

**CITY OF NORTH POWDER – CITY LIBRARY DESIGN AND
CONSTRUCTION**

REQUEST FOR PROPOSALS

ARCHITECTURAL/ENGINEERING SERVICES

PROPOSALS DUE:

March 18, 2024

12:30 p.m., Pacific Time

North Powder City Hall

340 E Street

PO Box 309, North Powder, OR 97867

CITY OF North Powder
Proposal Advertisement
Request for Proposals
City Library Design and Construction
Architectural/Engineering Services

NOTICE IS HEREBY GIVEN that City of North Powder (“City”) is requesting proposals from qualified firms or individuals to provide certain professional architectural/engineering services concerning a project to build a new library within the old Fire Department building in North Powder, Oregon.

Interested parties may obtain a copy of the Request for Proposals (the “RFP”) (and any related documents) by downloading a copy on the City’s website at <https://northpowderoregon.org>. Interested parties may receive a hard copy of the RFP (and related documents) at North Powder City Hall, 340 E Street, North Powder, Oregon 97867.

All proposals must be in a sealed envelope or package and must be submitted by mail, PO Box 309, North Powder, OR 97867. Or hand deliver to Beth Wendt, City Recorder, at North Powder City Hall, 340 E Street, North Powder, Oregon 97867 by **[12:30p.m. on March 18, 2024]**. The city will not consider any proposal received after the stated date and time, that is incomplete, and/or that is not submitted in the proper manner and format. Proposals must be clearly marked “North Powder City Library Project.”

Issue Date: February 10, 2024

Published: February 10, 2024

CITY OF NORTH POWDER

Request for Proposals

City Library Project

February, 2024

City of North Powder ("City") is soliciting proposals ("Proposal(s)") from qualified consultants interested in providing certain architectural/engineering design and related services for and on behalf of City, all as described in the Request for Proposals (this "RFP"). City is issuing the RFP in accordance with the formal selection procedures.

Reservation of Rights

City of North Powder reserves the rights to: (a) amend this Solicitation; (b) to extend the deadline for submitting proposals; (c) to waive minor irregularities, informalities, or failures to conform to the Solicitation, if the City determines that such waiver is in the best interest of the City; (d) to award one or more contracts, by item or task, or groups of items or tasks, if so provided in this Solicitation and if multiple awards are determined by the City to be in the public interest; and (e) to reject, for good cause and without liability therefore, any and all proposals and to cancel this Solicitations at any time if such cancellation is deemed appropriate. This RFQ does not obligate the City of North Powder to pay costs incurred in preparing any proposal. All proposals are submitted at the sole cost and expense of the Proposer(s). The City of North Powder shall incur no liability or obligation to a Proposer except pursuant to a written contract for services, duly executed by the Proposer, and an authorized signatory for the City of North Powder

Introduction and Funding Requirements

City is issuing this RFP to select a consultant to provide architectural, engineering, and related services concerning City's Library construction project (the "Project"). City has secured funding from the Oregon Community Development Block Grant ("CDBG") program administered by the Oregon Business Development Department ("OBDD") Infrastructure Finance Authority (CDBG Project #C23013). Therefore, the Services (as defined below) will be performed subject to and in accordance with applicable CDBG requirements. The consultant will work with, and report directly to, the recorder and council. City anticipates that the Services will commence on or about July 1, 2024 and will be completed by Dec. 30, 2025

I. Project Description and Background

City is planning to construct a new library in the former Fire Department building in North Powder. The new library will occupy 1,118 sq ft of existing space and an 825 sq ft addition to the building. A new library entry on the South and East side will be located to open to the proposed parking lots on site. Additional parking is to be added to the South side, with new parking on the East side. ADA parking is proposed at the South side of the parking lot. A new

lawn is planned to the East of the library for outside events. A new restroom for the library to be in the front left side of the space.

City is issuing this RFP to select a consultant to provide certain architectural and engineering design and related services concerning the construction of a new library. The estimated cost of the project is \$1,162,413. The estimated cost of the architecture, engineering, geotechnical, and survey services sought to be procured through this RFP is approximately \$102,000. The final contract amount of the selected proposer will depend on whether the proposer has a complete team that can tackle all aspects of the project (site engineering, survey, floodplain mitigation, etc.).

Project construction is anticipated to begin upon completion of the final design portion of the Services contemplated under this RFP. The Project is anticipated to be completed on or before December 31, 2025. Project is funded with federal grant funds from the Community Development Block Grant administered by Business Oregon.

