



Posting Date: Friday, October 20, 2017

Oregon City Police Department

Request for Proposal

Technical Advisor – Police Building Project

Submission Date Deadline: 4:00 pm, Friday, December 1, 2017

I. INTRODUCTION

The City of Oregon City is seeking the services of a qualified Technical Advisor and Owner's Representative with demonstrated expertise in police and court facility design for the construction of a new police and court facility. The site of the project is the existing Mt. Pleasant School, located in the heart of Oregon City. The building project will consist of demolition of the existing school building and construction of an approximate 40,000 square foot police and court facility.

The potential scope of work will cover: facilitation of the Request for Proposal (RFP) process of a qualified Architect and Engineering Team (AE), facilitation of the RFP for Construction Manager, overall project input and expertise, and design input to AE of police and court specific spaces. The anticipated start date is in January of 2018.

II. PROJECT BACKGROUND

The Oregon City Police Department is currently housed in a building purchased by the City of Oregon City in the 1980s. This building also houses the Oregon City Municipal Court and Code Enforcement. The Police operate out of the building and three modular trailers that are parked behind the building.

The current facility was not designed for its current purpose. The building is too small, does not meet safety requirements for police or court staff, is inefficient, and does not meet state-mandated seismic standards. For many years, the City has worked to solve the problem of building a facility that meets public needs for the police department.

In December of 2014, the Oregon City Commission approved purchase of the Mt. Pleasant School site from the Oregon City School District. The purpose of this purchase was to be the site of the future police and court facility. The concept design also provided space for a potential future City Hall. This site is approximately 8.3 acres and currently has two buildings that made up the former



Mt. Pleasant School. The larger building is approximately 40,000 square feet and is currently being leased by a charter school. The smaller annex building is approximately 7,000 square feet and is being used by the City in two capacities. Police utilize half the space for a gym and training space, while Oregon City Community Development is in the process of renovating the other half and exterior for their future work space.

In May of 2015, the Oregon City Commission approved the Community Safety Advancement Fund (CSAF) to provide revenue for the eventual construction of a new police and court facility. This was a fee added to Oregon City utility bills of \$6.50 per month, netting a revenue source of approximately \$1.1 million per year.

In September of 2017, Oregon City voters approved a revenue bond measure that allowed the police department to borrow money for the immediate construction of the police and court facility.

III. PROJECT DESCRIPTION

The scope of the project will be to construct a new police and court facility at the Mt. Pleasant School property. This will include the design and construction of both the building and outdoor spaces. This proposal seeks a Technical Advisor to assist the Owner in the design and process to build the new facility.

IV. ANTICIPATED CONTRACT PERFORMANCE SCHEDULE

- January 2017: Begin RFP process for Architect/Engineer (A/E) and Construction Manager/General Contractor (CM/GC)
- May 2017: Begin Initial Design Process with public input
- July 2019: Construction begins at Mt. Pleasant School site
- December 2020: Project complete

V. LIMITATION ON TECHNICAL ADVISOR ABILITY TO PROVIDE ADDITIONAL SERVICES

The selected consultant will be prohibited from providing additional services related to the project, including construction services.

VI. ANTICIPATED TECHNICAL ADVISOR SCOPE OF SERVICES

1. **Selection of Local Architect/Engineer (AE):** taking the lead in managing an independent selection process for the AE.
2. **Selection of Construction Manager/General Contractor (CM/GC):** taking the lead in managing an independent selection process for the CM.



3. **Initial Design:**
 - a. Serve as the Owner’s Technical Advisor in planning, design, and construction phases of the project.
 - b. Work with the Owner and AE to prepare schematic design of the project.
4. **Assistance with Design Development Phase.**
5. **General technical or “second opinion” assistance for the owner.**

VII. SELECTION PROCESS & CONTRACT

A committee will evaluate and rank the proposals in accordance with the criteria identified in this document. The City of Oregon City has the right to require any clarification or change needed to understand the Technical Advisor’s approach to the project.

