



REQUEST FOR QUALIFICATIONS

**Oregon City Police and Municipal Courts Building
Request for Qualifications
Project Management and Owner's Representative Services
Issue Date: April 16, 2018
Submission Date: May 18, 2018, 4:00 p.m.**

I. INTRODUCTION

The City of Oregon City (Owner) is seeking the services of a qualified Project Management and Owner's Representative Team (PM) with demonstrated experience in working with public buildings for the design and construction of a new Police and Municipal Courts Building.

The PM will assist the Owner through design, construction, and move phases of the new building.

II. PROJECT BACKGROUND / DESCRIPTION

The City of Oregon City has completed space needs assessment, site selection, conceptual site master planning, and a voter bond appeal for a new Police and Municipal Courts Building.

Although there are additional civic facilities planned for the site in the future, this phase of the project will be limited to the design and construction of the Police and Municipal Courts Building. The Owner has retained a Police and Municipal Courts Building Technical Advisor to assist / advise the Owner and Owner's team as the project is designed and developed.

The Owner's Police and Municipal Courts program defines this phase to be approximately 38,000 square feet. An early task of the project team will be to determine whether the Police and Municipal Courts program square footage is most effectively addressed using a single building or multiple buildings based on function and "Essential" facility requirements per applicable building codes.

The site master plan contemplates an additional civic building and its accompanying parking will join the Police and Municipal Courts Building on the same site as a future phase. Although not included in this phase, the design of the Police and Municipal Courts Building must anticipate the future phases contemplated for the site.

The construction delivery method for the project is under final review but it is highly likely that the Construction Manager / General Contractor (CM/GC) method will be utilized. It is therefore important that the successful Project Manager/Owner Representative illustrate successful past CM/GC experience.

III. ANTICIPATED PM SCOPE OF SERVICES

The PM will support the Owner through all phases of the project including, but not limited to, the following:

Pre-Design Phase

1. Assist Owner with matters related to completion of due diligence, etc.
2. Prepare a preliminary project budget including detailed soft costs. Develop spending projections through all project phases.
3. Work with Owner to develop operating cash flow projections for the project and organization.
4. Refine and amplify preliminary project schedule prepared by Owner's Technical Advisor identifying key tasks and milestones.
5. Assist Owner in assembling Architect and CM/GC Project Team:
Assist Owner in the Architect and CM/GC negotiation process. Tasks include, but are not limited to, assisting Owner and Owner's legal counsel in development / refinement of Architect and CM/GC contract language and assist in contract negotiations on the Owner's behalf.
6. Select and engage other consultants as needed, such as environmental consultant, geotechnical engineer, surveyor, land use consultant, traffic engineer, etc.
7. Assist Owner with matters relating to administration of funding for the Project.

Design Phase

1. Conduct weekly Project Team Meetings throughout the design phase. Prepare and promptly distribute minutes of the Project Team Meetings.
2. Coordinate communications and documentation of the Project activities keeping the Owner informed of progress, issues, and solutions of the work of the Project. Monitor project budgets, schedules, correspondence, and other tools to communicate and document the progress of the work of the Project.
3. Confirm and document building-related equipment requirements (including, but not limited to, high-density racking and shelving systems) and identify appropriate responsibilities for procurement and installation for all equipment.
4. Confirm and coordinate project-related data and IT requirements.
5. Prepare RFP / Vendor bid requirements and assist with procurement / installation of building furniture packages.
6. Work with Owner and other stakeholders to ensure that the project design and technical specifications meet user and stakeholder needs.
7. Advise Owner on the potential costs associated with sustainability benchmarks. Assist in identifying any available financial incentives for sustainability measures.
8. Facilitate document review sessions with project team after Schematic Design, Design Development, and Construction Document plan sets are produced. Review and comment on the design deliverables relative to functionality, constructability, budget conformance, operating and maintenance performance and other applicable criteria. Track all design issues and resolutions in a detailed log.
9. Work with Project Team to analyze cost estimates at key milestones of the Project—after Schematic Design, Design Development, and 50% Construction Documents—and identify strategies to align the costs with the building program and project budget. Work with contractor to develop a Value Engineering (VE) log that details proposed VE items, identifies potential cost savings and summarizes the analysis and decision points.
10. Facilitate Owner directives. Assist the Owner in seeking, gaining, and coordinating required decisions.
11. Working with the Owner, Owner's Technical Advisor, Architect, and Contractor; update the project budgets for all hard and soft costs anticipated for the project based on design plans and specifications

prepared by Architect and cost estimates prepared by Contractor. Utilize the budget for continued monitoring of costs.

