Contractor, as determined by adjudication, alternative dispute resolution, or otherwise resolved by settlement agreement.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

- 8. Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.

- 9. Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or emailed to the County Contract Analyst.

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
☒ Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
☒ Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.

☒ Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 10. Limitation of Liabilities.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
- 11. Notices.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article I, Section 7. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.
- 12. Ownership of Work Product.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. Representations and Warranties.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in accordance with the standard of professional skill and care required for a project of similar size, location, scope, and complexity, during the time in which the Work is being performed. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided. The Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and County shall not be responsible for discovering deficiencies therein. The Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in information furnished by the County.

- 14. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, 32, 33, and 34, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.
- 15. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. Subcontracts and Assignments.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.
- 17. Successors in Interest.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. Tax Compliance Certification.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. Termination.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if Contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.
- Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. Remedies.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.

- 21. No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 22. Time is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. Foreign Contractor.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
- 25. Waiver.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.
- 26. Public Contracting Requirements.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:
- Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
 - Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
 - Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
 - Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
 - As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
 - If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.
- 27. No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.
- 28. Reserved.**
- 29. Reserved.**
- 30. Key Persons.** Contractor acknowledges and agrees that a significant reason the County is entering into this Contract is because of the special qualifications of certain Key Persons set forth in the contract. Under this Contract, the County is engaging the expertise, experience, judgment, and

personal attention of such Key Persons. Neither Contractor nor any of the Key Persons shall delegate performance of the management powers and responsibilities each such Key Person is required to provide under this Contract to any other employee or agent of the Contractor unless the County provides prior written consent to such delegation. Contractor shall not reassign or transfer a Key Person to other duties or positions such that the Key Person is no longer available to provide the County with such Key Person's services unless the County provides prior written consent to such reassignment or transfer.

31. Reserved.

32. Reserved.

33. Reserved.

34. Merger. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

Century West Engineering Corporation

Clackamas County



8/26/2026

Authorized Signature

Date

Chair

Date

Matt MacRostie / President

Name / Title (Printed)

Recording Secretary

089551-14
Oregon Business Registry #

Approved for Legal Sufficiency

DBC/Oregon
Entity Type / State of Formation


County Counsel

9/16/2026
Date

EXHIBIT A
SCOPE OF WORK
RPF# 2026-22
On-Call Engineering Inspection Service for Pavement Resurfacing Projects
Issued March 30, 2026



REQUEST FOR PROPOSALS #2026-22

FOR

**On-Call Engineering and Inspection Services for
Pavement Resurfacing Projects**

BOARD OF COUNTY COMMISSIONERS

**CRAIG ROBERTS, Chair
PAUL SAVAS, Commissioner
MARTHA SCHRADER, Commissioner
BEN WEST, Commissioner
DIANA HELM, Commissioner**

**Gary Schmidt
County Administrator**

**Tralee Whitley
Contract Analyst**

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: May 6, 2026

TIME: 2:00 PM, Pacific Time

PLACE: <https://bidlocker.us/a/clackamascounty/BidLocker>

SCHEDULE

Request for Proposals Issued.....	March 30, 2026
Protest of Specifications Deadline.....	April 7, 2026, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	April 29, 2026, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	May 6, 2026, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

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Section 1 – Notice of Request for Proposals
Section 2 – Instructions to Proposers
Section 3 – Scope of Work
Section 4 – Evaluation and Selection Criteria
Section 5 – Proposal Content (Including Proposal Certification)

SECTION 1

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, May 6, 2026** (“Closing”), to provide On-Call Engineering and Inspection Services for Pavement Resurfacing Projects. No Proposals will be received or considered after that time.

Location of RFP documents: OregonBuys

RFP Documents can be downloaded from the state of Oregon procurement website (“OregonBuys”) at the following address <https://oregonbuys.gov/bsa/view/login/login.xhtml>, Document No. S-C01010-00016460.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda, clarifying questions, and Notices of Award from OregonBuys.

Submitting Proposals: Bid Locker

Proposals will only be accepted electronically thru a secure online bid submission service, **Bid Locker**. *Email submissions to Clackamas County email addresses will no longer be accepted.*

- A. Completed proposal documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated in Section 1 or as modified by Addendum. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- C. Proposers must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Proposers with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects>.

Contact Information

Procurement Process and Technical Questions: Tralee Whitley at TWhitley@clackamas.us

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages proposals from Minority, Women, Veteran and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check OregonBuys for any notices, published addenda, or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a Notice of Intent to Award published on OregonBuys. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers shall be given seven (7) calendar days from the date on the Notice of Intent to Award to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by email, hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for

award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an

extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Best and Final Offer: County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

2.28 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

2.29 Intergovernmental Cooperative Procurement Statement: Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to the County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County Department of Transportation and Development (DTD), is seeking Proposals from qualified consultants to provide On-Call Construction Engineering Support and Inspection Services for a variety of contract pavement preservation projects. This RFP has been issued for the purpose of selecting multiple engineering consultants to act as “on-call” independent contractors to perform the type and scope of work listed below as requested by the County. This Contract is on an “on-call” or “as-needed basis” for work. When the County wishes a Contractor to perform the Work, the County will submit an official County Task Order form (found at: <https://www.clackamas.us/finance/terms.html>) detailing the scope of work, the entity on whose behalf the Work will be performed, and the total compensation, pursuant to the fee schedule set forth in this contract. Contractor may not perform work until the County Task Order form has been executed by the parties. In the event a project authorized under the County Task Order extends beyond the expiration of this contract, the County Task Order shall remain in effect under the terms of this contract until the completion or expiration of the authorized task.