Each proposal shall be limited in length and judged as a demonstration of the Technical Advisor’s capabilities and understanding of the project. Evaluation criteria and weighting factors (one page is considered to measure 8 ½” x 11”) shall be as follows:

Proposal Evaluation Criteria/Page Limitations/Weighting Factors

Contents	Pages	Evaluation Weighting Factors
Introductory Letter	1	5%
Team/Capacity/Experience	4	40%
Project Approach	4	30%
Estimated Fees	3	15%
Overall quality of response and conformance with RFP requirements		10%
TOTAL	12	100%



The committee will select no more than three Technical Advisors to proceed to a reference check. The committee will choose a Technical Advisor based on the results of the proposals and reference checks. The City of Oregon City will then enter negotiations for a contract award with the Technical Advisor whose qualifications and project approach would be most advantageous to the project.

The successful Technical Advisor shall enter into a Personal Services Agreement with the City (See Exhibit A). **All contractors doing business with the City of Oregon City shall be in possession of a current business license with the City of Oregon City.* Payment for contract services shall be made monthly, upon receipt of the Technical Advisor's billing statement, for work done to date. The invoice shall include a summary of progress through the billing date and shall not be submitted more often than once per month.

All billings shall be processed through the Oregon City Police Department.

Proposers responding to the RFP do so solely at their expense, and Oregon City is not responsible for any Proposer expenses associated with the RFP.

Protests concerning the selection process must be in writing and delivered to the Oregon City Police Chief – Jim Band no later than seven (7) calendar days after the date of the intent to award is provided to RFP respondents. The protest will be reviewed pursuant to the Protest Procedures set forth in OAR 137-048- 0240.

VIII. RFP SUBMITTAL

PROPOSAL SUBMISSION INFORMATION

All documents pertaining to this RFP and proposal submission shall be through the City of Oregon City Bid Management System:

bids.orcity.org

Requests for Information must be submitted through the Bid Management System in accordance with the below stated deadlines in order to warrant a response.

Proposals will be received until Friday, December 1, 2017, at 4:00 pm. Proposals shall be submitted either electronically via email to Jim Band at **jband@orcify.org** with a limit of 7 MB or in hard copy. For the hard copy submittals, proposers are encouraged to use recycled paper and 2-sided printing wherever possible.

Proposers shall deliver a copy of the proposal package to:
Oregon City Police Department
ATTN: Chief Jim Band
320 Warner Milne Road
Oregon City, OR 97045



All proposals become part of the public file for the project, without obligation to the City of Oregon City. The City reserves the right to reject any or all submittals for good cause, in the public interest, and is not liable for any costs incurred by the contractors in the proposal preparation or presentation.

PROPOSAL FORMAT

The Technical Advisor shall respond to specific criteria that shall facilitate proposal evaluation. The specific criteria are presented below. *Page limitations are presented in Criteria Rating matrix.*

1. Introductory Letter

The letter shall name the person(s) authorized to represent the Technical Advisor in any negotiations and name of the person(s) authorized to sign any contract that may result. An authorized representative for the Technical Advisor shall sign the proposal letter.

2. Team - Capacity - Experience

- ✓ Provide a basic organization chart of complete team, including sub-consultants, proposed for the project.
- ✓ Provide brief descriptions, relevant experience, and available capacity for the key personnel proposed for the project; highlighting the following:
 - Applicable knowledge of police building projects and law enforcement best practices as they relate to equipment, community engagement, police employees, and serving victims.
- ✓ Provide qualitative project team (including sub-consultants) references for similar projects; highlighting the following:
 - Recent completion of police facilities.
 - Recent completion of public/government/municipal court projects.

3. Project Approach

- ✓ Recommended process for selection of Architect/Engineer and Construction Manager.
- ✓ Construction Delivery Experience: Briefly outline Technical Advisor's previous experience with CM/GC delivery for construction.
- ✓ Statement regarding the Technical Advisor's approach to making a building project successful for the owner.
- ✓ Value Driven Design: provide Technical Advisor's record and approach to creative, cost-efficient design and value-engineering.
- ✓ Public Outreach: Technical Advisor's proposed approach to appropriate external stakeholders for this type of public process project.



4. Estimate of Fees

Based on the anticipated Scope of Services outlined in this RFP, the Technical Advisor shall provide an estimated total project fee. Cost should assume all requirements outlined within this RFP. The fee schedule shall not be exclusively used as an evaluation criterion.

RFP EXHIBITS:

Exhibit A: Personal Services Agreement

Exhibit B: Standard Conditions to Oregon City Personal Services Agreement

Exhibit C: Information about the Project from Needs Assessment and Concept Design