

**REQUEST FOR PROPOSAL
DESIGN/BUILD SERVICES**

**MILL CITY PUBLIC WORKS
BUILDING**



**CITY OF MILL CITY, LINN/MARION COUNTY
OREGON**

INTRODUCTION

This project calls for design assistance, production of building plans and construction of a new public works building for the City of Mill City. Engineering plans for a 4,000+ square foot pole building as well as a conceptual floor plan for an approximate 1,200 square foot administration area have been developed. A building site, located on SE 4th Avenue and SE Kingwood Avenue, Linn County Assessor's Map 093E32BA Tax Lot 3002, has been identified.

Construction of this structure is scheduled for spring 2018 with construction funds coming from City reserve and insurance coverage.

SECTION 1 - GENERAL INFORMATION

1.1 - Scope of RFP

This RFP contains administrative and procedural information concerning instructions for preparation and submittal of proposals, an explanation of how proposals will be evaluated, and conditions which will be included in any contract which may be awarded as a result of the RFP.

Proposals being sought at this time are for design/build assistance based on the included engineered pole building plans and conceptual interior layout. Design proposals for this option should include a description of how the design phase relates to the construction of the structure.

1.2 - Closing Date for Submittal of Proposals

Submit one (1) electronic copy (CD Rom) and (1) hard copy or five (5) hard copies of your proposal in a sealed enveloped marked "**PROPOSAL FOR DESIGN SERVICES FOR THE MILL CITY PUBLIC WORKS BUILDING**" to:

Stacie Cook, MMC, City Recorder
City of Mill City
444 S 1st Ave.
PO Box 256
Mill City, OR 97360

Proposals must be received no later than **5:00 pm** (local time) on **November 30, 2018**. Respondents who wish to submit proposals by mail may do so at their own risk by mailing their proposal to the above address. The City assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered to City Hall, 444 S 1st Ave., by the above specified time and date will not be considered.

1.3 - Right to Award or Reject

All proposals will become part of the City's public record on this matter, without obligation to the City. This RFP does not commit the City of Mill City to award a contract. The City reserves the right to negotiate a contract conclusion with one of the proposers or reject any or all proposals. The City reserves the right to offer the contract to other than the low bidder based on other evaluation criteria.

1.4 - Waiver of Informalities

The City reserves the right to waive minor informalities contained in proposals, when, in the City's sole judgment, it is in the City's best interest to do so.

1.5 - Incurring Costs

The City is not liable for any cost incurred by respondents in the preparation or presentation of proposals.

1.6 - Inquiries

Questions concerning this Request for Proposals should be submitted to:

Stacie Cook, CMC, City Recorder
PO Box 256
Mill City, OR 97360
scook@ci.mill-city.or.us
(503) 897-2302

Written responses to questions will be posted on the City's website, www.ci.mill-city.or.us.

1.7 – Pre-Bid Meeting

The City will hold a non-mandatory pre-bid meeting on **November 1, 2018**, at 444 S 1st Avenue, Mill City, OR, at 1:00p.m. to review the project.

SECTION 2 - PROPOSAL INSTRUCTIONS

2.1 - Required Information

Proposals shall include, as a minimum, the following items:

- A. The name of the person(s) authorized to represent the Design/Build Team in negotiating and signing any contract which may result from the proposal.
- B. A statement that the Proposal includes all terms and conditions of the RFP.
- C. A proposed Scope of Work which includes the anticipated process to be used to develop the building design and construction plans by January 31, 2019.
- D. Project Schedule for completion of design, approval of plans, permitting and substantial completion of construction for occupancy by the City of Mill City.

- E. At least three (3) references of former clients for whom similar services have recently been provided. (Please include names and phone numbers.)
- F. The names of the professional persons who will perform the work and a current resume for each, including a description of qualifications, skills, and responsibilities in the project.
- G. A list of the tasks, responsibilities, and qualifications of any subcontractors proposed to be used on the project.
- H. 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 or marital status.
- I. Fee schedule showing at a minimum the hourly rates for personnel and equipment which will be devoted to the project.

The selected firm will be expected to assist the City during the first 90 days by providing the following conceptual plan information:

- A. Grading Plan
- B. Site Plan, including utility information
- C. Elevation Drawings (front, sides and rear) if needed
- D. Floor Plan showing vehicle bays, equipment-signs-parts storage, restrooms and an administrative office.
- E. Building Construction Cost Estimates
- F. Value engineering proposals and alternatives for the site, project scope, site work and/or finish work which may be performed by the City of Mill City Public Works staff.

SECTION 3 - PROPOSAL EVALUATION

3.1 - Minimum Qualifications

The City will review proposals received to determine whether or not the proposer meets the following minimum qualifications:

- A. Engineering and/or technical staff licensed to work in the State of Oregon who can develop the requested plan documents.
- B. Having the financial resources for the performance of the contract or the ability to obtain such resources.

- C. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into the contract.
- D. Comply with State of Oregon (BOLI) Prevailing Wage Rate Requirements.

3.2 - Evaluation Criteria

Proposals which meet the minimum criteria established in Subsection 3.1 will be evaluated by the City using the following criteria:

- A. Specialized experience of the firm in the type of work to be performed.
- B. Qualifications and experience of the staff assigned by the firm to work on this project.
- C. Familiarity of the firm and proposed project team with the state and federal laws, regulations and standards which may be applicable in the development of the design and building plans.
- D. Past experience of the firm and project team members with relevant state and federal agencies.
- E. Past performance of the firm and project team members on similar contracts with cities.
- F. Quality of proposed scope of work.
- G. Time required to complete the work.
- H. Cost.

3.3 - Selection

Final selection will be made by the City Council following review and ranking of the proposals by the Review Committee. Interviews may be conducted at the discretion of the City. After selection of a Design/Build Team, a contract will be negotiated with the selected firm. If an agreement cannot be negotiated, the City may proceed to negotiate a contract with another firm, beginning with the next highest-ranking firm

3.4 - Contract Requirements

It is the City's express desire to enter into a contract which includes all services necessary to complete this request for proposals.

The selected firm will be expected to sign a written contract which incorporates appropriate parts of this RFP and the selected firm's Proposal. The contract will also require that the selected firm comply with applicable federal and state laws, rules and regulations.

3.5 - Contract Award

Contract award will be subject to approval of the City Council and its City Attorney.

SECTION 4-ATTACHMENTS

The City of Mill City has prepared some conceptual plans for the project. They are provided in this RFP to provide information to the bidders and visual representations of the scope of the project which has been discussed by the City.

4.1 – Engineered Pole Building Plans (Full Size Avail. to Review at City Hall)

4.2 - Conceptual Layout; Parcel

4.3 - Conceptual Layout; Interior

4.4 – Additive Alternates

Depending on the cost of the project, the City may elect to add project elements. Additive alternates may include, but not be limited to,

- A. Site Preparation and Grading
- B. Building Insulation
- C. Transfer Switch Connection
- D. Containment Structure (if siting location allows)
- E. Demolition of Existing Shop Located at 128 NE Wall Street

**The City of Mill City is an Equal Opportunity/Affirmative Action Employer.
Women, minorities and disabled persons are encouraged to apply.**

**THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR
REVOKED WITHOUT NOTICE**