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# Surveillance Camera System

## RFP 13-2116

### **Metro Parks and Environmental Services**

600 NE Grand Ave.  
Portland, OR 97232  
503-797-1700

### **Project Manager**

#### **Rob Smoot**

Rob.smoot@oregonmetro.gov  
503-797-1689

### **Procurement Analyst**

Karen Slusarenko  
Karen.Slusarenko@oregonmetro.gov  
503-797-1809

Notice is hereby given that proposals for RFP 13-2116 for Surveillance Camera System shall be received by Metro, 600 NE Grand Avenue, Portland OR 97232 until close of business on June 11, 2012. It is the sole responsibility of the proposer to ensure that Metro receives the Proposal by the specified date and time. All late Proposals shall be rejected. Proposers shall review all instructions and contract terms and condition.

# Request for Proposals (RFP 13-2116)

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## I. INTRODUCTION

Parks and Environmental Services of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals for a Surveillance Camera System. Proposals will be due as indicated on the RFP cover page.

Details concerning the project and proposal are contained in this document.

## II. BACKGROUND/HISTORY OF PROJECT

Metro currently has analog cameras installed at its transfer stations {Metro South Station (located at 2001 SE Washington Street in Oregon City) and at Metro Central Station (located at 6161 NW 61st in Portland)} that are reaching the end of their life cycle. Metro is planning to replace these cameras with new digital cameras.

Video images are currently stored on local DVRs. Metro is moving away from this practice and will be using a network storage device running OnSSI Occularis IS video management software. Metro will have static IP addresses available for each camera. Metro will have network connections at our scales and as shown on the attached site maps.

## III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described below.

Metro is considering 76 cameras that would be mounted outdoors or in harsh environments so they should be outdoor units. Ten of the cameras may be pan/tilt/zoom capable.

Metro will require that the 34 cameras that monitor the scales and facility gates be replaced (cameras in Table 1 numbered 1-17 at each facility), however installation of the other cameras identified in Table 2 will be subject to the availability of funding. Contractor shall also provide Occularis licenses for each camera installed with this project. Metro is requesting that proposals include pricing for cameras in Table 1, attached, along with installation costs. Proposers should also provide a written narrative describing their approach/work plan for installing the cameras in Table 2.

Some of the proposed camera locations are several hundred feet from an internet hub and power. Metro requests that the proposer describe how they would route data from those remote cameras to Metros' network; this could be by wireless interface and solar power provided and installed with the camera or by extending the onsite fiber optic network and power to within reach of the remote cameras.

A separate area of concern is the two cameras at each scale. There has been difficulty identifying license plates on vehicles entering and using the site. This dilemma primarily occurs during night time conditions when the view of the license plate is obscured by head lights.

The following cameras are preapproved for use on this project:

PTZ cameras	Axis P5534-E
Cameras over windows	Axis M3114-VE
Cameras with wide dynamic range	Axis Q1604-E
Cameras with high resolution	Axis Q1346-E
Cameras with standard resolution	Axis Q1344-E

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Any changes to the above equipment must be approved by Metro in advance of installation. Contractor shall assume responsibility for installation and testing of any substitute equipment. Substitute equipment shall yield substantially identical performance as the Metro preapproved equipment and contractor shall provide and make all necessary adjustments to the system and installed equipment due to substitution, without additional cost to Metro.

This project will be completed in phases. The first phase will be to install all data and power wiring to the camera locations. The second phase will be to mount and connect the new cameras. When an existing camera is removed or taken out of service it must be replaced with a functioning camera within two hours to ensure a minimal loss of auditing information. All wiring to the existing cameras, power and data, must be removed back to their source.

Work at Metro South that interrupts the operations of scales #1 and #2 must be done during hours between 7pm - 3am. Work that interrupts the operations of scales #3 and #4 must be done during hours between 7pm - 7am. Scale houses A and B are unoccupied Monday through Friday, so work can occur in these buildings during the day. Work in scale house C that would interrupt operations staff must be during hours 7pm – 7am. The contractor shall schedule all on site work with Metro.

Work at Metro Central that interrupts the operations of scales #1 and #2 must be done during hours between 6pm - 2am. Work that interrupts the operations of scales #3 and #4 must be done during hours between 3pm - 7am. Scale houses B and C are unoccupied Monday through Friday, so work can occur in these buildings during the day. Work in scale house A that would interrupt operations staff must be during hours 6pm – 7am. The contractor shall schedule all on site work with Metro.

Contractor shall verify existing conditions at the site prior to beginning work. Drawings of buildings and the existing site plans are available; however they may not accurately represent existing conditions. Do not scale drawings. Check dimensions at the building site and establish lines and levels for the work.

Contractor shall verify dimensions and locations of equipment prior to installation. Contractor shall prepare and submit asbuilt drawings prior to final payment.

All work and materials shall conform to all applicable codes, rules and regulations. Contractor must notify Metro if any part of this contract is in conflict with codes, rules and regulations. Contractor shall install all equipment securely and per manufacturers' recommendations and this contract.

All penetrations through walls, ceiling and roof shall be made air tight and water-proofed. All repairs and patches shall be finished and or painted to match the adjacent existing surface.

Contractor shall warranty its work for one year from the date of final payment. Contractor shall extend all equipment manufacturers' warranties to Metro. Contractor shall supply operating and maintenance manuals and copies of manufacturers' warranties to Metro.

The term of the contract is anticipated to be June 2012 through June 2013.

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### IV. QUALIFICATIONS/EXPERIENCE

Proposers shall have five (5) or more years of successful experience in the area(s) of surveillance camera systems. Proposers must be OnSSI certified or team with an OnSSI certified channel partner.

### V. PROJECT ADMINISTRATION

Rob Smoot, Metro's project manager, will administer the project. Proposer shall indicate one point of contact for the resulting contract.

