

# REQUEST FOR PROPOSAL

City of Cottage Grove

Architectural Services

Cottage Grove Armory Rehabilitation

Issue date: August 28, 2017

RFP Closing Date: September 25, 2017

**Publish this page 1 at least once in at least one newspaper of general circulation in the City and in as many other issues and publications as desired by City, no fewer than 14 days before the closing date set in the RFP. City Public Contracting Rule 137-048-0220(2). Publication at least 30 days prior to the closing date is recommended, but not required.**

## **REQUEST FOR PROPOSALS**

Pursuant to City Public Contracting Rule (City Rule) 137-048-0220, the City of Cottage Grove (City) is conducting a formal selection process to invite licensed Architects to submit proposals to provide Architectural Services, including Design Development and Contract Documents, Bidding and Contract Administration for the rehabilitation of the Cottage Grove Armory, based upon the approved Schematic Design Plan and Final Report. Services may include project phasing recommendations, integration with a separate historic preservation grant(s), coordination of cost estimation services and enhanced construction observation.

The full RFP may be obtained from, and questions posed to:

Name: Amanda Ferguson  
Title: City Planner  
City of Cottage Grove  
400 Main Street  
Cottage Grove, OR 97424  
Telephone: (541) 942-3340  
Email: [planner@cottagegrove.org](mailto:planner@cottagegrove.org)

Proposals will be received by the City until 5:00 p.m., on September 25, 2017. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked "**Proposal for Architectural Services for Cottage Grove Armory Rehabilitation,**" Attention: City Planner Amanda Ferguson, at the above address. Faxed and emailed proposals will be rejected as non-responsive.

**Section I  
Request for Proposals**

City of Cottage Grove (City) intends to select a qualified Architect from among proposers who respond to this Request for Proposals (RFP) to provide Architectural Services, including Design Development and Contract Documents, Bidding and Contract Administration for the rehabilitation of the Cottage Grove Armory, based upon the approved Schematic Design Plan and Final Report. Services may include project phasing recommendations, integration with a separate historic preservation grant(s), coordination of cost estimation services and enhanced construction observation.

All Proposers are placed on notice that the scope of the Project and its costs may be revised, expanded, or reduced before a contract is executed between a Proposer and the City. The City intends to enter into a contract, in the form attached as Appendix A, with the selected Architect after negotiating a maximum not-to-exceed dollar amount for services, and hourly rates and fees to apply to services.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

**Section II  
Project Description**

**A. Project Background:**

The City of Cottage Grove owns the Cottage Grove Armory, a 31,000 square foot cast-in-place concrete structure originally built in 1931 as a National Guard Armory and community center. This building is on the National Register of Historic Places for its architecture and historic significance.

The City proposes to rehabilitate the building as a Community Center, while retaining as much of the historic character and historic fabric as possible. On March 23, 2015 the Cottage Grove City Council adopted the Armory Schematic Design, which includes a set of schematic plans for the restoration/rehabilitation of the building developed through a community-based design process. The City is now looking for an Architect/Architectural Firm to provide professional services, including Design Development and Contract Documents, Bidding and Contract Administration for the rehabilitation of the Armory, based upon the approved Schematic Design Plan and Final Report. Services may include project phasing recommendations, integration with a separate historic preservation grant(s), coordination of cost estimation services and enhanced construction observation.

**B. Scope of Work:**

The City anticipates that a full complement of professional service shall be provided by the Architect selected for this project. These services include, but shall not necessarily be limited to, those outlined below:

