

MRE Road District Meeting Sept 7, 2011  
Draft Minutes of Work Session  
Brief notes by DH, prepared October 2, 2011

- 1) Meeting called to order at 6:40 pm, at Philomath Library
- 2) Attendees: Robyn Lillehei, Laura Berman, David Harry (scribe), Lee Kitzman, Brian Bach.
- 3) This meeting is a work session, designed to discuss and elaborate upon procedures for soliciting responses from potential contractors
  - a) We revisited prior discussions (at RD meetings and in consultation with our retained attorney, Alexandra Sosnkowski).
  - b) These discussions indicated that while we wished to create standardized procedures and language, we should avoid being too specific. The general thinking is that general language may provide greater flexibility in seeking input from potential contractors.
  - c) The overall recommendation is that in lieu of a formalized Request for Proposals (RFP), we should instead create a general description of what work is needed, and then get in touch with contractors to seek their input.
  - d) The RD should make a good-faith effort to contact at least three contractors. There is no requirement that we receive input from at least three contractors.
- 4) RL made a motion to build upon prior working drafts of proposed language for an RFP.
  - a) This language will provide the basis for moving forward on work projects proposed for the current fiscal year (see appendix)
  - b) Proposed language will be presented at the next regular meeting of the MRE-RD, scheduled for September 21<sup>st</sup>.
  - c) Motion was seconded by DH and approved.
- 5) Meeting was adjourned at 8:30

## Request For Proposal for Asphalt Repairs:

**This request for proposal is for determining pricing and terms for repair work on Mary's River Estates Road.**

1. Definition of areas requiring road cutting, subgrade restoration and asphalt replacement.
2. Definition of areas requiring overlay only
3. Provide definition of repair steps for areas requiring subgrade restoration as well as cost estimates for repairs
4. Provide definition of overlay repair steps and cost estimate of repairs.
5. Provide an estimated duration and a maximum (excluding weather related delays) duration of road closure.
6. Provide terms and duration of work guarantee addressing materials and workmanship
7. All cost proposals shall include the following:

Setup charges (Including a pre arrival cleaning of equipment to avoid introduction of invasive plant species)

Site preparation

Setup and removal of traffic control signage. This includes any detour signage if required.

Coordination and payment if required of utility service work

Cutting and removal as required of existing road surface and subsurface materials.

Surface preparation for overlay of asphalt where road cutting is not specified.

Types and quantities of materials for subgrade and surface work

Bonding licensing and insurance

Restoration of shoulders and impacted driveways

Restoration or replacement of any impacted drainage ditches and or culverts

Restoration and cleanup of site (including native vegetation restoration) unless omitted from proposal

Restoration of striping, marking and signage unless omitted from proposal

**3.** The contractor responding to this RFP may subcontract our portions of the task to other licensed contractors. The prime contractor holds responsibility for schedule, quality and payment of all subcontractors, unless specified in the proposal and final agreement.

(Wording in an example provided by our Attorney: **SUBLETTING OR ASSIGNMENT OF CONTRACT.** The contractor agrees not to assign, transfer, convey or otherwise dispose of the contract or any right, title, or interest either in whole or in part, or the contractor's power to execute such contract to any other person, firm, or corporation, or to subcontract any part of the work without the previous consent in writing of the Road District.

It is understood and agreed that if any part of the work to be done under the contract is subcontracted, the subcontracting shall be done in accordance with, and the contractor shall be bound by, the following provisions:

**3.1.** All subcontracts shall be in writing and shall provide that all work to be performed shall be conducted and performed in accordance with the terms of the prime contract. Upon request, certified copies of any or all subcontracts shall be furnished to the City's representative.

30.1. In case the work being done or to be done under any subcontract is not conducted in a manner satisfactory to the City's representative, contractor shall upon written notice to this effect cause such subcontract to be terminated, and the sub-contractor and the sub-contractor's employees to be removed from the work. Any loss or damage that may be suffered on account of such action shall be borne by the contractor.

3.2. The contractor agrees that the contractor is as fully responsible to City for the acts and omissions of sub-contractors and of persons either directly or indirectly employed by them as contractor is for the acts and omissions of the contractor's own employees. Nothing contained in the contract documents shall create any contractual relation between any sub-contractor and the owner.

3.4 Contractor shall certify that all subcontractors performing construction work as defined in ORS 701.005(2) will be registered with the Construction Contractor's Board or licensed by the State Landscape Contractor's Board in accordance with ORS 701.035 to 701.055 before the subcontractors commence work under the contract.

Upon receipt of proposals, MRE Road District will evaluate and may resubmit a refined RFP to selected contractors or may enter into negotiations with a single contractor to develop a final agreement upon a scope of work and terms.