### VI. PROPOSAL INSTRUCTIONS

#### A. Submission of Sealed Proposals

Four (4) paper copies and one (1) electronic version of the proposal shall be furnished to Metro in a sealed envelope, addressed to:

Metro Procurement Services  
Attn: Karen Slusarenko RFP 13-2116  
600 NE Grand Avenue  
Portland, OR 97232-2736

B. Deadline: Proposals will not be considered if received after the date and time indicated on the RFP cover page.

#### C. RFP as Basis for Proposals

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be addressed to Karen Slusarenko, Karen.slusarenko@oregonmetro.gov. Any questions that, in the opinion of Metro, warrant a written reply or RFP addendum will be furnished to all parties receiving this RFP. Metro will not respond to questions received after 3:00 pm on June 5, 2012.

#### D. Information Release

All Proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all Proposers agree to such activity and release Metro from all claims arising from such activity. In Accordance with Oregon Public Records Law (ORS 192), proposals submitted will be considered part of the public record, except to the extent they are exempted from disclosure.

#### E. Minority, Women and Emerging Small Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the Proposer's attention is directed to Metro Code provisions 2.04.100, which encourages the use of minority, women and emerging small businesses (MWESB) to the maximum extent practical. Copies of these MWESB requirements are available from the Metro Procurement Office, 600 NE Grand Avenue Portland, OR 97232, 503-797-1648.

#### F. Pre-Proposal Conference

A voluntary pre-proposal conference will be held on May 29, 2012 at 8:00 a.m. This conference will begin at Metro South Station located at 2001 Washington Street in Oregon City and will last 60 to 90 minutes. The conference will continue at Metro Central Station at 10:30 a.m., located at 6161 NW 61<sup>st</sup> Street in

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Portland. Interested proposers are encouraged to attend the conference in order to gain information about the RFP requirements and the two facilities.

### VII. PROPOSAL CONTENTS

The proposal should contain no more than eight (8) pages of written material (excluding biographies, resumes and brochures, which may be included in an appendix), describing the ability of the consultant to perform the work requested, as outlined below. The proposal should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers, folders, binders or non-recyclable materials should be included in the proposal.

- A. Transmittal Letter: Indicate who will be assigned to the project, who will be project manager, and that the proposal will be valid for ninety (90) days.
- B. Approach/Project Work Plan: Describe how the work will be done within the given timeframe and budget. Include a proposed work plan and schedule.
- C. Staffing/Project Manager Designation: Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project. Include resumes of individuals proposed for this contract.

Metro intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with Metro. The consultant must assure responsibility for any sub-consultant work and shall be responsible for the day-to-day direction and internal management of the consultant effort.

- D. Experience: Indicate how your firm meets the experience requirements listed in section IV. of this RFP. List projects conducted over the past five (5) years which involved services similar to the services required here. For each of these other projects, include the name of the customer contact person, his/her title, role on the project, and telephone number. Identify persons on the proposed project team who worked on each of the other projects listed, and their respective roles.
- E. Cost/Budget: Present the proposed cost for installing the 34 cameras identified in Table 1, attached. List hourly rates for personnel assigned to the project, total personnel expenditures, support services, and sub-consultant fees (if any). Requested expenses should also be listed.
- F. Diversity in Employment and Contracting:
  - Work Force Diversity – Describe your work force demographics (number of employees, race and gender) and the measurable steps taken to ensure a diverse work force, including company policies and practices that promote the hiring and retention of women and ethnic minorities.
  - Diversity in Contracting – Describe your history of working with diverse firms, including any MWESB-certified firms. Describe a project for which you worked with minorities, women or emerging small businesses. Please provide the project name, method used to achieve participation – for example, joint ventures, subcontracts or purchase of equipment or supplies from a certified firm – and the dollar amount or percentage of the project budget expended on such participation.

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- Diversity of Firm – Describe the ownership of your firm and whether or not your firm is certified by the State of Oregon as an MBE, WBE or ESB. Provide certification number, if applicable.

### G. Sustainable Business Practices

- Environment: Describe your business practices to reduce environmental impacts of your operations. This may include energy efficiency, use of non-toxic products, alternative fuel vehicles, waste prevention and recycling, water conservation, green building practices, etc.
- Economy: Describe your support of local businesses and markets within the Portland Metro region. Include what steps your company has taken in the past to support local businesses, and what steps would be taken if selected for this project.
- Community: Describe the employee compensation structure of your organization. Include wage scales for employees, including trainee, probationary, entry level, journey level, and supervisory. Also include policies regarding annual cost of living adjustments (COLA) to employee wages. Details of the healthcare program (including, medical, dental, prescriptions, preventive care, etc.) as well as out of pocket and deductibles, and employee contributions for themselves and family members. All other employee benefits are to be including, such as vacation, sick leave, pension, disability insurance, profit sharing, childcare, health memberships, company vehicle, public transportation, etc.

- H. Exceptions to Standard Agreement and RFP: Carefully review the Standard Agreement attached hereto as Exhibit A and incorporated herein. This is the standard agreement that successful respondents to this RFP will be required to execute. RFP respondents wishing to propose any exceptions or alternative clauses to the agreement or to any specified criteria within this RFP must propose those exceptions or alternative clauses in their proposal; Metro shall not be required to consider contract revisions proposed during contract negotiation and award. Proposed exceptions or alternative clauses should be accompanied by explanatory comments that are succinct, thorough and clear.

## VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. Limitation and Award: This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. Billing Procedures: Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include the Metro contract number, an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Payment shall be made by Metro on a Net 30 day basis upon approval of Contractor invoice.
- C. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.

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- D. Conflict of Interest. A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro or Metro has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.
- E. Equal Employment and Nondiscrimination Clause Metro and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made, or any other status protected by law. Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.oregonmetro.gov](http://www.oregonmetro.gov).
- F. Intergovernmental Cooperative Agreement Pursuant to ORS 279A and the Metro public contract code, Metro participates in an Intergovernmental Cooperative Purchasing program by which other public agencies shall have the ability to purchase the goods and services under the terms and conditions of this awarded contract. Any such purchases shall be between the Contractor and the participating public agency and shall not impact the Contractor's obligation to Metro under this agreement. Any estimated purchase volumes listed herein do not include volumes for other public agencies, and Metro makes no guarantee as to their participation in any purchase. Any proposer may decline to extend the prices and terms of this solicitation to any or all other public agencies upon execution of this contract. Unless the proposer specifically declines to participate in the program by indicating this in their transmittal letter, the proposer agrees to participate in the Intergovernmental Cooperative Purchasing program.

