

# **REQUEST FOR PROPOSALS**

**Design  
for Street Arcade and/or Alley Gate  
for the 2<sup>nd</sup> Street Pilot Project  
for the Tillamook Urban Renewal Agency (TURA)  
in  
Tillamook, Oregon**

**April 2014**

**Proposals Due  
June 5, 2014  
2:00 PM**

**CONTACT:  
PAUL WYNTERGREEN  
503-374-1829  
[pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)**

**SUBMIT PROPOSALS TO:**

**PAUL WYNTERGREEN  
TURA ADMINISTRATOR  
210 LAUREL AVENUE  
TILLAMOOK, OR 97141**

## 1.0 REQUEST

Sealed proposals marked "Request for Proposal for TURA Design for Street Arcade and/or Alley Gate" will be accepted by the Tillamook Urban Renewal Agency (TURA), 210 Laurel Avenue, Tillamook, OR 97141, Attn: Paul Wyntergreen, or by hand delivery to Paul Wyntergreen, TURA Administrator, 210 Laurel Avenue, Tillamook, until 2:00 p.m. local time, June 5, 2014.

The successful firm will design a street screen/arcade/canopy and/or alley gate on 2<sup>nd</sup> Street near the intersection of Ivy Avenue in the City of Tillamook that depicts or captures one or more aspects of Tillamook history and/or culture. Design proposals may be for the street arcade, the alley gate, or both. Awards may be made for both structures from one proposer or may be made for each structure from separate proposals. In order to accomplish that goal, TURA is interested in each proposer's response to the following questions:

How many years of experience has your company had in design and construction of street scape/landscape features?

Describe the type of streetscape projects, including the specifics of any similar to this, has your firm completed in the past?

How have you resolved artistic creativity with safety and structural concerns in a public environment?

What element of Tillamook's history and/or culture are you trying to capture and why?

How do you envision working with TURA and the City in finalizing the design before preparation of construction drawings & specifications?

Creative, workable approaches to the above questions will receive heavy weighting in the rating and ranking process described below.

The successful proposal will be used as the basis for a contract in order to secure design and preparation of biddable construction drawings & specifications of street screen/arcade/canopy and an alley gate on 2<sup>nd</sup> Street in Tillamook in locations specified in the Plat Map and in the parameters listed in Section 3. **Site visits are welcomed and encouraged.**

Anticipated start date is July 15, 2014, with Notice of Award to be mailed on June 24, 2014 and Contract refinement to be prepared the following week. The TURA Administrator will be the local contact for the Firm and will facilitate the Firm's interaction with TURA, as it performs contractual services.

## 2.0 BACKGROUND

The 2<sup>nd</sup> Street Pilot project is part of an ongoing effort of the Tillamook Urban Renewal Agency (TURA) to implement streetscape designs for the town center area of Tillamook in preparation of the Oregon Department of Transportation Highway 101-US 6 Intersection project scheduled to begin in 2015. TURA implemented the Streetscapes Committee, which is working in conjunction with the City's Beautification Committee, the Tillamook Revitalization Association,

the Tillamook Area Chamber of Commerce, Oregon Main Street and other organizations to enhance, revitalize, and restore the town center of the City of Tillamook. Encompassing the four (4) blocks between Laurel and Stillwell Avenues, the Pilot Project is being implemented in phases, which will be constructed during the upcoming ODOT project. At this time, TURA is implementing Phase I, which will include street furniture, building facades, and streetscape features. The intent is create an east/west pedestrian orientated corridor that parallels the auto-oriented Highways 6/1<sup>st</sup> Street & 131/3<sup>rd</sup> Street on each side and complements the north/south Highway 101 commercial area.

### 3.0 DESCRIPTION OF SERVICES

The Firm shall provide a full scope of services offered as described below; however, the Firm may propose alternative components or solutions not identified in this document.

