

City Of Tillamook
2211 3rd Street – Suite A
Tillamook, Oregon 97141



Phone 503-842-2472 Direct 503-374-1812 Fax 503-842-3445

REQUEST FOR PROPOSALS
for
Design/Build Team
for
the City Of Tillamook
Public Works New Crew Room Project
This is a Prevailing Wage Project

Release date: April 10, 2019

Notice is hereby given that proposals for the Tillamook City Public Works New Crew Room project shall be received by the City of Tillamook, 2211 3rd Street- Suite A, Tillamook, OR 97141 until 2:00 p.m. Pacific Time on May 9, 2019. It is the sole responsibility of the Proposer to ensure that the City of Tillamook receives the Proposal by the specified date and time. All late Proposals shall be rejected. Proposers shall review all instructions and contract terms and conditions.

Closing
Date/Time
May 9, 2019/2:00 pm

Contact:
Liane Welch
2211 3rd Street – Suite A
Tillamook, OR 97141
503-374-1812
lwelch@tillamookor.gov

1.0 OVERVIEW

The City of Tillamook, acting by and through its City Engineer, Liane Welch, is requesting proposals from a design/build team for the Tillamook City Public Works New Crew Room project. The proposals are for cost effective design and construction of a New Crew Room approximately 30 ft x 110 ft attached to the at the Public Works shop at 4402 3rd Street, Tillamook, Oregon. There is an existing 20 ft x 20 ft metal office attached to the Public Works Shop that will need to be demolished, or incorporated into the New Crew Room.

This is a Prevailing Wage project. This project requires a Public Works and Performance Bonds.

The City intends to use the Design/Build project delivery method for this project. Pre-Design/Schematic Design would begin immediately upon award and approval of the resulting contract. Construction is anticipated to start in August 2019 with a construction completion date of February 2020. The estimated time period the design/build services are required is from the award of the contract until Project completion.

Project design and construction must be completed within the available funding. The City has a budget of \$400,000 for the total project. The design/build team will be responsible for developing the design and construction of the project within the City of Tillamook's budget under a Not to Exceed Time and Material Contract.

Firms interested should submit a letter of interest and sealed response to this Request for Proposal (RFP), marked "Design/Build services for the Construction of the New Public Works Crew Room. Attn: Liane Welch, City Engineer". Each response shall contain six (6) paper copies and one (1) electronic version of the proposal in PDF on a thumbdrive.

Responses will be accepted by the City of Tillamook, 2211 3rd Street – Suite A, Tillamook, OR 97141, until 2:00 p.m. local time, Tuesday, May 9, 2019. NO PROPOSALS WILL BE ACCEPTED BY WAY OF FAX OR SOLELY BY ELECTRONIC DATA FORMAT.

Anticipated start date is June 1st, 2019, with Notice of Award to be mailed on May 28, 2019 and contract refinement to be prepared the following week. The successful response will be used as the basis for a subsequent Personal Services contract. The City of Tillamook will negotiate an acceptable Not to Exceed Time and Materials contract prior to commencement. The City Engineer will facilitate the Firm's interaction with the City.

This Request for Proposals represents the most definitive statement the City of

Tillamook will make concerning the information upon which Proposals are to be based.

1.1 – NON-MANDATORY MEETING

There will be a non-mandatory meeting scheduled **Thursday April 18, 2019 at 10:00 am, at 4402 3rd Street, Tillamook, Oregon 97141.**

2.0 SCOPE OF SERVICES

City of Tillamook is seeking proposals from qualified firms to perform services in a two (2) step process based upon the information as described in the following documents:

- Exhibit A – Photos of site

The city is looking for the following elements in the design:

- 2 - separate, enclosed offices, each 12 ft x 12 ft
- 1 combined office space for 4 Supervisors = 25 ft x 18 ft
- 1 file room 25 ft x 10 ft
- 1 mud/locker room 25ft x 10 ft
- 2 toilets and 2 showers adjacent to mud room
- 1 Crew meeting room = 25 ft x 20 ft
- 1 kitchen adjacent to Crew meeting room = 15 ft x 8 ft
- 1 Conference Room 30 ft x 30 ft.

Preconstruction phase services, which include working with City Staff to develop and finalize the design, budget feasibility, meetings with City Staff and providing value recommendations to scale to budget.

Construction phase services, which includes all portions of construction.

- a. Design work shall include site work, foundation, mechanical, electrical, plumbing, and interior finishes.
- b. Contractor responsible to obtain all permits for this project.
- c. Design to meet all Federal, State and local laws including the American with Disabilities Act.
- d. Provide suggestions and make recommendations to City Staff related to relocation phasing, force account assistance, and other efficiency improvements

- e. The Design should include options to connect the New Crew Room to the existing shop. How would roof systems connect, and how would the stormwater drainage be addressed.
- f. Present the Schematic Design to the City for approval prior to the Design Development phase.
- g. When providing costs from subcontractors, provide detail for materials and labor, not a lump sum value.

The current project schedule: City of Tillamook intends to award this to a single firm to provide the services required. The term of the contract is anticipated to be June 2019 through March 2020.