### IX. EVALUATION OF PROPOSALS

- A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of firm(s). Award will be made to the highest ranked Proposer according to the evaluation criteria. If contract negotiations are unsuccessful with the highest ranked firm, Metro reserves the right to enter into negotiations with the next highest ranked Proposer.
- B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

	Percentage of Total Score
Project Work Plan/Approach	
1. Demonstration of understanding of the project objectives	15
2. Performance methodology	10
Project Staffing Experience	
1. Project consultant/staff experience	15
2. Similar project experience	10

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Budget/Cost Proposal –		
1.	Projected cost/benefit of proposed work plan/approach for cameras identified in Table 1	30
Diversity		
1.	Work Force Diversity, Diversity in Contracting, Diversity of Firm	10
Sustainable Business Practices		
•	Environment, Economy, Community	10
		100%

**X. APPEAL OF CONTRACT AWARD**

Aggrieved proposers who wish to appeal the award of this contract must do so in writing within seven (7) days of issuance of the notice of intent to award by Metro. Appeals must be submitted to Metro Procurement Officer, 600 NE Grand, Portland, Oregon 97232 and must state the specific deviation of rule or statute in the contract award. Metro will issue a written response to the appeal in a timely manner.

**XI. NOTICE TO ALL PROPOSERS -- STANDARD AGREEMENT**

The attached agreement included herein reflects preliminary, draft contract language and selected, proposed contract terms for this procurement. Proposers should be aware that such language terms and provisions are for illustrative purposes only and that Metro reserves the right, following submission and ranking of all proposals submitted in response to this procurement, to amend, modify or negotiate over any and all such contract language, terms and provisions before making a final determination regarding the issuance of the Notice of Intent to Award the agreement arising from this procurement. By submitting a proposal in response to this procurement, proposers acknowledge that they are aware of and do not object to any later, potential amendment and modification of such preliminary, draft language and terms. In addition, by responding to this procurement, proposers acknowledge that they are aware of their ability to offer alternatives to any of the preliminary, draft contract language and proposed contract terms set forth herein.

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## TABLE 1 – Metro South Transfer Station (MSS)

Location #	Location description** (see map)	Manufacturer	Model	Resolution	Notes	Price	
1	Over scale 1 window	Axis	M3114-VE	720p		\$	
2	Scalehouse B south end east corner	Axis	Q1604-E	720p	Headlights	\$	
3	Scalehouse B North end east corner	Axis	Q1604-E	720p		\$	
4	Scalehouse A north end west corner	Axis	Q1604-E	720p		\$	
5	Over scale 2 window	Axis	M3114-VE	720p		\$	
6	Scalehouse A north end east corner	Axis	Q1604-E	720p	Headlights	\$	
7	Over scale 3 window	Axis	M3114-VE	720p		\$	
8	Scalehouse A south end east side	Axis	Q1604-E	720p	Headlights	\$	
9	Scalehouse A south end west side	Axis	Q1604-E	720p	Headlights	\$	
10	Over scale 3 in Scale house C window	Axis	M3114-VE	720p		\$	
11	Scalehouse C north side east end facing east	Axis	Q1604-E	720p	Headlights	\$	
12	Scalehouse C north side center facing west	Axis	Q1604-E	720p		\$	
13	Scalehouse C over scale 4 window	Axis	M3114-VE	720p		\$	
14	Canopy at HHW facing entrance gate	Axis	P1344-E	720p		\$	
15	Light pole south of transport scale facing scale entrance	Axis	P1344-E	720p		\$	
16	Transport scale shack facing scale	Axis	P1344-E	720p		\$	
17	Northeast corner of transfer station main building control room facing truck entrance gate	Axis	P5534-E	720p	PTZ	\$	
<b>** Camera locations are shown on attached site maps for each facility</b>						<b>Installation Cost - Phase 1</b>	\$
						<b>Installation Cost - Phase 2</b>	\$
						<b>Subtotal Metro South</b>	\$

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## TABLE 1 - Metro Central Transfer Station

Location #	Location description** (see map)	Manufacturer	Model	Resolution	Notes	Price
1	Over scale 1 window	Axis	M3114-VE	720p		\$
2	Scalehouse A south end east corner	Axis	Q1604-E	720p	Headlights	\$
3	Over scale 2 window	Axis	M3114-VE	720p		\$
4	Scalehouse A south end west corner	Axis	Q1604-E	720p		\$
5	Scalehouse A north end west corner	Axis	Q1604-E	720p	Headlights	\$
6	Scalehouse A north end east corner	Axis	Q1604-E	720p		\$
7	Over scale 3 window	Axis	M3114-VE	720p		\$
8	Scalehouse B south end east side	Axis	Q1604-E	720p	Headlights	\$
9	Scalehouse B north end east side	Axis	Q1604-E	720p		\$
10	Over scale 4 window	Axis	M3114-VE	720p		\$
11	Scalehouse C north side east end facing east	Axis	Q1604-E	720p	Headlights	\$
12	Scalehouse C north side center facing west	Axis	Q1604-E	720p	Looking into building from outside	\$
13	Scalehouse C south side north end facing back gate	Axis	P1344-E	720p		\$
14	Scalehouse C south side center facing Bay 4	Axis	P5534-E	720p	PTZ	\$
15	Transport scale shack facing driveway entrance	Axis	P1344-E	720p		\$
16	Transport scale shack facing scale	Axis	P1344-E	720p		\$
17	Southeast corner of transfer station main building facing entrance gate	Axis	P1344-E	720p		\$
<b>** Camera locations are shown on attached site maps for each facility</b>					<b>Installation Cost - Phase 1</b>	\$
					<b>Installation Cost - Phase 2</b>	\$
					<b>Subtotal Metro Central</b>	\$