12. Refine a detailed schedule for completion of the Project using input from the Owner, Owner's Technical Advisor, Architect, and Contractor. Consistently monitor progress against the schedule, identify opportunities to improve the schedule, and encourage all parties to maintain the schedule.
13. Plan and attend community outreach meetings as requested. Assist Owner with coordination of outreach to stakeholders as needed.
14. Act as key liaison between the Owner and the Project Team for all matters related to the Project involving the Owner's Technical Advisor, Architect and Consultants, and the Contractor and Vendors.
15. Assist the Owner in soliciting proposals for third-party contractors specifically related to the design and construction of the Project. Anticipated third-party consultants will provide services that include, but may not be limited to, geotechnical investigation, geotechnical inspections, and special inspections. Project Manager will draft Agreements and monitor the activities of these third-party contractors.
16. Review and approve for payment all invoices directly associated with the design of the project, including Architect, Contractor, Consultants, etc.
17. Facilitate and support Architect and Owner in efforts to secure land use and building permits for the project.

Bidding, Construction, Closeout, and Commissioning

1. Maintain the overall project schedule; assist the Owner with resolving unexpected issues and challenges as they arise; and document project critical path, deliverables and milestones.
2. In coordination with the Architect and Contractor, assist and advise the Owner with evaluation of subcontractor bids and negotiation of the final Guaranteed Maximum Price proposal.
3. Conduct regular (not less than once weekly) Construction Coordination Meetings throughout construction and closeout phases. Prepare and promptly distribute minutes.
4. Provide project oversight and coordination, including acting as the Owner's liaison to the Architect and Contractor on the project; and assisting the Owner with confirmation that the Architect and Contractor are meeting Project milestones, quality and budget goals.
5. Maintain the detailed project budget, including identifying risks to completion of the Project on budget. Issue a monthly project budget report. Review and approve for payment all invoices and expenses directly associated with the Project.
6. Assist with oversight of the performance of the Architect, Contractor, and other consultants, including reviewing and processing applications by the Contractor for progress and final payments; and monitoring the Architect's review and approval of shop drawings, product data, and samples.
7. Track progress of construction, including on-site observation to monitor the Contractor's maintenance of and adherence to the construction schedule and any potential delays.
8. Review Architect's responses to Contractor requests for interpretations of drawings and specifications and assist in the resolution of questions that may arise.
9. Review Supplemental Instructions, Requests for Information (RFI) prepared by Contractor, and responses to RFIs prepared by Architect. Work with Architect to prepare and issue Proposal Requests, Construction Change Directives, and Change Orders based upon technical documentation prepared by the design team and upon Owner authorization. Assist Owner with managing project contingency and completing project within available budget.
10. Advise the Owner on Special Consultants and testing, review results of tests required by the contract documents and invoices for third-party consultants to be paid by the Owner.

11. Analyze and provide recommendation to Owner on Contractor claims, if any.
12. Assisting with project completion and closeout, including scheduling and monitoring project punchlisting activities including: completion of the work by the Contractor and the final inspection of the work by the Architect; verifying Contractor's transmittal to the Owner of required guarantees, affidavits, releases, bonds and waivers, and delivery of all keys, manuals, record drawings, building operations and training classes / materials. PM will verify and confirm delivery of maintenance stocks to the Owner and assisting in negotiation of final project costs and process the final Payment Application.
13. Develop and monitor commissioning of the project as required.
14. Develop a relocation strategy with key sequences and milestones identified.
15. Maintaining records in an orderly manner including: Correspondences, Contract Documents, Change Orders, Construction Change Directives, the Architect's Supplemental Instructions, construction change logs, supplementary drawings, requests for payment, and other important project documentation.

IV. RFQ SUBMITTAL

PROPOSAL SUBMISSION INFORMATION

All documents pertaining to this RFQ are located at the City of Oregon City Bid Management System:
bids.orcity.org

Absolutely no communication shall occur regarding this RFQ, including requests for information or speculation of any kind between Offeror (and any of their staff) and any Oregon City elected official or employee, except the Sole Official Contact listed herein. Failure to comply with this provision may result in Offeror's proposal being removed from consideration.

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, May 18, 2018; at 4:00 p.m.** Proposals (except for fee in sealed envelope) may be submitted electronically via email to Kelly Dilbeck at kdilbeck@orcity.org with a limit of 7MB or in hard copy as described below. For proposals submitted electronically, they must be received by the City within the time identified in this RFQ.

For the fee envelope and hard copy submittals, proposers are encouraged to use recycled paper and 2-sided printing wherever possible. Proposers shall deliver five (5) copies of the proposal package to:

City of Oregon City Police Department
ATTN: Kelly Dilbeck
320 Warner Milne Road
Oregon City, OR 97045

Proposers responding to this RFQ do so solely at their own expense. Under no circumstances whatsoever will the City of Oregon City be responsible or reimburse Proposers for any costs incurred in the preparation and presentation of their proposals or for any related expenses or consequential damages of any kind.

