

REQUEST FOR PROPOSALS

For the Tillamook Urban Renewal Agency Sue H. Elmore Park Paver Parking Lot Design Build Services

The Tillamook Urban Renewal Agency (TURA) seeks Proposals from qualified professional design-build teams to provide comprehensive services to design and construct a permanent, paver surface for a parking lot in Tillamook, Oregon. Interested parties should submit a proposal that includes pertinent experience in designing and constructing parking lots as further described in this RFP.

**Closing Date
September 12, 2017**

**Contact:
TURA Administrator Paul Wyntergreen
210 Laurel Avenue
Tillamook OR 97141
503-374-1829
pwyntergreen@tillamookor.gov**

For an electronic copy of this RFP please contact Debbi Reeves at
dreeves@tillamookor.gov

PROJECT SCOPE

TURA invites proposals from qualified design-build firms to design and build a permanent, paver stone surface for a parking lot within an approximate 5,400 square foot area of the west portion of the Sue H. Elmore Park located on Front Street, in Tillamook, Oregon (**see attached Exhibit A**). The selected Contractor will be required to further design and build the parking surface in accordance with accepted standards for same; to prepare design documents for review and approval by the TURA; and, following final design approval, to secure and supervise construction personnel during construction of the parking lot. TURA currently has available funds in the amount up to \$81,675.

Appointment of a Design-Build Contractor will be determined by the Proposer's experience, conceptual design proposed to be provided, and the cost for such services. The TURA's objective is to select the Contractor best qualified to:

1. Work with the TURA to develop an innovative design that complements TURA's recently adopted "The Dairylands" Brand (Link: <https://www.dropbox.com/sh/hzcd5dspid9o2p0/AADTvdiU3m4P5R5RiP84eRK9a?dl=0>, the history of the Hoquarton Waterfront, and/or the Tillamook County Quilt Trail theme (See enclosed).
2. Provide TURA design drawings and /or illustrations.
3. Complete the project, following TURA's approval of final design, by approximately February 2018.

The selected Contractor will be responsible for all design, engineering, construction, and post-construction site repairs and obtaining any approvals therefore. Based upon the proposed concept, the design-build team (Contractor) will prepare design documents for public review and TURA approval, and, following approval, self-perform and/or procure contractors for construction and manage all construction contractors to construct the parking lot in compliance with any applicable codes and design criteria set forth in this Request for Proposals (RFP). The site will be delivered to the Contractor in October 2017 with curbing and base rock prepared for use as a parking lot as indicated in Exhibit A. The Contractor will be required to provide leveling materials, pavers, and to raise the catch basin in space 15 to match grade of the pavers. Contractor will be required to maintain integrity of the site, unless otherwise agreed to by TURA and Public Works.

A. SUBMISSION REQUIREMENTS AND FORMAT

All proposals must be received by TURA of Tillamook, at 210 Laurel Avenue, Tillamook, Oregon 97141. No electronically submitted proposals (e.g. fax or scanner) shall be accepted. Proposers mailing proposals should allow normal delivery time to ensure timely receipt.

Proposals must include the items listed below.

1. Identify office location, capacity, capability and availability to perform the work, size of the organization, year the firm began doing business, and the availability of personnel to work with the project.
2. Describe your firm's experience designing and constructing permanent, paver parking lots.
3. Identify the key staff members who will be assigned to the TURA for this project. Describe their qualifications and roles, and provide a brief description of the extent of their professional experience and responsibilities working with similar accounts within the last five (5) years.
4. Describe your familiarity with similar municipal projects with respect to cost control, value engineering, quality of work, ability to meet schedules and contract administration. Provide a list of private and municipal clients your firm has worked with on similar engagements during the past five (5) years including a detailed description of work products delivered. This should include the client, contact name and position, and telephone number.
5. Address each of the evaluation criteria set forth in Section D.
6. Provide any other information that supports the scope of services to be provided in this RFP or considered relevant by your firm.

Mandatory Proposal Requirements

7. Proposals must be signed by a principal member of the proposing company capable of binding the company.
8. Proposers must provide five (5) originals of the proposal clearly marked "Proposal for Sue H. Elmore Parking Lot Design-Build Project" and contained in a sealed envelope or box, addressed to Paul Wyntergreen, TURA Administrator, of Tillamook, 210 Laurel Avenue, Tillamook, Oregon 97141, and must be received by 2:00 p.m. local time, on **Tuesday, September 12, 2017.**

B. BUDGET

TURA currently has approximately \$81,000 available towards completion of the project.

C. SELECTION PROCESS

TURA will assign a committee with the task of selecting the best-qualified Contractor. The committee will use a three-step process:

- Step 1: They will review, score, and rank all proposals received in accordance with the point values that have been noted next to each proposal requirement. Proposals will be reviewed and, based on the strength of the proposals; TURA may, at its discretion result in a notice to proposers of selection and award directly from the evaluation of the proposals, based on the highest scoring responsive proposal submitted by a responsible proposer. Or, the evaluation committee may short-list multiple qualified firms to participate in oral interviews.

- Step 2: If the committee decides to interview proposers, candidates on the short list will be asked to give a brief oral presentation and be interviewed by the committee.
- Step 3: The candidates will be ranked based upon the evaluation criteria set forth below. This process should result in a recommendation to the TURA Board on or about October 11, 2017.