Total proposal price for Table 1(MSS & MCS) in words

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## Table 2 – Metro South Transfer Station (MSS)

<b>Metro South Transfer Station</b>			
<b>Location # **(see map)</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Resolution</b>
18	Axis	P1344-E	720p
19	Axis	P1344-E	720p
20	Axis	P1344-E	720p
21	Axis	P1344-E	720p
22	Axis	P1344-E	720p
23	Axis	P1344-E	720p
24	Axis	P1344-E	720p
25	Axis	P1344-E	720p
26	Axis	P1344-E	720p
27	Axis	P1344-E	720p
28	Axis	P1344-E	720p
29	Axis	P1344-E	720p
30	Axis	P1344-E	720p
31	Axis	P1344-E	720p
32	Axis	P1344-E	720p
33	Axis	P1344-E	720p
34	Axis	P5534-E	720p
35	Axis	P1344-E	720p
36	Axis	P1344-E	720p
37	Axis	P1344-E	720p
38	Axis	P1344-E	720p
39	Axis	P5534-E	720p

**\*\* Camera locations are shown on attached site maps for each facility**

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## Table 2 – Metro Central Transfer Station (MCS)

Metro Central Transfer Station			
Location # **(see map)	Manufacturer	Model	Resolution
18	Axis	P1346-E	720p
19	Axis	P1344-E	720p
20	Axis	P1344-E	720p
21	Axis	P1344-E	720p
22	Axis	P1344-E	720p
23	Axis	P1344-E	720p
24	Axis	P1344-E	720p
25	Axis	P1344-E	720p
26	Axis	P1344-E	720p
27	Axis	P1344-E	720p
28	Axis	P1344-E	720p
29	Axis	P1346-E	720p
30	Axis	P1346-E	720p
31	Axis	P1346-E	720p
32	Axis	P1344-E	720p
33	Axis	P5534-E	720p
34	Axis	P5534-E	720p
35	Axis	P1344-E	720p
36	Axis	P1344-E	720p
37	Axis	P1344-E	720p

\*\* Camera locations are shown on attached site maps for each facility

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## PUBLIC CONTRACT

### For Public Contracts \$50,000 & Above

THIS Contract is entered into between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, whose address is 600 NE Grand Avenue, Portland, Oregon 97232-2736, and **Company Name**, whose address is **address, City, State Zip**, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

#### ARTICLE I SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to METRO the goods described in the Scope of Work attached hereto as Attachment A. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

#### ARTICLE II TERM OF CONTRACT

The term of this Contract shall be for the period commencing **Month XX, 201X** through and including **Month XX, 201X**. **IF CONTRACT IS SUBJECT TO RENEWAL OR EXTENSION, INCLUDE SUCH LANGUAGE i.e. This agreement may be renewed or extended for XX additional one-year periods at Metro's sole discretion.**

#### ARTICLE III CONTRACT SUM AND TERMS OF PAYMENT

METRO shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. METRO shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in the Scope of Work. Payment shall be made by METRO on a Net 30 day basis upon approval of CONTRACTOR invoice.

#### ARTICLE IV LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless METRO, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and METRO.

#### ARTICLE V TERMINATION

METRO may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. METRO shall not be liable for indirect, consequential damages or any other damages. Termination by METRO will not waive any claim or remedies it may have against CONTRACTOR.

#### ARTICLE VI INSURANCE & BONDS

CONTRACTOR shall purchase and maintain at the CONTRACTOR'S expense, the following types of insurance, covering the CONTRACTOR, its employees, and agents:

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- A. The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. CONTRACTOR'S coverage will be primary as respects Metro;
- B. Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence;
- C. Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and
- D. Professional Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage arising from errors, omissions or malpractice. **PROFESSIONAL LIABILITY INSURANCE REQUIRED FOR ARCHITECTURAL & ENGINEERING SERVICES - DELETE THIS PROFESSIONAL LIABILITY INSURANCE LANGUAGE IF NOT REQUIRED**

METRO, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies.

CONTRACTOR shall provide to Metro 30 days notice of any material change or policy cancellation.

CONTRACTOR shall provide Metro with a Certificate of Insurance complying with this article upon return of the CONTRACTOR signed agreement to Metro. Certificate of Insurance shall identify the Metro contract number.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

In addition, for public works subject to ORS 279C.800 to 279C.870, CONTRACTOR and every subcontractor shall have a public works bond required by 2005 Oregon Laws Chapter 360 filed with the Construction Contractors Board before starting work on the project, unless exempt under Section 2 of 2005 Oregon Laws Chapter 360.

### ARTICLE VII PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A, 279B, and 279C and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement. Specifically, it is a condition of this contract that CONTRACTOR and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

For public work subject to ORS 279C.800 to 279C.870, the CONTRACTOR shall pay prevailing wages. If such public work is subject both to ORS 279C.800 to 279C.870 and to 40 U.S.C. 276a, the CONTRACTOR and every subcontractor on such public work shall pay at least the higher prevailing wage. The CONTRACTOR and each subcontractor shall pay workers not less than the specified minimum hourly rate of wage in accordance with Section 7 of 2005 Oregon Laws Chapter 360. METRO shall pay an administrative fee as provided in ORS 279C.825(1) to the Bureau of Labor and Industries pursuant to the administrative rules established by the Commissioner of Labor and Industries. CONTRACTORS must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the CONTRACTOR or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the CONTRACTOR or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279C.515. If the CONTRACTOR or first-tier subcontractor fails, neglects, or refuses to make payment, to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. CONTRACTOR must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract. No liens or claims are permitted to be filed against Metro on account of any labor or material furnished. CONTRACTORS are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

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For public improvement work all CONTRACTORS must demonstrate that an employee drug-testing program is in place.

