

## REQUEST FOR STATEMENT OF QUALIFICATIONS

Portland Mall Management, Inc. (PMMI) is a not-for-profit public benefit corporation under contract with the Tri-County Metropolitan Transportation District of Oregon (TriMet) to provide certain maintenance services, cleaning, and security of the Portland Transit Mall (5<sup>th</sup> and 6<sup>th</sup> avenues between NW Irving & SW Jackson).

**PMMI is seeking Statement of Qualifications (SOQ) from qualified contractors for:**

Pruning of the street trees and adjustment of tree well grates on 5<sup>th</sup> and 6<sup>th</sup> avenues between NW Irving Street SW Jackson Street. The most qualified contractor will be selected to negotiate a flexible services contract based on specific task orders to be negotiated and issued as needed for tree inspection and pruning services. The anticipated services required include participation in annual tree inspections in conjunction with PMMI, City of Portland and TriMet staff to determine work required, if any. Based on these inspections specific task orders will be negotiated and issued for the identified work. Task orders will be negotiated to develop a specific work program and methodology for tree pruning in conjunction with the City of Portland and TriMet. This program will stipulate the time and manner in which pruning work will be performed including coordination with light rail power down, if required, noise mitigation and other applicable requirements governing the work such as obtaining trackway access permits from TriMet as necessary. The contractor will provide all required traffic control and flagging. Generally, work described is planned well in advance; however, if there are urgent services needed, the contractor selected shall be able to perform emergency work upon notification from PMMI.

Interested contractors are requested to forward a Statement of Qualifications which includes the following information:

- Name, address, phone number and a brief description of the firm.
- Narrative of the firm's interest, particular qualifications, specialized experience, and expertise; including information as follows:
  - ✓ Describe previous projects which significantly relate to the firm's qualifications for maintenance of trees in a high voltage and complex urban environment.
  - ✓ Describe firm's ability to accommodate intermittent task orders and emergencies.
  - ✓ Describe firm's past record of performance on contracts to safely perform similar work within time limitations and budget. Provide references listing contacts name, phone, and email for those who would attest to your performance.
- Name and a brief description of any proposed subcontractors
- Resumes of key personnel to be assigned to this project.
- Name and title of person authorized to negotiate and execute a flexible services contract of behalf of the firm.
- In a separate sealed envelope provide a list of hourly wages and classification of staff to be assigned to the project; identify mark-up percentage. Title the separate envelope, *WAGES* with your company name listed on the outside.

Evaluation of submittals will be conducted by a subcommittee of the Board of Directors of PMMI based on the following criteria:

- Specialized experience and expertise of the firm and its personnel in connection with the requested services.
- Familiarity with the environment in which the work will be conducted in high voltage, urban environment and the challenges applicable to this work.
- Capacity of the firm to accommodate work under intermittent task orders and emergency repairs.
- Firm's internal quality assurance program and safety measures.

PMMI retains the right, in its sole discretion, to terminate negotiation of the flexible services contract and commence negotiation with another qualified respondent to this request for SOQ. No guarantee is made that any task orders will be issued.

**Statement of Qualifications:** one (1) original, five (5) copies, one (1) electronic copy of the proposal (including cover letter) on a USB flash drive should be forwarded to:

Portland Mall Management, Inc.  
1140 SW 11<sup>th</sup> Avenue, Suite 500  
Portland, OR 97205

To be considered your Statement of Qualifications must be received by 4:00PM PST on December 17, 2018.

Questions regarding this SOQ should be addressed via email to [pdxmallmgt@gmail.com](mailto:pdxmallmgt@gmail.com).