The City reserves the right to seek clarification of any proposal and the right to negotiate a final contract that is in the best interest of the City. Finally, the City reserves the right to reject any or all proposals and reservation of the right to cancel the RFQ at any time if doing either would be in the public interest as determined in the sole discretion of the City.

V. EVALUATION AND SELECTION PROCESS

The Owner's Selection Committee will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change needed to understand the PM's approach to the project.

Each proposal shall be judged as a demonstration of the PM's capabilities and understanding of the project.

Proposal Evaluation Criteria/Weighting Factors

Proposals will be evaluated by content of the submission; including, but not limited to project team, CM/GC relative experience, project management approach, and with an emphasis on the reference and past experience of the specific team members proposed to work on the project.

After ranking of proposals, the Owner may choose to interview the top-ranked teams from proposal.

Upon completion of interviews, the firms will again be ranked. After this ranking process is complete, fees will be unsealed and negotiations will begin with the top-ranked PM.

If negotiations with the top-ranked PM are successful, the successful PM shall be invited to enter into a Professional Services Agreement with the City of Oregon City (See Exhibit B). **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.*

If negotiations with the top-ranked PM are not successful, the Owner at its sole discretion may terminate negotiations with the top-ranked PM, solicit new proposals, begin negotiations with the second-ranked PM or terminate the project.

Protests concerning the selection process must be in writing and delivered to Kelly Dilbeck at the address identified for submittal of proposals, no later than seven (7) calendar days after the date of the intent to award is provided to RFQ respondents. Protests will be processed pursuant to the procedures set forth in OAR 137-048-0240. The protest must state the grounds upon which it is based. The City of Oregon City will review the protest and present a decision to all involved parties within forty-five (45) calendar days.

Key Dates:

Pre-proposal Meeting Date:

A **mandatory** pre-proposal meeting will be conducted:

Monday, April 30, 2018

1:00 p.m.

Oregon City Police Department

Submission Due Date: Friday, May 18, 2018 at 4:00 p.m.

Interviews:

At the Owner's discretion, a short list of firms may be selected with interviews.

VI. PROPOSAL CONTENT

The PM shall respond to specific criteria that shall facilitate proposal evaluation. The specific criteria are presented below.

1. Introductory Letter

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

2. PM's Background, Approach, and Qualifications

This criteria relates to the PM's capabilities and resources in relation to this project.

Team - Capacity - Relative Experience:

Provide a **brief overview of PM firm** including number of employees, years in practice, and a brief statement of experience and project management approach.

State whether PM is currently, or has been during the last five years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration), any claims or liens relating to or arising from your company's business activities.

Provide a **brief description of up to five (5) relevant projects** that involved at least one member of your proposed team for Oregon City. Include the following for each project:

- The name, location, client name (including current contact information)
- The year of completion
- The square feet
- The final hard construction cost
- Identify which member(s) of your proposed team worked on the project and in what capacity
- Include project photo(s)

Provide a **basic organization chart of complete team** proposed for the project. Include information on all active and applicable licenses and/or certifications held by proposed team members.

For all key personnel provide **brief descriptions, relevant experience and available capacity, including time availability for this project**; highlighting applicable knowledge of public buildings and police and municipal courts projects, if any.

CM/GC – Relative Experience: Because the CM/GC build method requires specific statutory and relationship handling, it is important that the PM have experience in this area. Provide a complete listing of projects completed by the PM using CM/GC building method.

Relocation – Relative Experience: Because moves for law enforcement agencies require a great deal of technology is important that the PM possess experience in moving of civic agencies. Provide a description of recently completed work with public institutions in relocation.

Project Management Approach: Detail your general approach to project management and the tools you use through each project phase.

References: In addition to references listed on project data sheets, list contact information for at least three individuals that **PM staff, assigned to this project**, have worked on within the last 5 years. These should include references for the individuals proposed for the project team. Include contact name, title and phone number, company/entity name, and the name of the project.

3. Fees for Services

Based on the anticipated Scope of Services outlined in this RFQ, provide an estimated total project fee. Submit the estimated fee in a separate sealed envelope clearly marked “**Estimated PM Fee.**” Fees submitted shall be outlined per service phase and include estimated total hours required (example format below).

Fees should assume all requirements outlined within this RFQ. Estimated fee should be accompanied by an exhibit detailing all hourly rates that may apply to this project, including sub-consultants.

Task	Estimated Hours	Total Cost Per Task
Design Phase		
Construction Phase		
Relocation Phase		
		TOTAL

4. Insurance Requirements

The PM must be prepared to demonstrate proof of insurance (workers compensation, automobile, and errors and omissions), including value limits, as required by the City’s Professional Services Agreement (see Exhibit B).

VII. EXHIBITS

Exhibits to this RFQ include:

Exhibit A: Professional Services Agreement

Exhibit B: Standard Conditions to the City of Oregon City Personal Services Agreement