## ARTICLE VIII MODIFICATIONS

Metro may approve changes and modifications to the original contract, including deletions of work, order of additional materials, and additional services reasonably related to the original work scope. Contractor may propose changes in the work that Contractor believes are necessary, will result in higher quality work, improve safety, decrease the amount of the contract, or otherwise result in a better or more efficient work product. If such changes are approved by Metro, they shall be executed by written contract amendment signed by both parties. Such changes shall not relieve Contractor of any obligation or warranty under the contract. No oral statements by either party shall modify or affect the terms of the contract.

## ARTICLE IX QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by METRO, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of METRO.

## ARTICLE X OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by CONTRACTOR pursuant to this agreement are Work Products and are the property of METRO, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon METRO request, CONTRACTOR shall promptly provide METRO with an electronic version of all Work Products that have been produced or recorded in electronic media. METRO and CONTRACTOR agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such Work Products.

- A. CONTRACTOR and subcontractors shall maintain all fiscal records relating to such contracts in accordance with generally accepted accounting principles. In addition, CONTRACTOR and subcontractors shall maintain any other records necessary to clearly document:
1. The performance of the CONTRACTOR, including but not limited to the contractor's compliance with contract plans and specifications, compliance with fair contracting and employment programs, compliance with Oregon law on the payment of wages and accelerated payment provisions; and compliance with any and all requirements imposed on the CONTRACTOR or subcontractor under the terms of the contract or subcontract;
  2. Any claims arising from or relating to the performance of the CONTRACTOR or subcontractor under a public contract;
  3. Any cost and pricing data relating to the contract; and
  4. Payments made to all suppliers and subcontractors.
- B. CONTRACTOR and subcontractors shall maintain records for the longer period of (a.) six years from the date of final completion of the contract to which the records relate or (b.) until the conclusion of any audit, controversy or litigation arising out of or related to the contract.

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- C. CONTRACTOR and subcontractors shall make records available to METRO, and its authorized representatives, including but not limited to the staff of any METRO department and the staff of the METRO Auditor, within the boundaries of the METRO region, at reasonable times and places regardless of whether litigation has been filed on any claims. If the records are not made available within the boundaries of METRO, the CONTRACTOR or subcontractor agrees to bear all of the costs for METRO employees, and any necessary consultants hired by METRO, including but not limited to the costs of travel, per diem sums, salary, and any other expenses that Metro incurs, in sending its employees or consultants to examine, audit, inspect, and copy those records. If the CONTRACTOR elects to have such records outside these boundaries, the costs paid by the CONTRACTOR to METRO for inspection, auditing, examining and copying those records shall not be recoverable costs in any legal proceeding.
- D. CONTRACTOR and subcontractors authorize and permit METRO and its authorized representatives, including but not limited to the staff of any METRO department and the staff of the METRO Auditor, to inspect, examine, copy and audit the books and records of CONTRACTOR or subcontractor, including tax returns, financial statements, other financial documents and any documents that may be placed in escrow according to any contract requirements. METRO shall keep any such documents confidential to the extent permitted by Oregon law, subject to the provisions of section E.
- E. CONTRACTOR and subcontractors agree to disclose the records requested by METRO and agree to the admission of such records as evidence in any proceeding between METRO and the CONTRACTOR or subcontractor, including, but not limited to, a court proceeding, arbitration, mediation or other alternative dispute resolution process.
- F. CONTRACTOR and subcontractors agree that in the event such records disclose that METRO is owed any sum of money or establish that any portion of any claim made against Metro is not warranted, the CONTRACTOR or subcontractor shall pay all costs incurred by METRO in conducting the audit and inspection. Such costs may be withheld from any sum that is due or that becomes due from METRO.
- G. Failure of the CONTRACTOR or subcontractor to keep or disclose records as required by this document or any solicitation document may result in disqualification as a bidder or proposer for future Metro contracts as provided in ORS 279B.130 and Metro Code Section 2.04.070(c), or may result in a finding that the CONTRACTOR or subcontractor is not a responsible bidder or proposer as provided in ORS 279B.110 and Metro Code Section 2.04.052.

### ARTICLE XI SUBCONTRACTORS

CONTRACTOR shall contact METRO prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from METRO before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

METRO reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

### ARTICLE XII RIGHT TO WITHHOLD PAYMENTS

METRO shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in METRO's sole opinion, to protect METRO against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors. In addition for public improvement work, if a CONTRACTOR is required to file certified statements under ORS 279C.845, METRO shall retain 25 percent of any amount earned by the CONTRACTOR on the public works until the contractor has filed all required certified statements with METRO.

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If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in METRO's opinion, violated that provision, METRO shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by METRO under this Article shall become the property of METRO and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

## ARTICLE XIII SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

## ARTICLE XIV INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between METRO and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both METRO and CONTRACTOR. The laws of the state of Oregon shall govern the construction and interpretation of this Contract.

## ARTICLE XV COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

## ARTICLE XVI INTERGOVERNMENTAL COOPERATIVE AGREEMENT

Pursuant to ORS 279A and the Metro public contract code, Metro participates in an Intergovernmental Cooperative Purchasing program by which other public agencies shall have the ability to purchase the goods and services under the terms and conditions of this awarded contract. Any such purchases shall be between the Contractor and the participating public agency and shall not impact the Contractor's obligation to Metro under this agreement. Any estimated purchase volumes listed herein do not include volumes for other public agencies, and Metro makes no guarantee as to their participation in any purchase. Any Contractor may decline to extend the prices and terms of this solicitation to any or all other public agencies upon execution of this contract. Unless the Contractor specifically declines to participate in the program by marking the box below, the Contractor agrees to participate in the Intergovernmental Cooperative Purchasing program. **Contractor declines to participate in the Intergovernmental Cooperative Purchasing program or is not applicable to this Contract as indicated by the following initials \_\_\_\_\_.**

## ARTICLE XVI SITUS

The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.



600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1700

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## ARTICLE XVII ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from METRO.