No task order shall modify or amend the terms and conditions of this contract.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

Clackamas County encompasses 1,879 square miles and is heavily timbered. Geographical features include Mt. Hood, the Mt. Hood National Forest (<https://www.fs.usda.gov/mthood>) and the Bull Run Watershed (<https://www.portlandoregon.gov/water/29784>). Clackamas County Department of Transportation and Development (“DTD”) is responsible for repair and replacement of County-maintained infrastructure, including 1,400 miles of paved roadways, 186 bridges and 8,100 culverts, approximately. Clackamas County DTD’s Maintenance Division is seeking written statements of qualifications from consulting firms with expertise in public works construction management, construction engineering support, and field inspection services for the 2026-2028 contract pavement resurfacing projects. Typical projects assigned may consist of any of the following:

Paving Projects: Consisting of grind and inlay, overlay existing AC pavement or removal of existing AC pavement and placing new AC pavement. This may also include pavement repairs, subgrade repairs, erosion control, temporary traffic control, guardrail modifications, pavement markers and striping and legends. Some paving projects may include ADA ramps consisting of removal of existing ADA ramps and installing new ramps or making adjustments to existing ADA ramps to comply with County current ADA standards.

Pavement Preservation Projects: Chip Seal with fog seal, Slurry Seal, AR Cape Seal.

3.3. SCOPE OF WORK

3.3.1. **Scope:**

The engineering consultant will be required to provide a variety of Construction Engineering Support and Inspection Services (“CESI”) work, though it is likely that individual tasks will be limited in scope. It is

expected that in all instances, the consultant will be required to consult with County staff to identify specific needs and discuss options for accomplishing those needs. Tasks may include, but are not limited to, the following:

1. Provide qualified personnel for project inspection services with minimal oversight from the County.
2. Be familiar with bid tabs, project budget and project deliverables.
3. Attend all project meetings, including pre-construction and kickoff meetings.
4. Maintain and provide to the county all project related documentation.
5. Review project plans.
6. Ensure construction is performed per plan.

3.3.2. Budget: It is the intent of the County to award contracts to multiple consultants. Total combined contract value will be for a sum not exceed \$250,000 per County fiscal year (July 1-June 30) over three (3) years for a total not to exceed \$750,000. Fees shall be firm during the term of the resulting contract

3.3.3. Work Schedule:

Periodically, the County will contact contracted consultants for specific projects. Upon receipt and agreement of a scope of work, the County will issue a task order for the specific work, including fees and timeline to complete the task.

3.3.4. Term of Contract:

The term of the contract shall be from the effective date through **December 31, 2028**.

3.3.5 Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Personal Services Contract, for this RFP can be found at <https://www.clackamas.us/finance/terms.html>.

Personal Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☒ Article I, Paragraph 5 – Travel and Other Expense is Authorized
- ☐ Article II, Paragraph 28 – Confidentiality
- ☐ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☐ Article II, Paragraph 30 – Key Persons
- ☐ Article II, Paragraph 31 – Cooperative Contracting
- ☒ Article II, Paragraph 32 – Federal Contracting Requirements
- ☒ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.

- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Proposer's General Background and Qualifications	0-45
Project Understanding and Approach	0-25
Communication and Availability	0-25
Supportive Information	0-5
Available points	0-100

- 4.3** Once a selection has been made, the Proposer will be required to submit its proposed fees for completion of the project. The proposed fees must be on a time and material basis with a not to exceed for each phase of the Work. The proposed fees must be reasonable and fair to the County, as determined solely by the County.

During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, negotiations shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Proposals will only be accepted electronically thru Equity Hub's Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

5.1.2. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

5.1.4. Proposal may not exceed a total of **11 pages** (single-sided), inclusive of all exhibits, attachments, title pages, pages separations, table of contents, or other information. The Proposal Certification Page will NOT count towards the final page count. Pages shall be 8-1/2" x 11" standard sheet size, 11 point font, single-spaced.

Provide the following information in the order in which it appears below:

5.2 Cover Letter (not to exceed 1 page):

The cover letter should clearly identify the proposing entity and address; the contact name, phone number and email address for the procurement and contract negotiation process; and be signed by an authorized representative or official.

5.3 Proposer's General Background and Qualifications (not to exceed 4 pages):

This criterion relates to the Proposer's firm and key individuals qualifications, capabilities, and experience. Provide a description of the following:

- Provide a general overview of the firm including size of staff, location of staff in proximity to Clackamas County, background of company, specific qualifications and expertise, etc.
- Provide experience of the firm and staff with similar projects within the past five years. Include experience that best characterize work quality and cost control (references are required to be submitted).
- Include the name of individuals and their qualifications of who will be performing the work on the project. Identify any subcontractors that will be included on the team.
- Provide any additional supportive information that will illustrate the company's qualifications.

5.4 Project Understanding and Approach (not to exceed 2 pages):

This criterion relates to the Proposer's understanding of the project and the methodology and course of action used to meet the goals and objectives of the project. The issue is whether the Proposer has a clear and concise understanding of the project based on existing information. Elements to be considered include the following:

- Proposer's understanding of the project as demonstrated in the RFP.
- Proposer's awareness of key issues.
- Proposer's awareness of project requirements to produce the necessary project deliverables on schedule and within budget.
- At least one page (11" X 17" allowed) of this section shall be dedicated to providing a detailed matrix illustrating tasks, subtasks and percent of overall project resources on one axis, and a timeline on the other axis.

- Proposer’s understanding and ability to incorporate comments from the stakeholders into the overall project.

5.5 Communication and Availability (not to exceed 2 pages):

This criterion relates to accessibility and availability for project work, meetings, and other interaction with the County. Elements to be considered include the following:

- Ongoing projects for key staff and percent contracting availability for assignment to this project.
- Resources available to perform the work for the duration of the project.
- Ability to include Clackamas County’s concerns into project development.
- Accessibility for interaction with the County for meetings and other project tasks.
- Ability to establish and maintain functional, productive working relationships.

5.6 Supportive Information (not to exceed 2 pages):

Supportive material that the County should take into consideration for the project or qualifications may include graphs, charts, photographs, resumes, references, etc., and is completely discretionary. Please note that the material included as supportive information will not be considered when scoring any sections of the Proposal other than “Supportive Information”.

5.7 Completed Proposal Certification (see the following form)

PROPOSAL CERTIFICATION

RFP #2026-22

Submitted by: Century West Engineering Corporation, OR
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFP.