4.0 EVALUATION CRITERIA

Proposals will be evaluated based on the submission requirements listed herein to determine which firm best meets the needs of the City. After the City has determined that the response meets the mandatory requirements in Section 6.0, proposals will be evaluated on the following factors:

1. Project Approach

- Describe how the work will be done within the given time frame and budget. Include a proposed work plan and schedule. Work plan should address the following:
 - a. Process/tasks, broken out by design or construction, including proposed timeframes
 - b. Project management staffing structure
 - c. Describe your approach to developing the design and interactions with City staff throughout the design process.
 - d. Cost estimating and management plan
 - e. Risk Mitigation strategies
 - f. Subcontractor outreach: describe how you intend to identify, qualify, and seek pricing from firms for the various scopes of work in the construction phase of the project.
- Also, describe in general terms how your firm intends to support our local community and City of Tillamook regional businesses and markets in the delivery of the requested goods or services of this project. Explain how these results will be reported to City of Tillamook.
- Provide information related to any Contractor warranties associated with the project's design and construction.

Higher scores will be given to teams with a project approach that the Contractor represents can be constructed within City's budget and schedule.
(30 Points)

2. Cost/Budget

- Describe how your firm will apply value engineering and quality control to ensure that the conceptual proposal can be delivered within the approximate cost.
- Describe what your firm will do to manage construction costs within the available funding.
- Describe your methodology for maintaining cost control. Describe how your approach will complete the project within Budget parameters, inclusive of allowing for your services. What can be provided to the City to show a breakdown on expenses to maintain costs within our budget?
- Indicate your overhead and profit rate.
- List hourly rates for personnel assigned to the management of the project (on site and in office), total personnel expenditures, support services, and sub consultant fees (if any). Requested expenses (such as travel, meals, copies, etc.) should also be listed.
- Provide the anticipated Not to Exceed value for the design and the construction phases of the project.

Higher scores will be given to teams that demonstrate delivery of a quality project at the lowest cost. **(30 Points)**

3. Experience

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.

Proposers shall have the following:

- A minimum of five years of experience in design/build project delivery method on projects of similar size and scope.
- Firms shall hold necessary licenses and certifications to perform the services listed in the RFP and attachments.
- Designer shall have a minimum of five years' experience on projects similar in size and scope.

Indicate how your firm meets the experience requirements. List projects

conducted over the past five 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.

Higher scores will be given to proposers that demonstrate the greatest experience in construction of projects of a similar scope, and that demonstrate prior projects that have shown long-term durability of components and materials. (30 Points)

4. Availability – Indicate current availability and anticipated project timeline.
- Describe your responsiveness to short notice needs.
 - Describe your level of willingness to commit to a benchmarked schedule.

Higher scores will be given to teams that can complete a quality project in the timeliest manner. (10 Points)

The City may request interviews with the highest ranked proposers prior to final selection of firm(s). Interviews are intended to allow selected proposers to clarify or expand on their proposal.

Award will be made to the highest ranked Proposer according to the evaluation criteria and interview scores, if interviews are conducted. If contract negotiations are unsuccessful with the highest ranked firm, The City reserves the right to enter into negotiations with the next highest ranked Proposer.

5.0 INSTRUCTIONS TO FIRMS

5.1 Contact Person

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

Liane Welch, City Engineer
City of Tillamook
2211 3rd Street – Suite A
Tillamook, OR 97141
lwelch@tillamookor.gov

503-374-1812

Any questions, which in the opinion of City of Tillamook, warrant a written reply or RFP addendum, will be furnished to all parties receiving this RFP. City of Tillamook will not respond to questions received after 2:00 pm on May 2, 2019.

You must register with the City of Tillamook, in order to obtain any Addendum to

this RFP by contacting Liane Welch at the above contact information.

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 firms who received the initial RFP or subsequently requested a copy. Any addenda so issued are to be considered part of the specifications of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City of Tillamook.

If RFP holders obtain the RFP from a third party, they must notify Liane Welch of the City of Tillamook in writing or by email to be on the RFP holders list.

5.3 Firm's Responsibility for Response Costs

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

5.4 Economy of Presentation

Statements should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Fancy bindings, colored displays, promotional materials, etc., are not important. Emphasis should be on completeness and clarity of content.

5.5 Ownership of responses

All responses and associated materials received shall become the property of the City of Tillamook.

5.6 Response Acceptance or Rejection

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

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 responses. The Contract may be awarded strictly on the basis of the Firm's

response including the Firm's Proposal as received and without further discussion. Therefore, each response should be submitted to the City of Tillamook in the most favorable terms from both a cost and qualification standpoint.

5.7 Withdrawals and Modifications

Any responses can be withdrawn or modified in writing by contacting Liane Welch, City of Tillamook, prior to the May 9, 2019 closing time.

5.8 Contract

The successful respondent will be expected to enter into a contract with the City of Tillamook. The respondent will be required to maintain Errors and Omissions and General Liability insurance for the duration of the agreement.

5.9 Proposed RFP and Contract Schedule

The City of Tillamook reserves the right to change the schedule or terminate the selection process at any time at the City of Tillamook's sole discretion. Notice thereof will promptly be provided to parties on the City's RFP holders list.

5.10 All responses shall be valid through July 1, 2019.

6.0 FIRM REQUIRED INFORMATION

The response must include:

- a. The Firm name, address, email, phone number, voice phone number of the Firm and Contact Person for the response.
- b. A description of the Firm;
- c. The identity of the Firm's manager with corporate responsibility for performance of the services provided; and
- d. The Firm's related experience to perform the range of services requested by this RFP, including clientele reference contacts.

All Proposers are hereby advised that City of Tillamook 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 City of Tillamook 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.

7.0 COMPLAINTS

Any respondent who has submitted a response to the City of Tillamook and who is adversely affected by the City of Tillamook's contract award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Tillamook. 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 respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the City of Tillamook's contract selection. Written concerns must be mailed to:

Liane, City Engineer
City of Tillamook, 2211 3rd Street – Suite A
Tillamook, OR 97141