CONTRACTOR

METRO

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



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# Request for Proposals (RFP 13-2116)

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## 1. Purpose and Goal of Work

## 2. Description of the Scope of Work

## 3. Deliverables/Outcomes

## 4. Payment and Billing

Contractor shall perform the above work for a maximum price not to exceed **XXXXXXXX** AND **XX**/100<sup>TH</sup> DOLLARS (**\$XXXXXXXX.XX**).

**INCLUDE HOURLY RATES OR TASK BASED PAYMENTS IF APPLICABLE**

The maximum price includes all fees, costs and expenses of whatever nature. Each of Metro's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing invoices will include the Metro contract number, an itemized statement of work done and expenses incurred during the billing period, will not be submitted more frequently than once a month, and will be sent to Metro, Attention: Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or metroaccountspayable@oregonmetro.gov. Payment shall be made by Metro on a Net 30 day basis upon approval of Contractor invoice.



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Portland, OR 97232-2736  
503-797-1700

## Request for Proposals (RFP 13-2116)

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### Metro South and Metro Central Transfer Station Site Maps

- Legend
- Metro South Transfer Station Overview Map
- Metro South Transfer Station South Portion of Site Map
- Metro South Transfer Station North Portion of Site Map
- Metro Central Transfer Station Overview Map
- Metro Central Transfer Station Bays 1-4 Side of Facility
- Metro Central Transfer Station NW 61<sup>st</sup> Street Side of Facility