Name: Rawley Voorhies

Date: 05.06.26

Signature: 

Title: Vice President

Email: rvoorhies@centurywest.com

Telephone: 503.740.8444

Oregon Business Registry Number: 089551-14

OR CCB # (if applicable): _____

Business Designation (check one):

☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☒ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____

EXHIBIT B
CONTRACTOR'S PROPOSAL

Clackamas County

**On-Call
Engineering
& Inspection
Services for
Pavement
Resurfacing
Projects**

May 6, 2026

Clackamas County
Department of Transportation & Development, Maintenance Division
Submitted via Bidlocker



RE: REQUEST FOR PROPOSALS #2026-22

Dear Selection Committee Members,

Clackamas County (County) maintains a transportation system that serves a large and diverse community, from urban neighborhoods to rural roadways across 1,879 square miles. Pavement resurfacing projects, and the Americans with Disabilities Act (ADA) ramp upgrades that accompany them, benefit the people who rely on these roads for access, safety, and mobility. To support the County with on-call engineering and inspection services for these projects, Century West Engineering Corporation (Century West) has assembled a local team with significant experience delivering pavement design and construction-phase services for similar pavement resurfacing and ADA upgrade projects, positioning our team to deliver these services efficiently and reliably. Our team brings:

A proven paving team with County familiarity. Our aim for this on-call contract is to serve as an extension of your staff, driven by your goals, objectives, and needs for a competent professional project delivery team. Century West has experience working with the County on similar projects, including serving as a subconsultant for the 2023 Pavement Maintenance and Arndt Road & Airport Road Paving projects. Our team prioritizes continuity and brings a clear understanding of County standards, coordination practices, and expectations for construction support and inspection services.

Practical design and field experience. Century West's work on the County's Southwood ADA project highlights our strength in construction inspection and on-site problem solving. Our team provided daily inspection, guiding a contractor new to public works through specifications, processes, and ADA requirements. Working from streamlined 2D curb ramp plans, our inspectors applied strong field interpretation and judgment to ensure the constructed ramps met the intent of the design within a constrained residential setting. That on-the-ground experience, combined with our experience delivering paving projects in urban and rural settings for communities like Roseburg, Oregon City, and Wilsonville, translates directly to the range of pavement resurfacing and preservation projects anticipated under this on-call contract.

Focused on responsiveness and availability. We understand that on-call services require timely coordination, clear communication, and staff availability. Our team is prepared to respond quickly to task orders and provide consistent staff availability throughout the duration of the contract. With local staff experiences in County standards and construction practices, we will coordinate closely with County staff, attend project meetings, and maintain documentation to support project delivery.

Century West is confident that our blend of technical knowledge, County-specific experience, and commitment to reliable, cost-conscious project delivery make us a strong fit for this contract. Rawley Voorhies, PE, is a Century West Vice President and is authorized to negotiate and sign any contracts that may result from this proposal.

Sincerely,

CENTURY WEST ENGINEERING CORPORATION

A handwritten signature in black ink, appearing to be 'R. Voorhies', written over a horizontal line.

Rawley Voorhies, PE | Vice President & Contract Manager
503.740.8444 | rvoorhies@centurywest.com

Century West Engineering

5500 Meadows Road, Suite 250 | Lake Oswego, OR 97035 | 503.419.2130 | www.centurywest.com

Proposer's General Background & Qualifications

Firm Overview & Qualifications

Century West Engineering Corporation

Century West is a trusted, employee-owned firm that has been delivering exceptional civil engineering services since its founding in 1969 in Bend, Oregon. Serving clients across the Pacific Northwest, we bring together a team of over 90 skilled professionals, including licensed civil engineers and construction inspectors, to offer innovative and cost-effective solutions. Our expertise spans a wide range of infrastructure projects from municipal roadways and utilities to construction management. With a proven track record of collaboration and client advocacy, we are committed to enhancing the communities we serve. Our Lake Oswego-based municipal team, located just 15 miles from the County's offices, will be led by Contract Manager, Rawley Voorhies, PE. From this location, we offer the following services:

- Construction management & inspection
- ADA curb ramp compliance
- Resident engineering & field documentation
- Pay estimate preparation & quantity verification
- Change order negotiation & contract administration
- Materials testing & submittal review
- Construction meeting facilitation & schedule monitoring
- Requests for Information (RFI) response & field order preparation
- Project closeout & regulatory coordination

Why Choose Century West?



Pavement maintenance expertise. Century West understands the County's roadway standards and how pavement decisions carry through construction and long-term performance. Our team has experience delivering a wide range of treatments, including grind and inlay, slurry seals, chip seals, asphalt-rubber (AR) cape seals, and fog seals. We understand the key indicators for successful outcomes, such as pavement condition, weather, and material behavior, and incorporate this into design and construction support. Our inspectors are skilled at recognizing changing field conditions and making real-time adjustments to ensure treatments perform as intended. Our staff has supported resurfacing projects for the cities of Oregon City, Milwaukie, Tualatin, Salem, and other agencies. We currently lead the City of Wilsonville's Street Maintenance Program (2023–2028), have led the City of Roseburg's Pavement Management Program since 2020, and have administered the Oregon Department of Aviation's (ODAV's) Pavement Maintenance Program since 2015. This experience gives us a practical understanding of constructability and field decisions that affect quality, schedule, and cost.



ADA & PROWAG expertise. Century West has experience supporting ADA-compliant curb ramp construction in retrofit conditions where full compliance with new construction standards is not always feasible. Our team regularly works in constrained right-of-way, addressing limited space, steep grades, and existing utilities, and understands how these conditions affect construction. We are well-versed in current ADA and Public Right-of-Way Accessibility Guidelines (PROWAG) standards for both retrofit and new construction. Our Lake Oswego office includes 11 staff with ADA Curb Ramp Inspector Certification through the Oregon Department of Transportation (ODOT). We focus on identifying potential compliance issues early and working with the contractor and County to resolve them during construction.



Diligent construction observation and inspection. Century West provides experienced, field-driven inspection services focused on clear communication, accurate documentation, and maintaining construction momentum. Our staff tracks daily progress, verifies quantities, and documents field conditions to maintain an accurate project record. We coordinate closely with contractors and County staff to address questions as they arise and to confirm that work is completed in accordance with the plans and specifications. Our approach focuses on timely communication, thorough documentation, and maintaining project momentum throughout construction.

