

**CITY OF OREGON CITY
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES
FOR**

Architectural / Design Services

OREGON CITY OPERATIONS COMPLEX DEVELOPMENT

DATE DUE: JULY 3, 2019



**City of Oregon City
625 Center Street
Oregon City, Oregon 97045**

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The Public Works Department of the City of Oregon City is soliciting proposals from firms interested in providing architectural / design services for the new Public Works Operations Complex at 13895 Fir Street, Oregon City, OR.

The Architect will work with the Owner, Project Manager / Owner’s Representative (PM/OR), and General Contractor (GC) for the design and construction of the new Public Works Operations Complex. The construction delivery method for the project is under final review; however, it is anticipated that the Construction Manager / General Contractor (CM/GC) delivery method will be used for this project. It is important that the successful Architect demonstrate successful past CM/GC experience.

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SECTION I: BACKGROUND

The City of Oregon City has planned and budgeted for a new Public Works Center (PWC) since 2004. The initial plans called for using properties that the City already owned at its existing Center Street Operations Center. This approach was due to a lack of suitable industrially zoned sites with adequate acreage located within the City. During these initial planning stages, it was determined that the ideal site would consist of six to eight acres of appropriately zoned land, contain 15,000 to 20,000 square feet of office space, a minimum of 20,000 square feet of warehouse space, 5,000 square feet for a fleet maintenance facility, and sufficient parking for the City's existing fleet inventory. The longstanding goal was to accommodate a PWC that combined the entire Department (Engineering Group and the Operations Group) under one facility, freeing up office space at City Hall (625 Center Street).

In addition to addressing the Public Works Department's needs, the City's Parks Maintenance (PM) Division of the Community Services Department is in need of operational space for its activities. They recently obtained funding and identified land for a future facility to house their operations and support needs.

In June 2018, the City of Oregon City identified and acquired property to be utilized for an Oregon City Operations Complex. This new property would house the 44 existing members of the Public Works Department (PW), the 10 members of PM and their respective operation materials and equipment, as well as room for future growth. The site will also serve as a Fleet Shop. The new site is a 4.79 acre industrially-zoned parcel located at 13895 Fir Street in Oregon City. The parcel has an existing 59,564 square feet of warehouse space and an additional 16,015 square feet of office space. These structures were constructed across six different phases with the initial construction commencing in 1972. The administrative building and portions of the warehouse structure would require extensive renovation to be suitable for final municipal use. Additionally, none of the existing structures were designed to essential facility seismic standards. Based on initial structural analysis commissioned by the City of Oregon City, it was determined that seismically upgrading the building to a Type IV seismic category, essential facility construction standards would require substantial improvements. Other services were sought to evaluate the current space needs and provide recommendations for required space needs to accommodate existing and future projections for a new structure to accommodate PW and PM functions and equipment, as well as future projections to allow for growth. Oregon law (ORS 455.447) identifies essential facilities as, "Structures and equipment in government communication centers and other facilities required for emergency response." The Public Works emergency response function meets the standard as an "essential facility" that must be designed to withstand a significant seismic event.

SECTION II: GOALS AND OBJECTIVES

The Fir Street Property is well suited for use as an Operations Complex in that it includes 4.7 acres zoned industrial and is relatively level and fenced. The site includes two 10,000 gallon underground fuel tanks with pumps, there is plenty of warehouse space, and the warehouse buildings are equipped with heat and fire suppression. Unfortunately, the front warehouse and office buildings do not meet the immediate nor long-term needs of a City Operations Complex. The goal is to demo the front (original) warehouse and office appendages and replace with a new two-story building.

Project details include:

- Total project budget is \$11.4 million
- The City has a completed conceptual plan for the site, consisting of:
 - A conceptual site plan
 - An initial space needs programming assessment
 - Preliminary floor plans for office space based on two and three-story options
- The current proposed concept recommends teardown of the existing office space and construction of an approximately 17,000 square foot, two-story office building.

- Other major modifications include a four-bay fleet maintenance facility, office spaces for mechanics, purchasing, facility staff, and warehouse access and rack storage conducive to the needs of the department.
- The project schedule targets completion of construction in fall 2021. There are currently 11 months allocated in the project schedule for design.

Critical Facility Design – Based on initial conversations with City staff, it’s thought that the new Operations Complex building should be considered a critical facility Category III or IV. The City’s desire is to ensure design and construction of the Operations Complex allows the Public Works and Parks Departments to provide critical services during a local and/or regional emergency. Proposers should anticipate facilitating a simplified assessment of facility needs, building codes, and industry understanding of the local and regional natural risks to identify an appropriate level of critical facility design within the available funding.