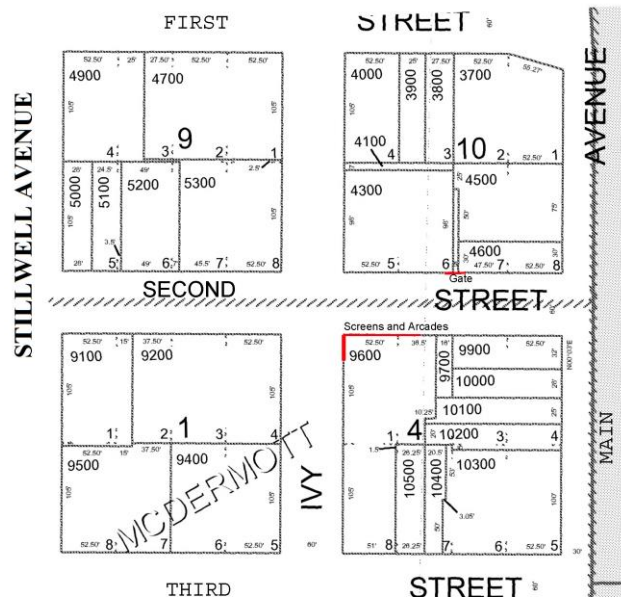
#### GENERAL PARAMETERS

~Physical Qualities

- \*Weather durable and easy to maintain
- \*Vandal Proof: No easily removable parts
- \*Maintain line-of-sight into parking-area/alley-area behind the arcade for security purposes
- \* Does not create a safety hazard or attractive nuisance

#### INDIVIDUAL PARAMETERS

Locations marked in red:



~Alley Gate / 2<sup>nd</sup> Street between 1902 and 1906 2<sup>nd</sup> Street  
(Lot 4600 and Lot 4300 on Assessor’s Map above)

- \*5 ft. 8 in wide
- \*Designed to be installed on supports next to the buildings

- Street Screen/Arcade/Canopy around City Parking Lot and electric charging station @ SE Corner of Ivy Avenue and 2<sup>nd</sup> Street (Lot 9600 on Assessor's Map above)

\*2<sup>nd</sup> Street side: 77.5 ft.

\*Ivy Avenue side: 27 ft.

\*Design must conform to City Ordinances regarding vision clearances of corner structures

\*A parking lot to sidewalk pedestrian opening will be incorporated into the design midway on the 2<sup>nd</sup> Street side

\*Design preferably mounted on brick masonry planter base to complement the Safeway parking or other neighboring features.



## OTHER EXPECTATIONS

\*Conceptual Design accompanied by itemized estimate of completed-installed cost due with application.

\*Full Design completed and ready-to-bid by September 30, 2014

\*Below are examples of different types of designs for screens/arcades/canopies/coverings







## **4.0 RFP EVALUATION CONSIDERATIONS**

All proposals will be judged based on the following criteria, with the evaluation weighted as indicated:

### **4.1 Category 1 – Qualifications (20%)**

The experience of key personnel assigned to the project with regard to their documented ability to successfully manage similar operations. The Firm shall submit resumes of the proposed project manager, service provider(s), and other key personnel who would perform the proposed work. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.

### **4.2 Category 2 – Resources and Capabilities (30%)**

The Firm's resources and equipment, including the qualifications of personnel or subcontractor(s), types of equipment, and description of services provided by the firm to successfully implement the work.

The Firm shall have the capability to provide quality and responsive services with respect to the following:

- a. Ability to meet TURA's goals as expressed in the RFP, including the ability and willingness to work cooperatively with staff;
- b. Use of appropriate technology;
- c. Demonstrated ability to perform services required by the RFP;
- d. An understanding of the historic sensitivity and character of the City of Tillamook;

TURA's assessment of the Firm's understanding of the City's needs shall be based upon the Firm's proposed solution's ability to meet the stated objectives of this RFP contained in the Request section above. This category will be evaluated by reviewing the proposed scope of work, the description of the work approach, and the proposed work schedule.