Proposed Subconsultant: Terracon

Terracon is a 100% employee-owned consulting engineering company established in 1965 that provides environmental, geotechnical, materials, facilities, and construction inspection services. From their Portland office, they have completed more than 400 public and private projects within the County over the past five years. Century West is confident that we can perform all requested services in-house, but we will call upon Terracon's 25 local inspectors for technical advisory support and construction inspection services, if needed, to add additional capacity.

Similar Projects in the Last 5 Years

Arndt Road & Airport Road Paving | Clackamas County, OR

Century West provided construction inspection services for this project that included approximately 3.1 miles of asphalt pavement resurfacing using grind-and-inlay methods and the replacement of approximately 2,000 ft of guardrail. Our inspection team monitored pavement removal, paving operations, temporary traffic control, and construction phasing to help maintain safe and efficient project delivery. Because pavement had to be removed and replaced prior to reopening each work zone, Century West coordinated with the contractor to verify that temporary traffic delineation, lane transitions, and surface conditions met project requirements at the end of each shift.

Construction was completed under nighttime operations with one direction of traffic closed and detoured during each shift. Century West provided nighttime inspection services to support paving quality, maintain schedule, document quantities, verify pay items, and confirm compliance with project specifications and traffic control requirements. Our team also coordinated with materials testing to monitor asphalt density testing and paving quality throughout construction. In addition, Century West prepared daily inspection reports, maintained photo documentation, tracked quantities, and coordinated with prime consultant staff and the construction contractor. Our team also monitored public access and detour routes during nighttime operations to help ensure the project was successfully delivered during the summer of 2025. These conditions closely reflect the County’s anticipated resurfacing projects.

Reference: Jon Sparks, 503.650.3235, jsparks@clackamas.us

Delivery: \$33,210 | on time, on budget

Relevant Services:

- ✓ Clackamas County familiarity
- ✓ Grind and inlay paving
- ✓ Pavement maintenance construction plans
- ✓ Contractor coordination
- ✓ Field verification and quantity tracking
- ✓ Nighttime operations

Southwood ADA Construction Services | Clackamas County, OR

Century West provided construction support services for this project that aimed to bring existing pedestrian infrastructure into compliance with the ADA by upgrading curb ramps throughout the Southwood neighborhood. As part of the County’s ongoing efforts to enhance accessibility and pedestrian safety, the project involved extensive coordination and oversight during construction activities. Century West staff supported the County with resident observation and construction documentation services. Responsibilities included daily site inspections, contractor coordination, verification of materials and methods, and documentation of work progress. One of the central challenges faced during this project was the reliance on 2D plan sets, which did not include detailed elevation data. This required on-site problem-solving and interpretation to ensure the new ramps met County ADA standards.

Reference: Jon Sparks, 503.650.3235, jsparks@clackamas.us

Delivery: \$39,984 + \$6,745 Amendment

Relevant Services:

- ✓ Construction observation
- ✓ Full-depth pavement repair
- ✓ AR cape seal
- ✓ Contractor coordination
- ✓ Field verification
- ✓ ADA compliance

2024 Pavement Reconstruction | Oregon City, OR

The City selected Century West for pavement assessment, design, construction management, and inspection services to rehabilitate 8,500 LF of roadway, including 10 PROWAG curb ramps and two signal upgrades requiring County and ODOT coordination. Most roadways received grind/inlay treatment, while Pease Road, a collector, required full-depth reconstruction. Due to age and variability of existing pavement sections, our construction and inspection team was critical to maintaining schedule and budget. Using specifications language and field experience, we made real-time adjustments to rehabilitation limits, pre-leveling, and subgrade stabilization based on actual conditions encountered. Our team navigated a lean inspection budget by maintaining part-time presence during pre-paving activities, such as ramps and utility upgrades, but would clarify expectations, identify unique conditions, and coordinate schedules for paving operations. We provided full-time inspection during day and night paving to ensure quality and compliance with specifications. Our team determined shoulder rock extents, adjusted ditch grading to tie in a curbless roadway with a new development, and coordinated with ODOT on signal detection upgrades along Highway 99E.

Reference: Josh Wheeler, 503.496.1548, jwheeler@orccity.org

Delivery: \$293,516 | on time, under budget

Relevant Services:

- ✓ Construction inspection
- ✓ Full-depth pavement repairs
- ✓ Grind and inlay paving
- ✓ Fog seal
- ✓ Traffic control compliance
- ✓ ADA compliance
- ✓ Utility coordination

2023, 2024, & 2025–2028 Street Maintenance | Wilsonville, OR

2023. Century West developed plans, specifications, and estimates (PS&E) for three street segments, as well as traffic control plans to fulfill the permitting requirements of ODOT and Portland & Western Railroad. Century West also provided bidding assistance and full construction inspection services.

2024. Century West was re-selected to develop PS&E for the 2024 Street Maintenance program. The project resulted in 10,440 sq yd of grind and inlay and 11,060 sq yd of full-depth pavement rehabilitation, including a cement-treated base on one segment, rectangular rapid flashing beacons (RRFB) installation and signal modifications, and reconstruction of 15 ADA curb ramps. Century West met an aggressive design schedule while finishing under the designated budget and is providing construction support and inspection services.

2025–2028. For these three fiscal years, Century West will produce street maintenance packages that range from grind and inlay through full-depth pavement replacement. Our team will also support the City, as needed, for daytime and nighttime inspection services.

Reference: Marissa Rauthause, 503.570.1538, mrauthause@ci.wilsonville.or.us

Relevant Services:

- ✓ Construction inspection
- ✓ Grind and inlay paving
- ✓ Full-depth reclamation with CTB
- ✓ Traffic control compliance
- ✓ ADA compliance
- ✓ Utility and signal coordination

2020–2024 & 2025–2029 Pavement Management Programs | Roseburg, OR

Century West assisted the City with planning, design, and construction support for the 2020–2024 Pavement Management Program period, and was reselected for 2025–2029. Projects include:

Winchester/Beulah Rehabilitation (2020): Pavement rehabilitation for 800 LF of urban 3-lane cross-section with curb ramp upgrades and a 3,100 LF dead-end 2-lane road. Provided construction management and inspection support.