1. **Road Cutting** – The contractor then saw cuts the asphalt or concrete needing repair to provide a clean connection to the existing pavement or curb.
2. **Remove Damage** – Next the contractor will remove the pavement to the limits of the repair.
3. **Remove sub base**- The contractor will dig out the sub base as necessary to ensure presence of an adequate sub base with appropriate drainage for conditions.
4. **Backfill** – After removing the asphalt, the contractor will backfill as necessary and compact the crushed stone (called sub-base) so that the area is ready to receive new asphalt or concrete.
5. **Place Base Asphalt** – Next the contractor will place the base asphalt in the repair. Usually this is a six inch layer of hot mix asphalt.
6. **Place Surface Asphalt** – The contractor will then place a surface layer of 2” of fine gradation asphalt. This surface asphalt will blend into surface asphalt of adjacent roadway.
7. **Bituminous Surface Treatment (BST) Chip Seal Overlay**- As part of the major surface repair the chip seal overlay will cover the cutout area as well as the road surface not subject to cutting.
8. **Stripe Road** – Finally, the contractor will replace any roadway striping that may be missing due to the repair.

The area under consideration is on Mary's River Estate Road starting at the intersection of Bright Star to the intersection of Daisy Drive. This area is to receive a chip seal over the entire surface excepting for areas where cutting is specified. Additionally Daisy Drive starting at the intersection of Mary's River Estate Road and proceeding approximately 3000 feet. Finally a section of Columbine starting at the intersection of Mary's River Estate Road and Daisy Drive and extending 500 feet from the intersection.

**The areas under consideration for cutting and sub surface repairs** include the following distances (in feet) travelling into MRE RD from the intersection of Bright Star and MRE Road:

**1775'** - In the outbound lane where alligator cracks have appeared

**2160'** - just South of Chicory Lane street sign

Between **2730'-2760'** - alligator cracks are near previous large patch repair

**3240'** – near 25 mph sign on Marys River Estates Road

On Daisy Drive located at these distances from MRE Road/Columbine intersection:

**610'-720'** (ending at driveways labeled 24563/24565 Daisy Drive) – in particular, to address deep alligator cracks in middle of road between 610'-635'.

**@805'-850'** – inbound lane

**975'-1030'** – middle of road

**Additional areas under consideration for cutting and sub-surface repairs if overlay treatment will not adequately repair without dig-out:**

Large section beginning @ 3290' (approximately **50'** inbound from the 25 mph sign) continuing to **3340'-3360'** along Columbine Drive. This section begins at previous patch repair located near driveway (Stark) to West of Daisy Drive and continues along Columbine Drive with many new lines opening and into area of previous line and crack sealing. Would future chip seal or hot-mix overlay resolve some of this?

Further **sections for surface repair on Daisy Drive**, located as described below as distance in feet from the intersection of MRE Road and Columbine into Daisy Drive:

**0' to 50'** into Daisy Drive, rough aggregate is showing through. Can this portion of Daisy be repaired with overlay only treatment?

**250'** @ 24542 Daisy Drive

**430' – 550'** – alligator cracks at surface

**1475'-1560'** – minor surface degradation

**1590'** – minor surface degradation

Dtd: 9/7/2011 First version RAL/RV

**1680'-1780'** minor surface degradation

**1860'-1880'** minor surface degradation

**2090'** minor surface degradation

**2640'-2700'** – some surface cracks.

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Surface preparation for overlay of asphalt where road cutting is not specified.

Types and quantities of materials for subgrade and surface work

Bonding, licensing and insurance

Restoration of:

1. shoulders and impacted driveways
2. or replacement of any impacted drainage ditches and or culverts
3. Signage
4. and cleanup of site
5. Separately itemize cost to restore existing paint striping to Daisy Drive intersection; restoration of any affected white fog lines along edge of Road from Daisy Drive intersection continuing on Columbine Drive.

**3.** The contractor responding to this RFP may subcontract out portions of the task to other licensed contractors. The prime contractor holds responsibility for schedule, quality and payment of all subcontractors.

**SUBLETTING OR ASSIGNMENT OF CONTRACT.** The contractor agrees not to assign, transfer, convey or otherwise dispose of the contract or any right, title, or interest either in whole or in part, or the contractor's power to execute such contract to any other person, firm, or corporation, or to subcontract any part of the work without the previous consent in writing of the Road District.

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Dtd: 9/7/2011 post work session version

8. **Stripe Road** – Finally, the contractor will replace any roadway striping that may be missing due to the repair, as further described below..

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