### **4.3 Category 3 – Service Proposal (50%)**

The creativity and workability of the Firm's overall approach to the design and bid-out of the street screen/arcade/canopy and/or alley gate will be evaluated under this category, along with the price for services.

## **5.0 INSTRUCTIONS TO FIRMS**

### **5.1 Contact Person**

For questions or clarifications regarding any element of this Request for Proposal, the following individual can be contacted:

Paul Wyntergreen, TURA Administrator  
210 Laurel Avenue  
Tillamook, OR 97141

503-374-1819  
Fax 503-842-3445  
pwyntergreen@tillamookor.gov

### **5.2 Addenda to RFP**

In the event that it is necessary to revise any part of the RFP, addenda will be provided to all vendors who received the initial RFP. This includes any amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFP. TURA is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by the TURA.

### **5.3 Firm's Responsibility for Proposal Costs**

The Firm shall be fully responsible for all proposal development and submittal costs. TURA assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by a Firm, product demonstration by a Firm, the evaluation of an accepted/rejected proposal, or the selection of the finalist(s).

### **5.4 Ownership of Proposals**

All proposals and associated materials received shall become the property of TURA.

### **5.5 Proposal Acceptance or Rejection**

TURA reserves the right to reject any or all proposals, to accept or reject any or all the items in the proposal, to waive any informality in the proposals received, and to award the contract in whole or in part, if it is deemed to be in the best interest of TURA. TURA reserves the right to negotiate with any firm after proposals are opened and the winning proposal is awarded, if such action is deemed to be in the best interest of TURA.

In addition to the factors mentioned above, Firms are cautioned to review carefully all terms, conditions and specifications of the RFP prior to submittal of proposals. The Work may be awarded on the basis of the Firm's proposal including the Firm's qualifications as received and without further discussion. Therefore, each proposal should be submitted to TURA in the most favorable terms from both a cost and qualification standpoint.

**5.6 All Proposals shall be valid through July 30, 2014.**

### **5.7 Withdrawals and Modifications**

Any proposals can be withdrawn or modified in writing by contacting Paul Wyntergreen, TURA Administrator, prior to the June 5<sup>th</sup>, 2014 closing time.

### **5.8 Contract**

The successful proposer will be expected to enter into a contract with TURA. The proposer will be required to maintain Commercial General Liability insurance, Automobile Liability insurance, and Personal Liability (Errors and Omissions) insurance for the duration of the agreement.

### **5.9 Proposed RFP and Contract Schedule**

TURA reserves the right to change the schedule or terminate the selection process at any time at TURA's sole discretion. Notice thereof will promptly be provided to parties on TURA's RFP holders list. **If RFP holders obtain the RFP from a third party, they must notify Paul Wyntergreen, TURA Administrator in writing or by email to be on the RFP holders list.**

## **6.0 FIRM REQUIRED INFORMATION**

The proposal must include:

- a. The Firm name, address, FAX, phone number, voice phone number of the Firm and Contact Person for the proposal.
- b. A description of the Firm;
- c. A list of the names, positions, and responsibilities of each of the Firm's personnel that will be assigned to provide services for the project;
- d. A copy of brief resumes for the project manager and lead technical support persons to be assigned to the project;
- e. The identity of the Firm's manager with corporate responsibility for performance of the services provided; and
- f. The Firm's related experience to perform the range of services requested by this RFP, including customer reference contacts.

## **7.0 COMPLAINTS**

Any proposer who has submitted a proposal to TURA and who is adversely affected by TURA's contract award to another proposer has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to TURA. Such right to protest shall conform to the requirements of OAR 137-030-0104(1) and specify the grounds upon which the protest is based.

An adversely affected proposer must exhaust all avenues of administrative review and relief before seeking judicial review of TURA's contract selection. Written concerns must be mailed to the Contact Person above.