Lincoln Street (2021): Implement wedge grind/overlay, curb ramp upgrades, and speed feedback signs for 3,500 LF of a 2-lane minor collector roadway with a sunken centerline crown. Provided construction management and inspection support.

Stephens Street (2022): Design ramp and push button upgrades, and 4,500 LF of rehabilitation using fiber-reinforced asphalt pavement for a 5-lane arterial. Provided construction management and inspection support.

Pine Street & Stewart Parkway (2023): Pine Street included 20-inch pavement repair, a 2-inch grind/inlay, and traffic control planning. The Stewart Parkway segment used a 4-inch grind/inlay, traffic loops, and a reconfigured right-turn lane for bike safety. Provided construction management and inspection support.

Stephens Street (2024): Upgraded curb ramps and rehabilitated 5,500 LF of arterial road. Provided construction management and worked with the City's full-time inspector.

Stewart Parkway & Garden Valley (2024–ongoing): Design and construction management to upgrade 32 curb ramps with constrained ROW and 2-inch grind/inlay along 4,500 LF of 4-lane and 5-lane arterial roads. Included ODOT traffic control permitting, utility relocations, and ROW services. Provided construction management and worked with the City's full-time inspector.

Reference: Daryn Anderson, 541.492.6885, danderson@cityofroseburg.org

Relevant Services:

- ✓ Full-depth pavement repairs
- ✓ Grind and inlay paving
- ✓ Fog seal
- ✓ ADA compliance
- ✓ Traffic control compliance
- ✓ ODOT permit coordination

Oregon Department of Aviation's Pavement Maintenance Program | Statewide, OR

Century West administers ODAV's Pavement Maintenance Program, performing programming, inspection, design, bidding, and construction management services for more than a dozen Oregon public-use airports annually. Programmed projects address pavement maintenance needs in a rigorous, cost-effective manner using pavement maintenance methods such as crack sealing, joint sealing, and patching. Pavements that require surface rehabilitation may also have surface sealants selected for use such as fog seals, slurry seals (ISSA Type I or II), microsurfacing, or cape seals depending on the distresses present. Many Century West staff have participated in this unique program's design and construction management phases with cumulative experience in most of the public-use airports in the state.

Reference: Alex Thomas, 971.375.2357, alex.r.thomas@odav.oregon.gov

Relevant Services:

- ✓ Construction management and inspection
- ✓ Full-depth pavement repairs
- ✓ Grind and inlay paving
- ✓ Fog, slurry, and AR cape seal applications

Key Staff

Team Member & Role	Qualifications	Experience
 RAWLEY VOORHIES, PE Contract Manager Century West Registrations: Professional Engineer, OR (#72533PE)	• 22 years of experience as a consulting engineer responsible for design, management, and construction administration • Program Manager overseeing design and construction management for City of Roseburg Pavement Management Program for 6+ years	• Southwood ADA & AR Cape Seal; Clackamas County, OR • 2023 Chip & Slurry Seal PS&E; Clackamas County, OR • 2020–2024 & 2025–2029 Pavement Management Programs; Roseburg, OR • 2024 Pavement Reconstruction; Oregon City, OR
 JOSEPH JENKINS, PE Task Order Manager Century West Registrations: Professional Engineer, OR (#90171PE)	• 15 years of experience with dozens of transportation projects that involve pavement rehabilitation, ADA/ pedestrian and bicycle facilities, bus stops, intersection improvements, roadway rebuilds, permitting, and utility relocations	• Arndt Road & Airport Road Paving; Clackamas County, OR • 2023, 2024, & 2025–2028 Street Maintenance; Wilsonville, OR • 2024 Pavement Reconstruction; Oregon City, OR • Harvey Street Improv.; Milwaukie, OR
 ASHLEY DOTY, PE Task Order Manager Century West Registrations: Professional Engineer, OR (#87762PE)	• 12 years of experience providing transportation construction services • Project experience includes schematic design, design development, construction documents, permit and bid assistance, construction administration, observations/inspections and close out	• NW Black Avenue Improvements; Roseburg, OR* • Walker Road Improvements (173rd to 185th); Washington County, OR* • SW Menlo Sidewalk Improvements; Beaverton, OR*
 AUSTIN GERNHART, PE Engineering Lead Century West Registrations: Professional Engineer, OR (#94590PE); ODOT ADA Curb Ramp Inspector	• Six years of experience in transportation, roadway, and utility design • Has supported construction efforts by reviewing material submittals, inspecting ADA curb ramp installation, verifying quantities, and coordinating with contractors and agency staff in the field	• 2023, 2024, & 2025–2028 Street Maintenance; Wilsonville, OR • 2024 Pavement Reconstruction; Oregon City, OR • ADA Improvement Program; Washington County, OR • 2024 Pavement R&R; Salem, OR
 TRAVIS SATER Inspection Lead Century West	• 31 years of experience leading roadway and airport construction inspection assignments, including Clackamas County paving projects • Independently manages field operations, contractor coordination, quantity tracking, and documentation	• Arndt Road & Airport Road Paving; Clackamas County, OR • ODAV, Pavement Maintenance Program; Statewide, OR • Lexington Airport, Taxiway D Reconstruction; Morrow County, OR
 LINDSI HAMMOND, PE Pavement Engineer & Technical Advisor Terracon Registrations: Professional Engineer, OR (#88693PE)	• 18 years of experience advancing transportation and infrastructure projects through innovative engineering solutions • Expertise in pavement evaluation, rehabilitation, design, and surface treatments	• Annual Paving Program; Clackamas County, OR • Slurry and Chip Seal Program; Clackamas County, OR • ODOT, OR 224: I-205 to Rusk Road Pavement Rehabilitation; Clackamas, OR
ADDITIONAL STAFF Century West Inspectors: 14 Terracon Inspectors: 25	• Have provided construction observation on a range of projects, supporting daily field coordination, resolving contractor questions, and helping ensure compliance with specifications • Includes staff with ODOT ADA Curb Ramp Inspector certifications	

*with previous firm

Project Understanding & Approach

Understanding

Clackamas County relies on efficient, well-coordinated construction inspection services to deliver pavement resurfacing and preservation projects across a diverse transportation network. These projects often occur within constrained corridors, active roadways, and developed areas where maintaining access, managing traffic, and responding to field conditions in real time are critical to success. Construction schedules can also shift quickly due to contractor availability, weather, and changing priorities. Century West understands that the County's primary need is for experienced inspection staff who can operate independently, maintain accurate documentation, and coordinate effectively with contractors while minimizing demands on County staff.