Sustainability – The Public Works Department is interested in a new building that is accessible, secure, healthy and productive, while minimizing any negative impacts on the environment and the economy. The City’s expectation is that design decisions will consider optimizing the use of energy, consider innovative uses for site storm water, optimize building space and material use, and enhance the indoor environmental quality. Among other attributes, a sustainable building maximizes daylighting, has appropriate ventilation and moisture control, optimizes acoustic performance, and avoids the use of materials with high-VOC emissions. Although project sustainability is important, the City does not anticipate pursuing sustainability certification at this point in time.

Aesthetics – We will know it when we see it. This is a traditional building type with many site constraints. The City has a history of designing and constructing traditional buildings that fit well with the surroundings. We are excited to engage in an integrated design process to understand the materials and elements available for this kind of a project. Proposers should be prepared to facilitate work sessions on materials and their cost effectiveness, availability within the project timeline, resiliency, and sustainability. At the end of the day, the success of this building will be measured by whether it meets the performance objectives of serving the public’s need for a citywide Operations Complex.

SECTION III: SCOPE OF SERVICES OF THE ARCHITECT

The architect will support the Owner through all phases of the project leading all design and engineering efforts. The architect will work in collaboration with the Owner's PM/OR and CM/GC throughout all phases of the project.

A. SCHEMATIC DESIGN

1. The Architect shall provide the services necessary to prepare Schematic Design Documents consisting of Drawings and Outline Specifications from the approved program and other illustrative and technical documents to confirm the general scope, scale, and relationship of project components for approval by the Owner and PM/OR.
2. Facilitation of a work session with the Owner and PM/OR to define and establish sustainability goals for the project, including providing documentation for Energy Trust of Oregon incentives.
3. Development of materials and finishes boards to convey options for building components.
4. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
5. Development and participation in outreach programs enabling public and employee communication and feedback.
6. Assist Owner's Cost Consultant (assumed to be the CM/GC) in the development of Schematic Design level statement of probable construction cost.
7. Presentations of Schematic Design to Owner and employee groups as required.
8. If Owner's Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, PM/OR, and CM/GC in a value engineering effort to refine the design to conform to Owner's budget.

B. DESIGN DEVELOPMENT

1. The Architect shall provide services necessary to define and refine Schematic Design Documents to Design Development level of completion. Architect will prepare documents using Building Information Management (BIM) tools approved by Owner.
2. Design Development Documents shall consist of Drawing and Outline Specifications and other related documents to describe the entire project, including selection of Structural, Heating, Ventilating, Plumbing and Electrical systems.
3. Furnishing layouts will be prepared for all rooms.
4. Further development of illustrative materials and participation in follow-up outreach programs enabling additional public and employee communication and feedback.
5. Presentations of Design Development to Owner and employee groups as required.
6. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
7. Prepare room data sheets and a security plan for the building.
8. Conduct preliminary meetings with Authority Having Jurisdiction to review / confirm zoning, building, life safety, access, and other applicable code compliance issues.
9. Direct and manage
10. Assist Owner's Cost Consultant (assumed to be the CM/GC) in the development of Design Development level statement of probable construction cost.
11. If Owner's Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, PM/OR, and CM/GC in a value engineering effort to refine the design to conform to Owner's budget. Once budget conformance has been reached, it is anticipated that CM/GC will issue a Guaranteed Maximum Price (GMP).

C. CONSTRUCTION DOCUMENTS

1. Based upon the approved Design Development Documents and schedule the Architect shall prepare for approval by the Owner Construction Documents. The Architect shall ascertain, consistent with professional standards, that the Construction Documents are complete, accurate and fully coordinated between the architectural work and the work of the engineering and other involved disciplines for the Project.
2. Prepare bid alternative packages if required.
3. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
4. Presentations to Owner, as required.
5. Assist Owner's CM/GC in the development of Construction Documents that confirm conformance with the approved GMP.

D. BIDDING AND PERMITTING

1. The Architect and CM/GC will assist Owner and PM/OR in preparation of General Conditions, Instructions to Bidders, bidding forms, and other similar documents.
2. The Architect will work in close collaboration with the Owner while CM/GC solicits and obtains bids from contractors.
3. The Architect will take the lead on preparing the Land Use Application and securing the Land Use Permit with assistance from the Owner and PM/OR.
4. The Architect will coordinate Design Review Approval, Plan Check, and assist the Owner and CM/GC in procurement of the Building Permit.
5. Assist with pre-bid conferences with prospective bidders to familiarize bidders with the bidding documents and with any special systems, materials, or methods called for by the documents.
6. The Architect will respond to and evaluate substitution requests.
7. The Architect will prepare addenda to bid documents, if required.
8. Refine bid packages, if required.