D. EVALUATION CRITERIA

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of TURA. After meeting the requirements listed above, proposals will be evaluated on the following factors:

1. Design Proposal – The proposed design should:
 - Provide schematic documents to adequately show and describe the proposal, including site plans, structural concepts, and any other information considered required to ensure a complete proposal.
 - Provide visual renderings or artists impressions.
 - Provide the name/credentials of the designer that will endorse the proposed design.
 - Provide information related to any warranties associated with the project's design and construction.

*Higher scores will be given to teams with the best design proposal that the Contractor represents can be designed and constructed within TURA's budget. **(35 Points)***

2. Pricing and Costs – Contractors will be evaluated and scored by their cost estimates.

*(Higher scores will be given to teams delivering a quality project at the lowest cost. **(25 Points)***

3. Experience – Describe the proposer's design and construction experience on projects of similar size and scope. Provide information from other completed projects that will demonstrate that the proposer understands this type of project. Describe experience in completing projects of this type in a timely manner and within budget. Include copies of drawings and/or photos from similar projects that have been completed, and demonstrate long- term durability of parking lot components and materials. Proposer is encouraged to provide examples of facilitating public involvement in the design process.

Higher scores will be given to proposers that demonstrate the greatest experience in designing and constructing projects of a similar scope, and that demonstrate prior projects that have shown long-term durability of components and materials. **(30 Points)**

4. Availability – Indicate current availability and anticipated project timeline.

Higher scores will be given to teams that can complete the project in the timeliest manner. **(10 Points)**

At the discretion of the selection committee, finalists may be invited to an oral interview.

E. ECONOMY OF PRESENTATION

Statements should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Fancy bindings, colored displays, promotional materials, etc., are not important. Emphasis should be on completeness and clarity of content.

F. CONTACT PERSON

Respondents can contact TURA Administrator, Paul Wyntergreen, for further information regarding this RFP. Contact with other TURA officials may be grounds for disqualification. If proposers have any questions regarding this RFP or the selection process, questions shall be submitted in writing to Mr. Wyntergreen at pwyntergreen@tillamookor.gov or by U.S. Mail to TURA, 210 Laurel Avenue, Tillamook, Oregon 97141. All responses will be issued by email and posted on the TURA's website at <http://www.tillamookor.gov>.

G. QUESTIONS

Questions may be sent via email. The firm posing the question will not be identified in the notification/response.

H. SCHEDULE FOR SELECTION PROCESS

RFP Advertised	August 10, 2017
Proposal Close	September 12, 2017
Proposal Evaluation	Week of September 11, 2017
Interviews (if necessary)	To Be Determined
Recommendation to TURA Board	October 11, 2017
Contract Awarded	To Be Announced

I. LATE PROPOSALS NOT CONSIDERED

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

J. ADDENDA

In the event that it is necessary to amend, revise, or supplement any part of the RFP, addenda will be provided to all proposers who have notified Mr. Wyntergreen by email at pwyntergreen@tillamookor.gov or by U.S. Mail to 210 Laurel Avenue, Tillamook, OR 97141. Addenda will also be posted on the TURA website at www.tillamookor.gov. Any addenda so issued are to be considered part of the specifications of the RFP. TURA is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by TURA.

K. PROPOSAL OWNERSHIP

All material submitted by the proposers shall be considered property of TURA, and TURA shall not be required to return same to any proposer. The material submitted by proposers will be treated in the same manner as TURA's own records. After proposal opening, all proposals become part of the public record unless exempt under Oregon Public Records Law.

L. EXCEPTIONS TO RFP

If, for any reason, a proposer should find fault with the structure of this RFP or with the evaluation process, concerns may be submitted in writing to: Paul Wyntergreen, TURA Administrator, 210 Laurel Avenue, Tillamook, Oregon 97141. TURA will make every effort to answer questions and, if warranted, to amend the RFP. Proposers who are unable or unwilling to meet any of the requirements of this RFP should include, as part of their response, written exceptions to those requirements.

M. COMMENTS AND PROTEST PROCEDURES

A prospective proposer may deliver to TURA, Attention Paul Wyntergreen, TURA Administrator, a written request for change to any of the specification listed in this RFP. Such request shall be delivered at least five (5) working days prior to the RFP closing date. A written request for change shall include:

1. A detailed description of the legal and factual grounds for the request;
2. A description of the resulting prejudice to the prospective proposer; and
3. A statement of the form of relief requested or any proposal changes to the specifications.

TURA will review the specification change request and notify the prospective proposer of the decision in writing prior to the RFP closing date.

N. INCURRING COSTS

TURA of Tillamook is not liable for any cost incurred by respondents prior to issuance of a contract.

O. RIGHT TO REJECT ALL PROPOSALS

TURA reserves the right to reject any and all proposals, to waive any irregularities, and to accept the proposal deemed in the best interests of TURA. TURA may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all bids upon a finding of TURA it is in the public interest to do so.

P. PROFESSIONAL SERVICES CONTRACT

The selected consultant/contractor will be required to sign a professional services contract acceptable to TURA including all applicable required clauses for public contracts relating to the services being requested herein.