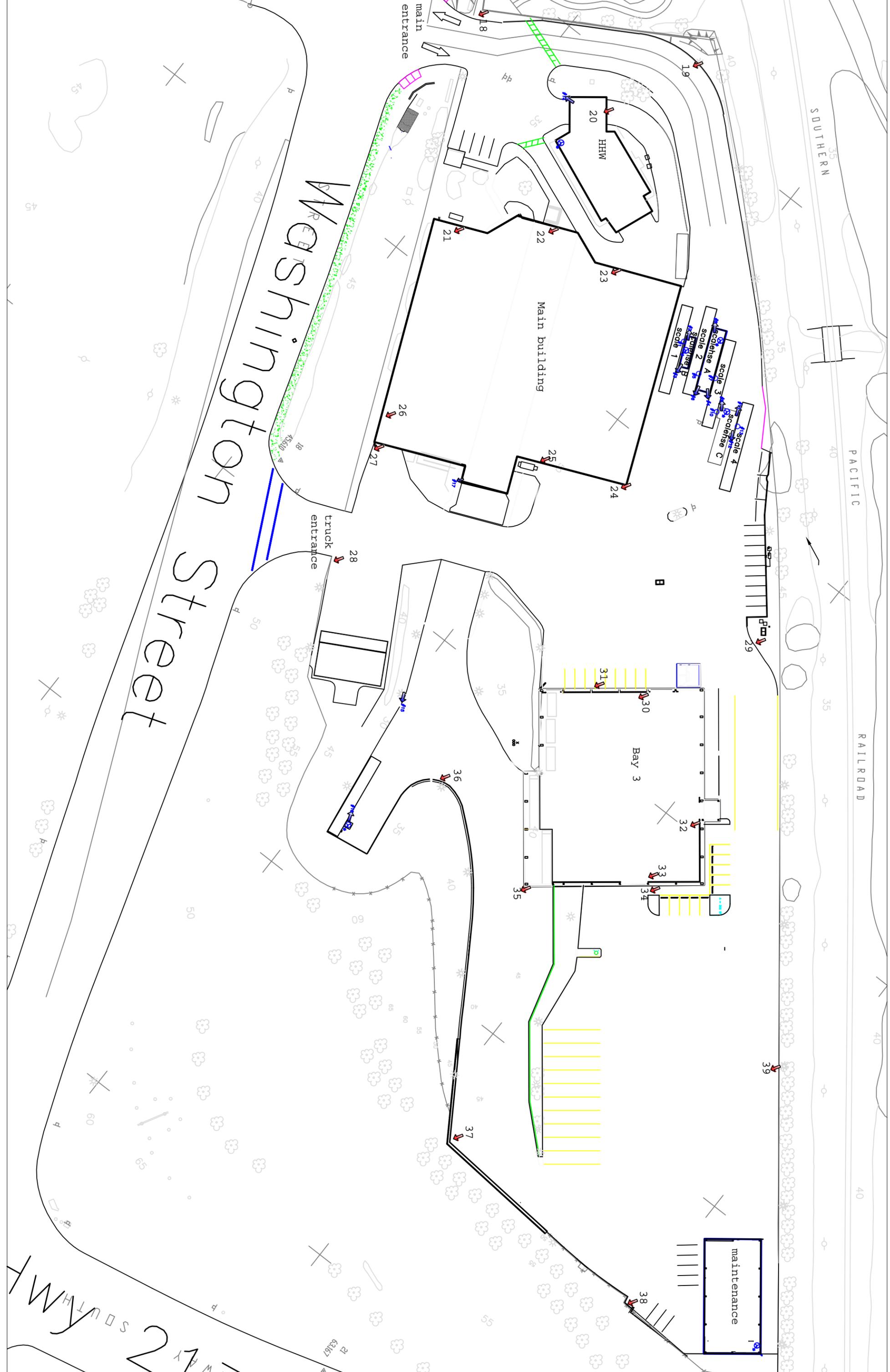
# LEGEND

#8  Window Cameras

#9  Existing cameras to replace

 Power over ethernet hubs

#32  Planned new cameras



Washington Street

SOUTHERN

PACIFIC

RAILROAD

maintenance

Bay 3

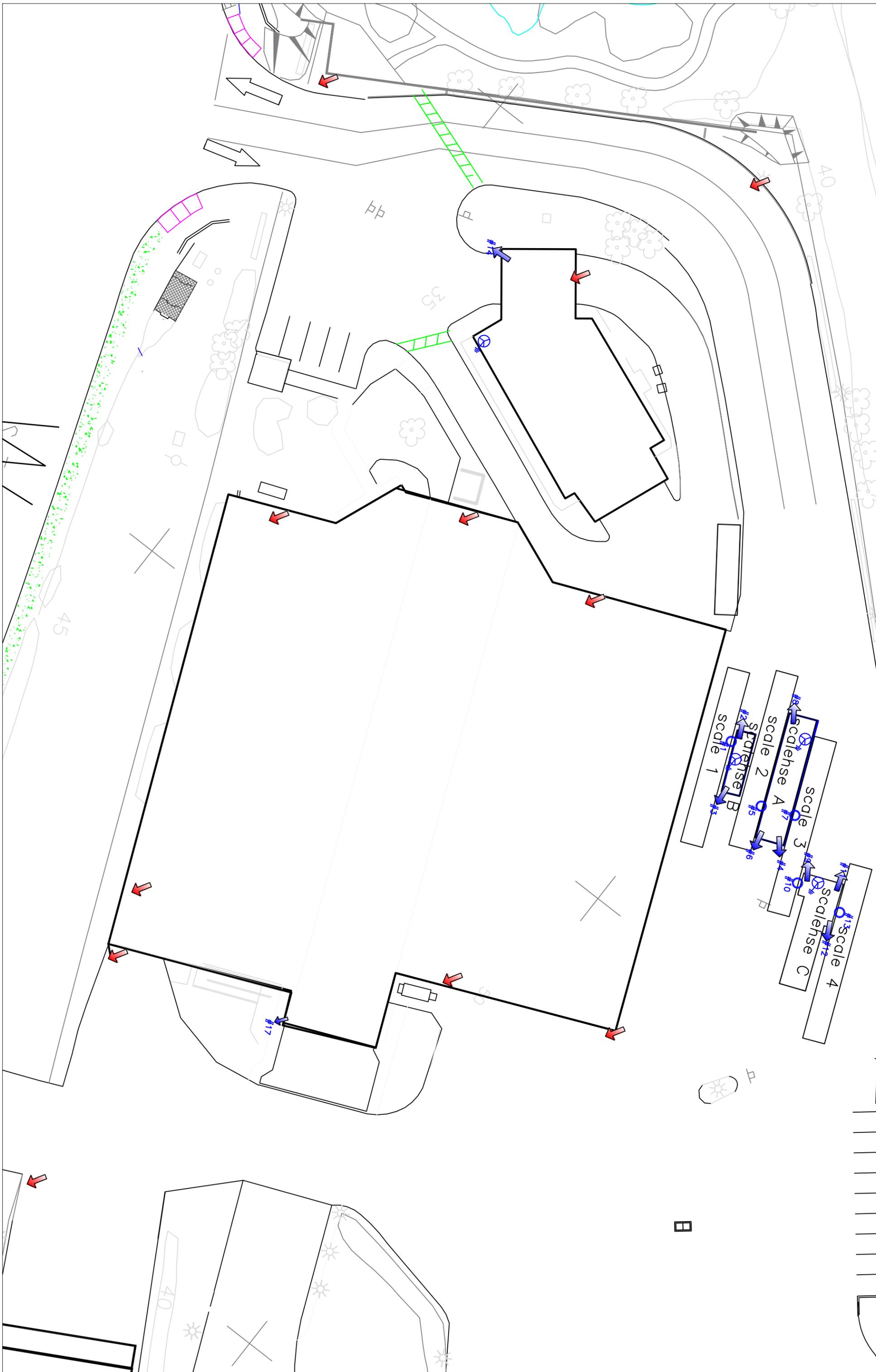