E. CONSTRUCTION ADMINISTRATION

1. The Architect and CM/GC, as applicable, will work in close collaboration to provide project coordination and Construction Administration.
2. The Architect is to assist in the identification of long lead items to assist CM/GC in development of construction and installation schedules.
3. After CM/GC has completed their review, the Architect shall review shop drawings and submittals for compliance with approved design concepts and specifications set forth in the Construction Documents.
4. The Architect (in this case specifically, the Project Architect identified for this project) shall participate (no less than twice per month, but as required for each particular phase of the work), in site visits and site meetings to observe and document quality of the work and guard against defects or deficiencies in the work of the contractors, manufacturers, or vendors.
5. In coordination with the PM/OR, the Architect shall review the General Contractor's application for payments, noting contradictions between the amount requested and the actual work in place.
6. During construction and installation, remain available, as needed, to ensure that installation is in accordance with the documents.
7. In conjunction with the Owner's team, conduct a punchlist inspection and produce a document detailing items for CM/GC to remedy.

SECTION IV: COMPENSATION PRINCIPLES

Fees for Services

Based on the anticipated Scope of Services outlined in this RFP, provide an estimated project fee separated by discipline and a breakout of the expected reimbursable expenses.

Submit the estimated fee in a separate sealed envelope clearly marked “Estimated Architectural Fee.” Fees submitted shall be outlined per service and phase and include estimated total hours required as well as the estimated reimbursable expenses (example format below).

| FEES FOR SERVICE | | | | | | | | | | | | |
|----------------------|------------------|-----|--------------------|-----|------------------------|-----|------------------------|-----|-----------------------------|-----|-------|-----|
| Service / Discipline | Schematic Design | | Design Development | | Construction Documents | | Bidding and Permitting | | Construction Administration | | Total | |
| | Hrs | Fee | Hrs | Fee | Hrs | Fee | Hrs | Fee | Hrs | Fee | Hrs | Fee |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| REIMBURSABLE EXPENSES | | | | | | |
|-----------------------|------------------|--------------------|------------------------|------------------------|-----------------------------|-------|
| Reimbursable Expenses | Schematic Design | Design Development | Construction Documents | Bidding and Permitting | Construction Administration | Total |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

Compensation – The City will compensate the selected Proposer (Consultant) for services provided under a task-based actual cost contract, with a not-to-exceed cost ceiling.

Progress payments – Progress payments will be based on individual hours billed to individual tasks plus allowable expenses. Should the total fees earned, based on individual hours billed to individual tasks plus allowable expenses at the completion of all deliverables, be less than the not-to-exceed cost ceiling, only the total fee earned will be paid to the Consultant. Progress payments will be based on the Consultant's actual effort to complete the services pursuant to the approved personnel-loading chart, which identifies all assigned personnel, hourly rates, services, and level of effort for both the Consultant and any subcontractors/contractors. The hourly rates plus allowable expenses will include all direct and indirect costs and profit. No additional compensation shall be paid.

Miscellaneous Costs – Normal and frequent office costs including information technology (including computer time, CAD services, and other highly specialized services), photocopies, phones, facsimiles, computer equipment, postage, parking, fringe benefits, payroll bonuses, autos and other perks, telecommunications, delivery/courier services, general business and professional liability insurance, advertising costs, leasing of office equipment, travel costs within 50-miles of both the City of Oregon City and the Consultant’s project office, and miscellaneous expenses of a minor nature shall be considered incidental costs to be included in the hourly rates, and non-billable as separate expenses. Direct expenses that are billable will be limited and will be specifically listed in the Consultant’s rate sheet, along with rates that will be paid without markup.

SECTION V: PROPOSAL REQUIREMENTS AND EVALUTION

Each proposal shall be no longer than fifteen (15) 8.5”X 11” pages with a font size of 11. A two-sided page counts as two pages. Key personnel resumes do not count towards the page limit of 15-pages. All proposals become public record following award of the Contract to the successful Proposer, except for any separately submitted and labeled confidential material, which qualifies for non-disclosure under Oregon Public Records Law.

Proposal Evaluation Criteria/Weighting Factors

Proposals will be evaluated by content of the submission; including, but not limited to project team, 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.

