



PROJECT BID PACKAGE
BID REQUEST/BID DOCUMENTS

CITY OF COBURG
CITY HALL OFFICE EXPANSION PROJECT
JULY 24, 2019



City of Coburg

Request for Proposals (RFP)

CITY HALL OFFICE EXPANSION

Issued: July 24, 2019
Closes: August 9, 2019, 5:00pm

Tentative Schedule of Events

Open Recruitment	July 24, 2019
Close Recruitment	August 9, 2019
Selection Process Completed	August 12, 2019
Council for Contract Approval	September 10, 2019
Projected Timeline for Completion	September 15-October 31, 2019

Purpose of RFP

The City of Coburg invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing service for a City Hall Improvement.

Project Background

The City has made the decision to change the footprint of the downstairs area to create two offices on the east street side of the building. There is currently a large storage area that will be converted into the offices. Further, there will be an addition of a public access window to the Municipal Court.

Objectives

The City proposes to retain a-qualified firm to execute the office expansion project. . The City requests qualifications from building contractors interested in completing the expansion per the engineered drawings prepared for bidding purposes only.

The City will give prime consideration to the firm with significant and current experience in contracting the remodel of Public buildings, work space creation, and expansions to current work areas.

Scope of Work

The selected firm will be required to perform basic services to be specified more fully in a contract agreement to be negotiated after selection. The contract will include, but is not limited to:

- ✓ Scope of work to be performed
- ✓ Alternative Bid as provided for in the bid plans
- ✓ Provide cost estimates and date of completion
- ✓ Timeline for work completion

Project Funding

This project is made possible by budgeted funds from the General Fund of the City of Coburg

Selection Process

The City may invite several firms to be interviewed prior to making a final selection for this project. If the City desires to interview a firm, the firm will be notified of the date and time of the interview. If the City is satisfied with the responses received, a decision may be made without further interviews or discussions with submitting firms.

The selected respondent will negotiate with the City on the fee and contract conditions. If, in the opinion of the City, a reasonable fee cannot be achieved with the respondent of choice negotiations will proceed with the second choice respondent until a mutually agreed-upon contract can be negotiated.

The City Administrator will screen all proposals and a recommendation will be made to the City Council.

Submittal Requirements

Interested parties shall submit the following items

1. Firm profile including staff size and rate structure.
2. Approximate number of staff hours for a project of this type broken down by position.
3. Statement of experience with contracting and remodel of similar projects
4. Short Narrative on management and organizational approach to the project including the following:
 - a. Description of understanding of the project Description of how the firm will organize to perform services
 - b. Description of firms approach to communicate with the City
5. Three (3) references to assist the City in determining the firm's capability to complete the project
6. Cost proposal including detailed budget

Evaluation Criteria

The criteria used to evaluate the RFP will include, but are not limited to, the following (items are not listed in order of importance):

1. Qualifications of firm, specifically as they relate to this project
2. Firm experience on similar projects and related project experience of the individuals who would be assigned to lead the project

3. Available resources to complete project, including analytical, design tools, personnel, resources, or methodologies commonly used by the firm that may be applicable to the project categories
4. Professional references

Cost Proposal Additional Instructions

1. No gratuities: Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Coburg for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.
2. By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process may be excluded.
3. Interviews: After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If interviews are initiated, they will focus not only on the Respondent's program approach but also on an appraisal of the professionals who would be directly involved in the project.
4. Inquiries: All inquiries should be directed to Anne Heath, City Administrator: anne.heath@ci.coburg.or.us 541-682-7871.
5. Cost of Responses: The City will not be responsible for any costs incurred by anyone in the submittal of responses.
6. Contract Negotiations: This RFP is not to be construed as a contract or a commitment of any kind. If this RFP results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
7. No Obligation: The City of Coburg reserves the right to reject any and all proposals.
8. Professional Liability Insurance: The Respondent shall be licensed and bonded and the appropriate liability insurance as required by the state of Oregon and show proof with submittal.
9. Contractors submitting proposals should review the attached Sample Contractor Service Agreement before responding to the RFP Proposal enclosed herein. The terms of the agreement including insurance and bonding requirements have been mandated by City Council. Your response to the RFP must indicate if you unwilling or unable to execute the agreement as drafted as well as providing for these requirements. The City will consider this in determining responsiveness to the RFP.

Submittal Instructions

Two copies of the proposal, in a sealed envelope, must be delivered before 5:00 pm on August 9, 2019. Faxes and email submissions will not be accepted. Please include on the envelope: **“PROPOSAL CITY HALL OFFICE EXPANSION.”**

City of Coburg

Attn: Anne Heath, City Administrator

Mailing:

PO Box 8316

Coburg Oregon 97408

Hand Delivery:

91136 N. Willamette St.
Coburg Oregon 97408