1. Design Development and Contract Document Phase of Services:
  - a. Review, confirm and refine Schematic Plan and update as needed.
  - b. Review options and make recommendations regarding phasing of construction, working closely with owner's rep and fund-raising consultant to meet funding timeline requirements.
  - c. Provide complete construction drawings and specifications for final design including, but not limited to, working drawings, specifications, cost estimates, prospective bidders list, approvals (State and local authorities), technical addenda and clarifications for all of the following, as applicable:
    - i. Landscape/Site Design
    - ii. Structural Design
    - iii. Architectural Design
    - iv. Mechanical Design
    - v. Electrical Design
    - vi. Civil Design
    - vii. Energy Efficiency Design
    - viii. Potential phasing plan
  - b. Attend meetings to develop goals, explain options, and reach consensus on final plans.
  - c. Provide individual meeting minutes, as needed, for distribution to appropriate staff and Council members.
  - d. Draft construction schedule and recommendations for appropriate bidding categories.
  - e. Produce and review projected cash flow schedules for all aspects of Project.
  - f. Provide necessary cost estimates to satisfy statutory requirements and to permit the contractor(s) to perform basic services.
2. Construction Bidding Phase Services:
  - a. Ensure process and documents meet all applicable provisions of Oregon's Public Contracting Code, City Public Contracting Rules, and any applicable other requirements.
  - b. Complete bid packet with all required construction documents, specifications, and contract terms and conditions.
  - c. Develop the necessary advertising for bid document distribution.
  - d. Assist City with creating contractor interest in bidding and performing construction work.
  - e. Make construction documents available to bidders.
  - f. Participate in any pre-bid conferences held with bidders for each division of work.
  - g. Respond to questions from contractors during the bidding process, and produce addenda to the bid documents, as needed.
  - h. Assist in evaluating bids.
  - i. Participate in post-bid interviews with apparent low bidders.
  - j. Develop award recommendations to City.
  - k. Advise City regarding necessary building permits and other governmental agency approvals.
3. Construction Phase Services:
  - a. Monitor compliance with Oregon Public Contracting Code, City Public Contract Rule, and any other requirements.
  - b. Provide on-site observation and supervision of construction, as necessary.
  - c. Monitor and update construction drawings and occupancy schedules.

- d. Respond to contractor requests for clarifications.
- e. Receive change order requests and issue change orders upon City approval.
- f. Review shop drawings, material samples, and expedite the review process.
- g. Review payment and cost control procedures, including the following:
  - i. Subcontractors' Schedule of Values
  - ii. Subcontractors' Payment Application and Certification
  - iii. Subcontractors' Sworn Statements and Waivers of Lien, if applicable
  - iv. Purchase Order and Disbursement Summaries
  - v. Change Order Listings
  - vi. Budget Cost Summary Reports
- h. Participate in progress meetings and provide progress reports of same.
  - i. As needed, meet with city staff to discuss activities which may affect operations.
  - ii. Weekly meetings with City staff and contractor(s).
  - iii. Monthly meetings for planning, coordination, and payments with City staff which will include status reports on Project, budget, change orders, and allowances for reimbursable expenses.
- i. Prepare as-built drawings and review operating and maintenance manuals, warranties, and guarantees.
- j. Ensure that construction and any repair work is completed as specified by the construction documents and meets all applicable codes and regulations.
- k. Provide review and coordination of Project, including but not limited to mechanical and electrical systems.
- l. Prepare punch lists, coordinate final inspections, review warranties, and recommend City acceptance and occupancy.

<p><b>Section III</b></p> <p><b>Anticipated Award and Contract Performance Schedule</b></p>
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Proposals due:	September 25, 2017
Interviews [if held]:	October 2-5, 2017
Anticipated Award:	October 13, 2017
Design Development Completed:	April 1, 2017
Phase I Contract Documents Completed:	June 1, 2017

**Section IV  
Submittal Information**

Please note the following specific requirements for submitted proposals:

1. The City may modify this RFP via addenda before the proposal due date. Please check the publication source for updates. Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP.
3. Proposers are directed to the protest procedures as set forth in the City Rule 137-048-0240.
4. Each proposal must include the information set forth in Section V, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VI, Proposal Evaluation.

**Section V  
Proposal Requirements**

Proposal shall include, at a minimum, the following items:

1. Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.
2. The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
3. Name and qualifications of the individual who will serve as the Project Engineer.
4. The names of the professional persons who will assist the Project Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially those serving Cities of comparable size. The City is also interested in professionals with experience planning for and designing projects similar to this Project.
5. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.