The Proposal will be rated on a 100-point scale and shall include, as a minimum, the following items:

- A. Cover Letter (Pass/Fail): The cover letter should indicate your understanding of the services to be performed and be signed by a person authorized to contractually bind your company to a contract with the City.
- B. Organization and Project Team (up to 30 points): Include a brief summary of your organization describing its ability, knowledge, and experience performing architectural and engineering services for public agency capital projects. Include information regarding your company: its principals, size, and location(s); experience levels as they relate to this RFP; number of years in business; and what makes you stand out over your competitors. Identify the proposed project team and their roles to execute the proposed scope of services. For each key personnel, provide a brief description, relevant experience and available capacity. At the end of the proposal, include resumes for key personnel who will provide the services requested in this RFP. Resumes should include general qualifications and other relevant information that demonstrates the ability to perform these services.
 - a. State whether the firm is, or has been, named as a plaintiff, or defendant, in any mediation, arbitration, litigation, or other legal action with an owner, client or contractor, in the previous seven years, regardless of the outcome. State whether, during the last seven years, the firm has made a settlement, or been ordered to make a payment to a plaintiff or claimant, or has been found in violation of a regulatory statute which has resulted in a fine, disbarment or other action by regulatory agencies (information required to be kept confidential in any settlement agreement need not be disclosed in the proposal).
- C. Interaction with City Staff (up to 20 points):
 - a. A brief summary of how you intend to interact with City staff in providing the required services and managing engagement with key internal stakeholders.
 - b. Provide examples of demonstrated past experience in leading discussions with key internal stakeholders, elected officials and the public to share information and gather feedback.

- c. Assuming you are awarded the Contract, please indicate your earliest availability to begin the contracted services for the City.
- D. Technical Approach (up to 30 points): This section of the Proposal should provide the information necessary to determine if the Proposer's work products will meet the City's needs. The Proposal must contain the following sections in the order indicated:
- a. Describe your ability to provide the services requested in this RFP, your proposed plan to complete the work, and demonstrate your understanding of the Project.
 - b. Detail your general approach to project management and the tools you use through each project phase.
 - c. Describe your experience providing similar services for municipal capital projects in the CM/GC delivery method and any specific strategies you may have employed to increase the opportunity for success.
 - d. Describe your approach to communications and document management between the design team, City, contractors, and other agencies.
 - e. Describe your most challenging assignment for a similar scope of services and how you resolved the issues faced.
- E. Project Experience and References (up to 20 points): The proposer should include at least three and no more than four specific examples of relevant work completed in the last five years that best demonstrate the proposer's ability to accomplish this project. Each project example should list the key personnel involved, their role on the project, and a client reference with contact information.

Evaluation Process:

A selection committee, comprised of City staff and the PM/OR, will be used for the purposes of evaluating all responsive Proposals received by the closing date and time. Each of the criteria listed in Section V—Qualification Proposal Requirements and Evaluation, will be evaluated by the Selection Committee for the purpose of ranking Proposals. The City reserves the right to conduct interviews, or ask follow-up questions, if they are necessary based on the City's sole determination. If interviews/follow-up questions are conducted, the Proposers selected will be notified by the City's Project Manager, and the following shall apply:

- The number of Proposers selected for interviews/follow-up questions is at the sole discretion of the selection committee.
- A minimum of three (3) evaluators shall score the interviews/follow-up questions.
- Interview/follow-up question scores will be combined with the other criteria scores to obtain a total score. The total score will be ranked to determine the apparent successful Proposer.

Neither the City, nor its agents, shall be responsible for any costs incurred by any Proposer as a result of preparing a Proposal or presentation in response to this RFP.

After ranking of proposals, the Owner may choose to interview the top-ranked teams. Upon completion of interviews, the teams will again be ranked. Following the interview process, the City will unseal the proposed fee and begin negotiations with the top-ranked firm. If negotiations with the top-ranked firm are successful, the successful firm shall be invited to enter into a contract with the City of Oregon City (See Attachment #1). **All firms doing business with the City of Oregon City shall be in possession of a current business license with the City or a Metro Business License.*

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

Protests concerning the selection process must be in writing and delivered to John Lewis 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 RFP 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.

Insurance Requirements

The Architect 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 Attachment 1).

SECTION VI: SUBMISSION OF PROPOSALS

The deadline for submitting proposals is 12:00 PM on July 3, 2019. Proposers must be registered with the Bid Management System at <https://bids.orcity.org> to view or print solicitation documents; registration is at no cost.

Provide four (4) copies of the proposal plus one (1) original marked “Original” and one (1) electronic copy. Label the outside of the envelope or box “Proposal – Oregon City Public Works Operations Complex” and deliver to the address listed below. Proposals must be physically received by the City no later than 12:00 PM on July 3, 2019.