Awareness of Key Issues

Through our experience on past County projects and more than 50 years of history providing construction engineering and inspection services across the state, the following are issues most likely to occur over the course of this on-call contract and how we will mitigate them:

Changes to Construction Schedule

Shifts in construction schedules happen for a variety of reasons, including weather variability, material availability, traffic control constraints, and unforeseen subsurface conditions. Century West and Terracon will rely on our combined deep bench of local inspectors to enable consistent on-site coverage, rapid issue identification, and streamlined communication between the contractor and project team to maintain project timelines.

Staff Consistency

We understand the challenges associated with time-and-materials contracts, particularly when staffing changes or schedule shifts can lead to increased costs. Our team prioritizes assigning consistent personnel to minimize remobilization and avoid fluctuations in billing rates. We track inspection hours against the anticipated level of effort and communicate regularly with the County on budget status, enabling early adjustments if conditions change and helping maintain cost predictability.

During construction, our inspectors serve as the County's representative in the field, providing daily observation, quantity tracking, and documentation. We prioritize experienced inspectors who can independently manage construction activities rather than relying on entry-level staff who require on-the-job training. This ensures consistent decision-making, reduces the need for oversight, and maintains project efficiency. Our staff is experienced in paving operations, ADA curb ramp construction, traffic control, and coordination with utilities and adjacent properties, and includes multiple ODOT ADA Curb Ramp Inspector-certified personnel.

Pace of Work

We recognize the unique demands of pavement preservation projects such as chip seal and slurry seal, where construction progresses rapidly and requires attentive inspection. Our team understands the importance of monitoring application timing, material uniformity, and weather conditions to ensure treatment performance and avoid premature failures, allowing us to maintain quality while keeping pace with construction.

Contractor Scope Creep

When contractor work falls outside the scope of the contract, it is essential to approach the situation methodically and professionally. Firstly, thorough documentation is paramount. Recording detailed observations, including photos if possible, can provide clear evidence of the work performed and its variance from the contract specifications.

Next, communication with all relevant stakeholders is crucial. This includes the contractor responsible for the work, project managers, and any other parties impacted by the deviation. Clearly outlining the issue, referring to the contract terms as necessary, and discussing potential solutions can help to resolve the situation efficiently.

If the work performed is deemed unacceptable or non-compliant with the contract, it may be necessary to engage in dispute resolution processes outlined in the contract, such as mediation or arbitration. However, in many cases, open dialogue and collaboration can lead to a satisfactory resolution without escalating the issue further.

Ultimately, maintaining transparency, professionalism, and a focus on achieving the project's objectives is key when addressing contractor work that deviates from the contract. Using this process, we can effectively manage deviations.

Approach to Project Requirements

Our approach is to provide senior-level inspectors and engineers who are familiar with Clackamas County standards, documentation practices, and construction expectations. With direct experience on County projects such as Arndt Road & Airport Road Paving and the Southwood ADA Improvements, our team understands how pavement rehabilitation decisions translate into construction challenges, including utility conflicts, ADA compliance in retrofit conditions, and traffic control constraints. This familiarity allows us to quickly integrate into task orders, adjust to changing schedules, and deliver consistent results without a learning curve.

Each task order is structured for clear communication, appropriate staffing, and efficient execution. Upon receipt, we review the scope, assign experienced staff based on project complexity, and coordinate with County staff to confirm expectations. We maintain flexibility to respond to schedule shifts while prioritizing consistent staffing to avoid disruptions. Early coordination through plan reviews and pre-construction meetings allows us to identify potential issues in advance, reducing delays, change orders, and rework.

Century West also provides construction engineering support for RFIs, submittals, and change-order evaluations. Our engineers work closely with field staff and the County to ensure decisions are technically sound, aligned with project goals, and mindful of budget constraints, helping maintain project momentum.

We recognize the County manages multiple projects with limited resources. By emphasizing consistent staffing, experienced inspectors, and responsive support, we provide efficient, cost-conscious services that reduce the need for oversight while maintaining high-quality outcomes. At project completion, we provide thorough closeout support, including final inspections, quantity verification, and complete documentation.

Understanding & Ability to Incorporate Stakeholder Comments

We understand communication with County staff, contractors, affected residents, and the traveling public is critical during construction. Our team will coordinate closely with the County’s Project Manager and Community Affairs Specialist to understand when and how stakeholder input will be gathered and will support the County’s outreach efforts with clear, accessible materials tailored to the community’s needs.

At the County’s direction, we will attend stakeholder or public meetings, help facilitate conversations, and provide technical information in an easy-to-understand format. We will listen carefully to feedback, help document key concerns or themes, and work with the County to incorporate reasonable comments into the project wherever possible. Our goal is to address concerns early and transparently—before they become issues during design or construction. This approach allows us to deliver a project that reflects the community’s needs, builds public understanding, and strengthens long-term support.

PROOF! Collaboration with County & Teaming Partners

Century West worked with Clackamas County as a subconsultant to a team led by Lindsi Hammond, PE (formerly with GRI, now with Terracon) to develop plans, specifications, and estimates for the County’s 2023 annual maintenance program. **The work included pavement maintenance for approximately 56 miles of urban and rural roadway, including crack sealing, slurry sealing, and chip sealing.** The project streets were selected based on the previous work performed by the prime to develop a 5-year program using the County’s StreetSaver program. Century West’s portion of this project came in approximately 35% under budget.

The following matrix illustrates our typical task-order workflow, staffing approach, and resource allocation for on-call construction engineering and inspection services.