6. Proof of insurance for a minimum of two million dollars coverage in professional liability insurance, comprehensive coverage, and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
7. A list of the tasks, responsibilities, and qualifications of any Consultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any Consultants.
8. The names and current phone numbers of individuals representing three (3) owners, to be used as references. Describe the work performed for references. References from city projects are preferred. Please verify that the references identified had direct contact with your proposed team members.
9. The names, address and contact information for owners of Proposer's last three (3) projects and number of change orders for each Project not initiated by owner.
10. Confirmation that Proposer is an Architect licensed and registered to perform all proposed Project disciplines within the State of Oregon.
11. Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries and/or be onsite within a maximum of 24-hours.
12. Proposer may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material include: graphs and figures, additional references, project photos, insurance certificates. If Proposer does not wish to include support information in the Appendix, please include a page indicating that "No additional support material has been provided."

**Section VI  
Proposal Evaluation**

**A. Evaluation Criteria**

Proposals will be evaluated by the City using the following criteria:

		<u>Points</u>
1.	Introductory Letter	<b>(Pass/Fail)</b>
2.	Proposer availability and capability to perform the needed Architectural services described in this RFP.	<b>(20)</b>
3.	Proposer's key staff experience with public projects of	<b>(20)</b>

similar type, size and complexity.

4. Proposer's demonstrated ability to successfully complete similar services on time and within budget, including Proposer's record of satisfactory performance. This includes evaluation of the number of change orders in Proposer's last three (3) projects that were not initiated by Owners. **(20)**
5. Project Understanding. Communicated understanding for each Project category declared. Acknowledged information specific to City. Demonstrated ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the Project team will interact with City staff and what level of support will be anticipated or expected from the City. **(30)**
6. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements. **(20)**
7. Proposer's familiarity with local, state and federal permitting procedures and regulations, and Proposer's geographic proximity to the Project site. **(20)**
8. Amount and type of resources and number of experienced staff Proposer has within Proposer's firm available to perform the services described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural or related services, without the need for Proposer to subcontract for that work. **(20)**
9. Proposer's public safety track record. **(15)**
10. Results from interviews, if conducted. **(35)**

**TOTAL: 200 Points**

## **B. Evaluation Process**

Proposals will be initially screened pursuant to the following minimum qualifications:

1. Proposer is a licensed professional and can perform all proposed Project disciplines within the State of Oregon.



2. Proposer's ability to provide the design work needed by City to the standards required by the City, County, State and the Secretary of Interior's Standards for Rehabilitation of historic buildings.
3. Whether Proposer has the financial resources for the performance of the desired services, or the ability to obtain such resources.
4. Proposer is an Equal Opportunity Employer and is otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VI.A above, by an evaluation committee made up of the City Manager, Public Works & Development Director, City Planner, City Engineer and City Council Members.

The City is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed \$100,000 (ORS 279C.110). As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the City does not cancel this RFP, only after selecting the most qualified candidate will the City and the selected candidate enter into contract negotiations for the price of the services. The City shall direct negotiations toward obtaining written agreement on the Architect's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have an Architectural Services contract in place no later than October 31, 2017.

<b>Section VII Miscellaneous</b>
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The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal when, in the City's sole judgment, it is in the City's best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer, as indicated in the

contract form attached as Appendix A. Any open terms in the attached contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the attached contract and be bound thereby.

**Section VIII  
Contact Information**

Direct all inquiries regarding the Cottage Grove Armory Rehabilitation and this RFP to:

Name: Amanda Ferguson  
Title: City Planner  
City of Cottage Grove  
400 Main Street  
Cottage Grove, OR 97424  
Telephone: (541) 942-3340  
Email: [planner@cottagegrove.org](mailto:planner@cottagegrove.org)

**Section IX  
Appendices**

The following appendices are included in this RFP:

Appendix A: Architectural Services Contract