HHW

Main building

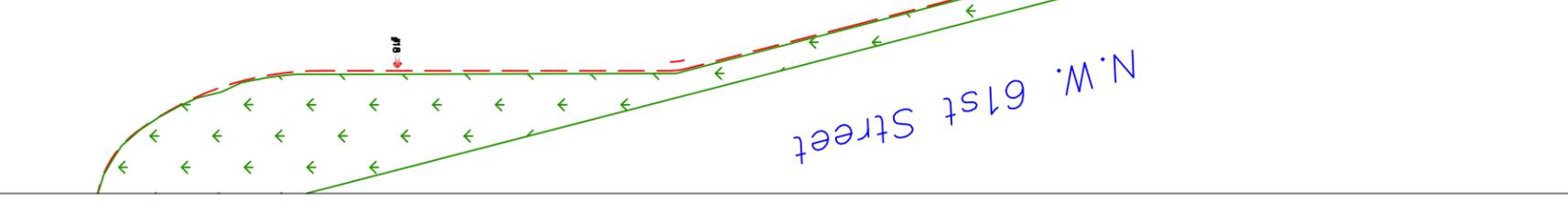
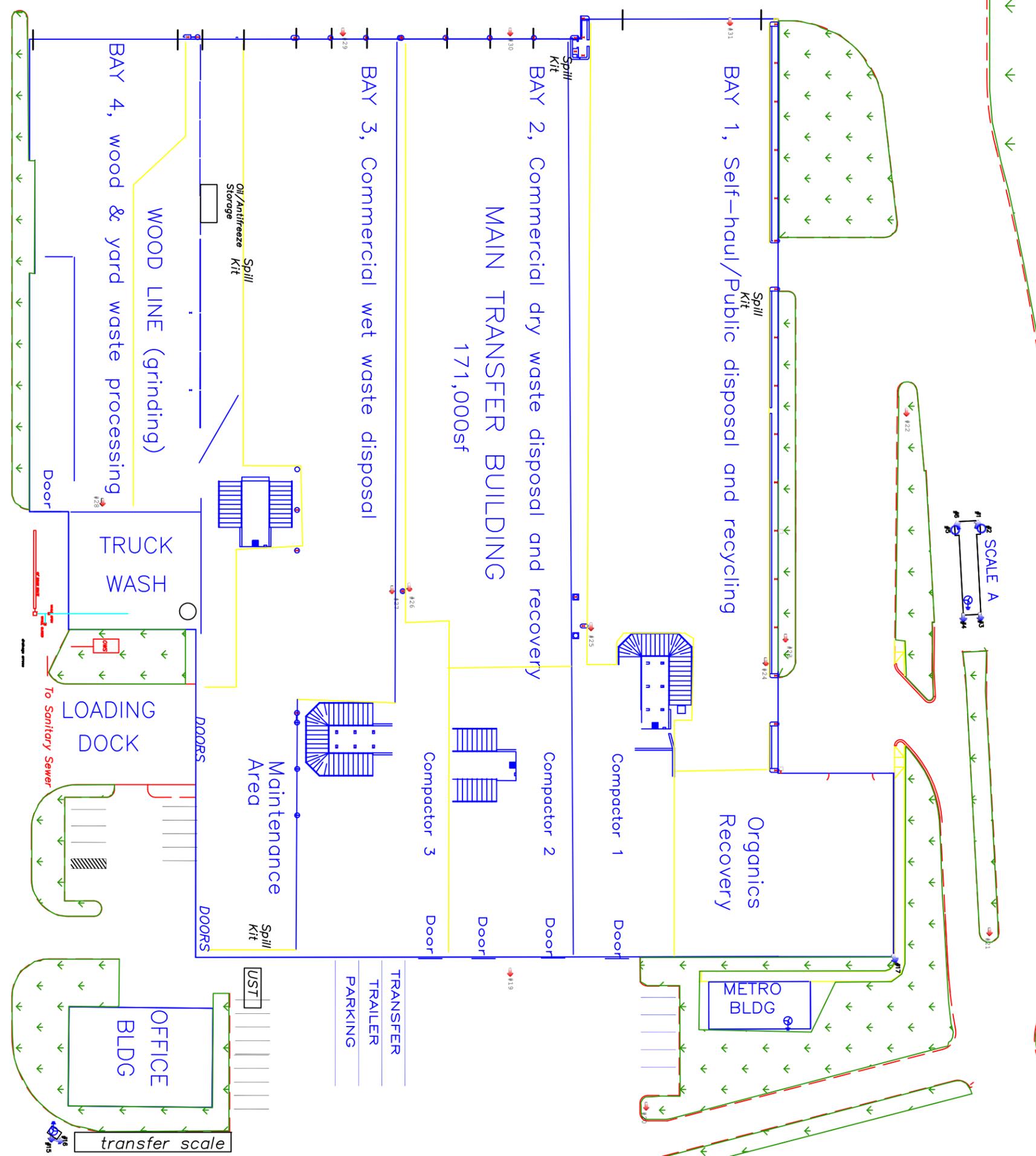
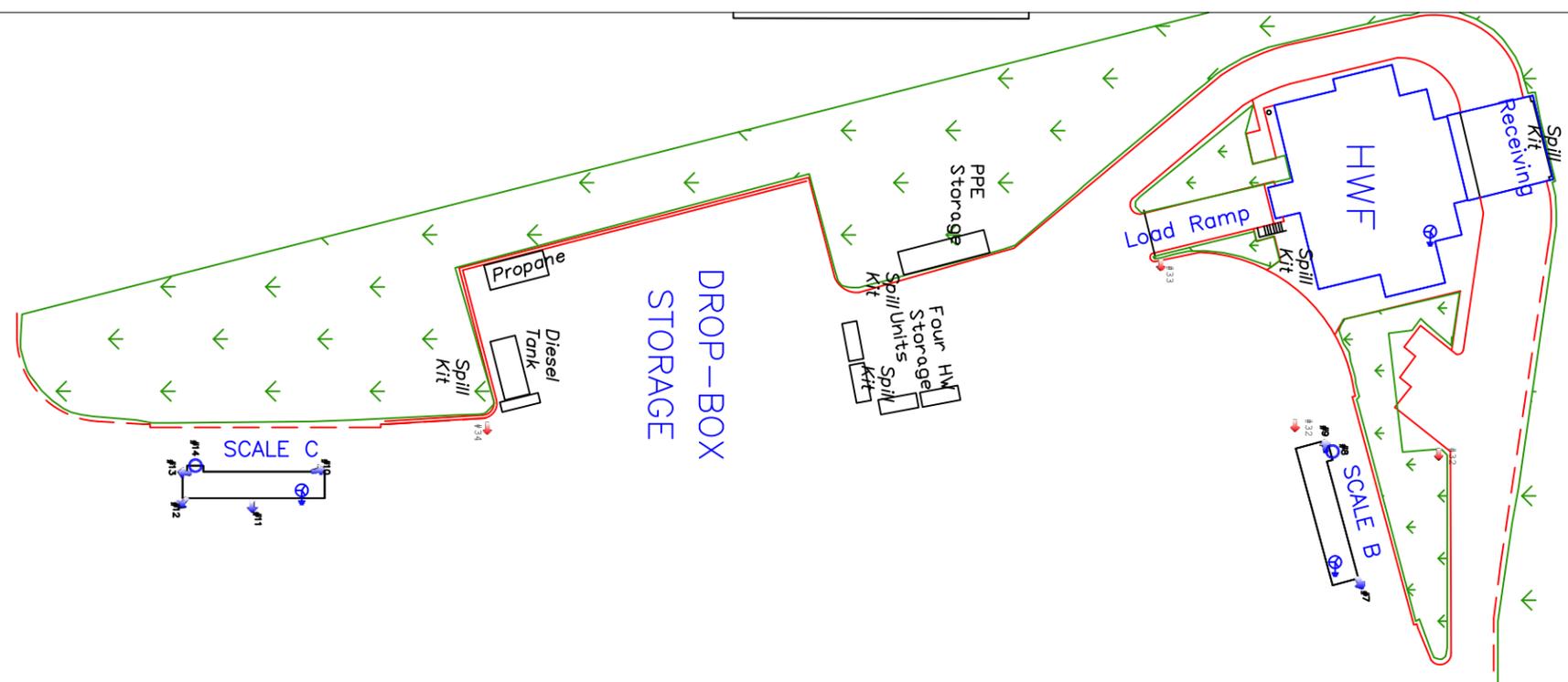
main entrance

truck entrance

SOUTHERN PACIFIC RAILROAD







N.W. 61st Street

#35

#36

#37