Task # & Name	Subtask & Description	% of Resources	Weeks												
			0	1	2	3	4	5	6	7	8	9	10	11	12
1 Task Order Initiation	1.1 Receive Task Order/Scope Review	5%													
	1.2 Assign Staff & Confirm Availability*														
	1.3 Kickoff Meeting														
2 Pre-Construction Coordination	2.1 Plan & Spec Review	10%													
	2.2 Pre-Construction Meeting														
	2.3 Contractor Coordination														
	2.4 Traffic Control Review														
3 Construction Inspection	3.1 Daily Inspection & Field Observation	65%													
	3.2 Quantity Tracking & Pay Estimates														
	3.3 ADA Ramp Inspection (as applicable)														
	3.4 Traffic Control Monitoring														
	3.5 Issue Resolution/Field Coordination														
	3.6 Documentation (Daily Reports, Photos, Diaries)														
4 Construction Engineering Support	4.1 RFI Responses	15%													
	4.2 Submittal Review														
	4.3 Change Order Support														
	4.4 Schedule Coordination														
5 Project Closeout	5.1 Punchlist/Final Inspection	5%													
	5.2 Final Quantities & Pay Estimate														
	5.3 Record Documentation														
	5.4 Project Closeout														

* Inspection staff assigned at appropriate experience levels based on project size and complexity to ensure efficient, cost-conscious delivery with minimal County oversight. Senior inspection staff will manage inspection efforts on all task orders.

Milestones & Meetings

- Task Order Authorization
- Pre-Construction Meeting
- Construction Start
- Mid-Construction Check-In
- Substantial Completion
- Final Completion

Deliverables

- Daily Inspection Reports
- Quantity Tracking Logs
- Pay Estimates
- RFI/Submittal Responses
- Final Documentation Package

Communication & Availability

Team's On-Going Projects & Percent Contracting Availability

Century West has the local resources available to coordinate closely with the County to deliver on-call engineering and inspection services over the next three years. We understand the importance of rapidly mobilizing staff, maintaining inspection coverage, and providing timely documentation to support County construction schedules. This provides the County with flexibility in bidding and the best pricing. Many of the Century West projects shown below are nearing final design, so that we can focus on the County's pavement projects and fast-track delivery where possible.

The table below shows the staff resources we are committing to the project and their availability for County assignments.

Key Staff	Availability	Ongoing Projects
Rawley Voorhies, PE	40	2025–2029 Pavement Management Program (Roseburg), Rock Creek Interceptor Extension (Clackamas County), Cornell Water Main (Lake Oswego)
Joseph Jenkins, PE	50	Harvey Road Improvements (Milwaukie), Moore-Harney-US20 SRTS (Newport)
Ashley Doty, PE	70	Storm Drainage Repairs (Tualatin), Walking Woods Stormwater (Lake Oswego)
Austin Gernhart, PE	80	Moore-Harney-US20 SRTS (Newport), 257th Way Improvements (Troutdale), Cornell Water Main (Lake Oswego)
Travis Sater	95	N/A
Lindi Hammond, PE	40	Union Ridge Parkway (Ridgefield), 2026 Annual Paving Program (Jefferson County)

Available Resources

Century West has a staff of 94 full-time employees with the capacity to complete over 8,000 project hours per month. We have a proven track record of completing our work on-time and within budget. We are confident that our resources, combined with those of Terracon, will allow us to support the County as needed for the duration of this contract.

Interaction with the County & Inclusion in Project Development

Century West recognizes that various levels and groups within the County need to participate in project discussions, and we bring extensive knowledge and experience in such communications. Century West also recognizes that the primary point of contact will be a County-assigned project manager and that direct communication with others needs to be cleared through the project manager. Through our experience, we understand the importance and complexity of the County's processes and can provide advice and assistance on what communications are needed and when. We will build that into our project delivery. Having been in business in Oregon for more than 57 years, Century West has a tried-and-true approach to formulating and initiating a project that establishes a high level of trust between our clients and us and carries through to project closeout.

Our team, including subconsultants, presented in this proposal is in the Portland Metro area and available to meet with the County at your offices or the project site anytime. While our ideal approach is to engage County staff and significant project stakeholders face-to-face, our team is comfortable engaging the County or significant project stakeholders through conference calls or invite-only video conferences to screen share and have dialogue. We often work with subconsultants across our other offices and with clients in remote areas, so our team has been using this platform successfully for some time to minimize travel costs and project inefficiencies.



Rawley on site walk with City of Salem staff (client since 2005)

Communication with the County



Flexible Scoping

We understand that every dollar spent on the consultant team represents fewer dollars that can be used towards paving. With that in mind, we will provide a scope that is thoughtfully defined, lean, and adaptable to allow our team flexibility.



Available Project Management

Contract Manager, Rawley Voorhies, PE, is known for his hands-on style and open communication. He will work with the County to understand communication preferences and adapt his approach to best fit the needs of the County project manager.



Project Kickoff Meeting

Our team will take a deep dive into past projects to confirm inspection expectations, reporting formats, pay item administration, communication preferences, and project risks.



Recurring Check-Ins with the County

Rawley will be available for weekly or bi-weekly meetings, as requested by the County or needed by the phase of the project, to discuss scope, schedule, construction progress, project needs, and other information needed to keep the project on track.



Adequate Milestone Reviews

We recognize that most County staff will primarily weigh in during milestone reviews. We understand that County staff are busy and will tailor the schedule during scoping to align with staff availability and make sure that our team hits the target submittal dates.

Ability to Establish & Maintain Working Relationships

Maintaining effective and consistent communication within the consultant team has proven to be a reliable way to ensure work quality and avoid cost overruns. Century West implements a strong communication program (internally and externally) to assist in managing resources, schedules, and budgets. We develop a delivery schedule that includes resource assignments, so all team members know what is expected and when. Initial and other meetings with clients and stakeholders will include key team representatives as appropriate for the discussions. Depending on the project, weekly or bi-weekly team meetings are held, with minutes distributed promptly. Frequent and direct communication occurs as well. Century West uses document file management software that allows team members and clients to access document information sharing and enables users to search for project information readily. The table below shows local agencies with whom we have current work or on-call agreements and the year our relationship with each agency started.