Submission Location:

Public Works Department
City of Oregon City
Attn: John Lewis
625 Center Street
Oregon City, OR 97045

Point of Contact:

Any communication with the City, whether by telephone, mail, email, or personal meetings, must be directed to the City’s Project Manager / Owner’s Representative:

Project Manager / Owner’s Representative
Gerard Mulrooney, Project Manager
PlanB Consultancy, Inc.
696 McVey Ave, Suite 202, Lake Oswego, OR 97304
(971) 337-3678
gmulrooney@planbconsult.net

Key Dates:

Mandatory Pre-Proposal Meeting: Wednesday, June 19, 2019 at 9:00 a.m.
13895 Fir Street
Oregon City, OR

Last day to submit questions: Friday, June 21, 2019 at 12:00 p.m.

Submission Due Date: Wednesday, July 3, 2019 at 12:00 p.m.

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be considered. Material submitted by the proposer shall become the property of the City unless otherwise specified. Proprietary information should be segregated and clearly identified so that it may be kept confidential, to the extent permitted by the Oregon Public Records Law. All other parts of the proposal are public records after the selection process is complete.

SECTION VII: SELECTION SCHEDULE

| Task | Date |
|--|-----------------------------|
| RFP Advertised | June 5, 2019 |
| Mandatory On-Site Pre-Proposal Meeting | June 19, 2019 at 9:00 a.m. |
| Deadline for Questions / Clarifications | June 21, 2019 at 12:00 p.m. |
| Statement of Qualifications Due | July 3, 2019 at 12:00 p.m. |
| Tentative Interviews for Shortlisted Firms | July 17, 2019 |

SECTION VIII: ATTACHMENTS

- Attachment 1: City of Oregon City – Professional Services Agreement
- Attachment 2: Conceptual Site Plan
- Attachment 3: 2002 Site Plans



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**PROFESSIONAL SERVICES
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OREGON CITY OPERATIONS COMPLEX DEVELOPMENT

ADDENDUM #1

The purposes of this addendum is to publish the answers to questions received from interested proposers prior to the questions/clarifications deadline on June 21, 2019.

Question:

Will you provide the attendance list from the pre-proposal meeting on 6/19/2019?

Answer:

The attendance list will be issued on the City of Oregon City Bid Page.

Question:

Are you intending to re-use the back-up generator from the existing facility?

Answer:

This is something the City is interested in exploring with the selected proposer. No decisions have been made.

Question:

Under Section V.B, Organization and Project Team: can the *'brief description, relevant experience and available capacity for each staff....'* be included in the resumes, or do you want that information duplicated in this section?

Answer:

This information should be included under that relevant section. Resumes should include general qualifications and other relevant information, as outlined on page 8 of RFP.

Question:

Under Section V.B.a: does the statement about *"arbitration, litigation or other legal action..."* apply to the prime consultant only, or do you want that statement from all the sub-consultants, as well?

Answer:

The RFP only states 'the firm' however the City would expect all prime consultants to fully validate their proposed sub consultants.

Question:

Under Section IV, Compensation Principles, is it acceptable to list incidental costs as a separate line item in the fee proposal as long as they are included in the total not-to-exceed fee?

Answer:

Yes, this is acceptable.

Question:

Under Miscellaneous Costs, could you please clarify what you would consider Direct Expenses?

Answer:

Direct expenses are all costs attributed, but not limited, to Section III: Scope of Services of the Architect as listed on pages 5 and 6 of RFP.

Question:

Who is on the Selection Committee?

Answer:

The Following people are part of the Selection Committee;

John Lewis – Public Works Director, City of Oregon City

Vance Walker – Assistant Public Works Director, City of Oregon City

Denise Conrad – Assistant Parks and Recreation Director, City of Oregon City

Gerard Mulrooney – Project Manager, PlanB Consultancy

Question:

Will you share the list of attendees from the pre-proposal meeting?

Answer:

Yes, this will be issued on the City of Oregon City Bid Page.

Question:

What are the Back-up / emergency power needs?

Answer:

This has not been clarified at this point in time but will be considered during the design stage.

Question:

Do you guys intend to utilize the generator from the current site or does that need to have an assessment to determine if it's still usable for the future space?

Answer:

This has not been clarified at this point in time but will be considered during the design stage.

Question:

Interior and Exterior Lighting

Will Exterior Lighting need to be added?

Will Interior Lighting need to be significantly modified?

Answer:

These items have not been clarified at this point in time but will be considered during the design stage.