Century West Client	Providing Services Since
City of Bend	1972
Port of Portland	1988
Clackamas County WES	1996
City of Tigard	1997
City of Madras	1998
City of Portland	2003
City of Salem	2005
City of Tualatin	2009
Washington County	2011
Sunriver Owners Association	2011
City of Lake Oswego	2012
City of Roseburg	2015
City of Wilsonville	2018
City of Oregon City	2019
City of Hood River	2021



Southwood ADA & AR Cape Seal project for Clackamas County



Supportive Information

Protocols for Safety, Communication, & Construction Observation

Safety

For each project, we will meet with the County and contractor to determine on-site safety requirements, including checking in at a job shack or required specialty job specific certifications such as rail safety training. **Our team's construction management experience spans decades and tens of millions of dollars in Oregon public infrastructure improvements without a recordable safety incident.** We will ensure the project is administered to provide a safe construction environment to the public and the contractors alike. Our diligence in on-site observation and documentation translates to a well-built, long-lasting public infrastructure.

Contractor Communication

We know that our client is the County and thus all communications go through County staff. Communication with the contractor is generally reserved for official correspondence or periodic meetings. The role for our on-site personnel is to observe and report. Our inspectors observe, document, and report conditions while respecting contractor methods. We promptly elevate safety concerns or non-conforming work through County-approved communication channels. We pride ourselves on being present but unobtrusive. The contractor has a job to perform, and we do not get in their way. If the County requests that we communicate directly with the contractor, project managers will be engaged, and we will always keep the County informed of the communications.

This protocol for communication extends to the County's project managers and the Engineer-of-Record. It is not the role of the construction inspector to alter designs. As professional engineers, we respect the design of the Engineer-of-Record. Open, honest communication through the County will lead to the best project. We take this very seriously.

The same is true for communication with the public. Early in the project, we will work with the County to identify what, if any, messages should be provided to area residents and the general public. Often this is merely handing out the business card of the County's project manager or it may be a brief description of the project and anticipated completion dates. We will always adhere to the County's message and guidance for engaging with the public.

Construction Observation



Pre-inspection Preparation

- Review plans, specifications, and relevant documents.
- Attend pre-construction conference, if requested.
- Coordinate with County and contractor to schedule inspections and ensure site access.
- Gather inspection tools and equipment, such as measuring devices, safety gear, and forms.



Communication & Reporting

- Communicate findings to County project manager.
- Provide timely updates on inspection results, highlighting any critical issues or concerns that need immediate attention.
- Prepare and distribute detailed inspection reports documenting observations, findings, and recommendations for corrective actions.



On-Site Inspection

- Conduct a walk-through, paying attention to work progress, materials, and workmanship.
- Verify that construction activities are being performed according to approved plans, specifications, and regulatory requirements.
- Document observations using standardized inspection forms or software, photographs, and videos.



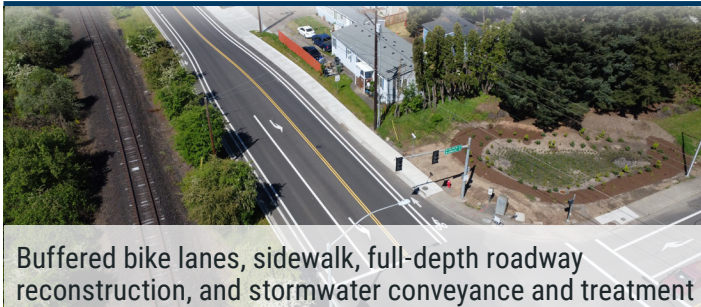
Follow-Up & Close Out

- Verify corrective actions taken by contractors through follow-up inspections or documentation review.
- Address any unresolved tasks and ensure project progress is not impeded.
- Perform Substantial and Final Completion inspections.
- Generate punch list for County review.
- Follow up, as requested.

Additional Relevant Engineering & Construction Projects

Century West provided design and construction support services for each of the projects listed below.

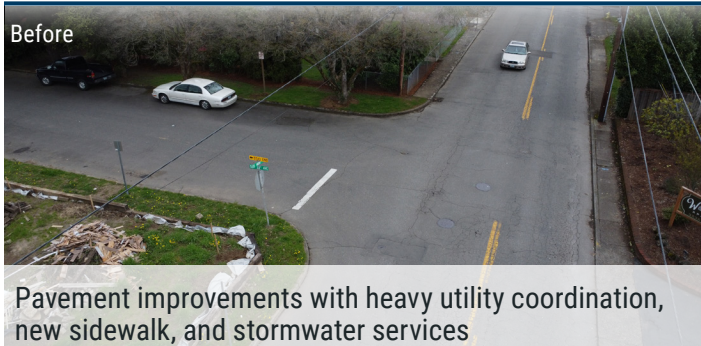
Herman Road Improvements | Tualatin, OR



SW Main Street Improvements, Phase 2 | Tigard, OR



Harvey Road Improvements | Milwaukie, OR



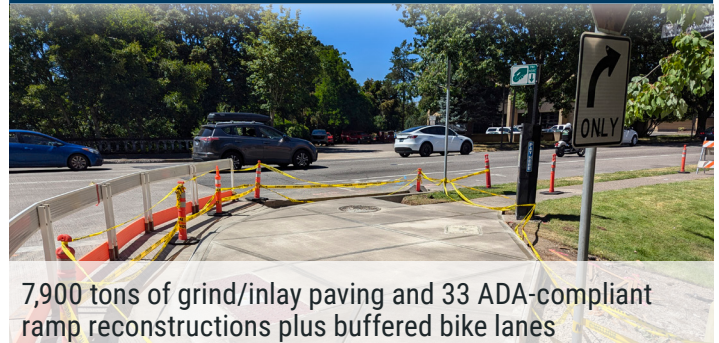
2nd Street NW Improvements | Salem, OR



Stewart Parkway Improvements | Roseburg, OR



2024 Pavement R&R | Salem, OR



43rd Avenue SAFE/SSMP Improvements | Milwaukie, OR



Jean & Pilkington intersection Improvements | Lake Oswego, OR