Scope of Architectural and Engineering Work

Subject to the terms and conditions contained in this RFP and the Agreement (as defined below), the selected consultant will provide the following Architectural and Engineering Services in order to complete the work that is identified in Pinnacle Architecture's July 30, 2023 *Feasibility Study for North Powder Library*, which is attached to this RFP as Exhibit A. A summary of the Scope of Work needed to complete this project is included below.

Services Required: City of North Powder is requesting proposals for complete Architectural/Engineering Services for the project. Construction is anticipated to begin as soon as the Environmental Review is completed, and the design work is finalized. The project must conform with HUD Minimum Property Standards, HUD floodplain mitigation requirements, and any other HUD-related, and other applicable energy saving codes.

Project: Final Design & Construction of a New Library

Architectural Services: Schematic Design, Design Development, Construction Documents, Bidding Management, Permitting, Construction Administration, and Construction Inspection.

Consultant Services: Civil Engineering (incl. parking lot), Landscape Design, Survey, Geotechnical, Structural Engineering, Mechanical Engineering, Plumbing, and Electrical.

Please indicate if your firm, or identified subconsultants, are not able to perform all the services required. Inability to perform every task with your project team will not disqualify your firm.

Services Not Required: The City has hired a Grant Administrator (Ducote Consulting) that will handle the funding coordination, fund disbursements, federal rule compliance, the

Environmental Review (except wetlands delineation and cultural survey), and Labor Standards compliance.

Proposal Format

To be considered, please submit your Proposal to Beth Wendt, City Recorder, via email at cityofnp@eoni.com, or by mail or hand delivery to:

City of North Powder,
PO Box 309, 340 E. Street
North Powder, Oregon 97867.

If you provide a physical copy via mail, or hand delivery, please provide 8 copies with one original signature.

Proposal should be a maximum of 10 pages, excluding insurance information and resumes, which do not impact page count. The following other minimum requirements as to the form, content, and manner of submitting Proposals must be strictly observed; variance from these requirements may result in rejection of the Proposal as unresponsive. No points are awarded for the following minimum requirements for proposal submission:

1. Introduction: Provide a cover letter generally describing your firm's character and culture. Include a description of any branch offices, year firm established, and a list of disciplines regularly performed by your staff.
2. Proposed Schedule for Design and Construction work: Identify a basic timeline to accomplish the tasks outlined and when your firm can accomplish major milestones.
3. Insurance. Sufficient evidence to demonstrate the consultant's compliance with the following minimum levels of insurance: (a) general liability insurance with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance with limits of no less than \$1,000,000 combined single limit; (c) errors and omissions insurance with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (d) employer liability insurance with limits of no less than \$500,000 per occurrence and in the aggregate; and (e) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law.

Scoring Criteria

These Scoring Criteria will be utilized by the North Powder City Council to rank applicants and chose the applicant best suited to serving the interests of the City and Project:

1. Experience (40 points): Responses should list similar projects performed within the last three years, most comparable to the propose Scope of Work and include any projects that were in part or fully funded by Oregon Community Development Block Grants (CDBG) and the Proposers responsibilities in meeting CDBG requirements. For each project included, provide information about timeline/completion date of similar projects.
2. History (20 points): Provide a history or your firm’s architectural design experience on community facilities in small, rural Oregon communities. Specify how many years of experience your firm has of design experience on public spaces and ADA design requirements in small, rural Oregon communities. Consideration given for previous history working with, or in, the City of North Powder.
3. Available Resources & Team (30 Points): The amount and type of resources, and number of experienced staff (including sub-contractors), available to perform the Consultant Services required by this project including without limitation: recent, current, and project workloads related to staff and resources for the duration of the project. Provide a resume for each key team member indicating their experience relating to this project, and whether they are an outside consultant or an employee of your firm. Identify any subconsultants needed to complete the work.
4. References (10 Points): Provide three references demonstrating your ability to contribute to the success of the project completion. Include name, title, phone number and e-mail address.

Proposal Submission

To be considered, please submit your Proposal to Beth Wendt, City Recorder, via email at cityofnp@eoni.com, or by mail or hand delivery to:

City of North Powder,
PO Box 309, 340 E. Street
North Powder, Oregon 97867.

If you provide a physical copy via mail, please send 8 copies with one original signature. Please clearly label the outside of the envelope (or fill-in the email subject line with) “North Power City Library Project.” Proposals must be received by City on or before **March 18, 2024 at 12:30 p.m., Pacific Time**. Proposals received after the deadline date/time will not be considered.

Notwithstanding anything contained in this RFP to the contrary, if in City’s best interest, City reserves the right to, in accordance with applicable law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and/or errors in the Proposals, and/or (e) reject all Proposals for

any reason and/or without indicating reasons for rejection. Further, City reserves the right to seek clarification(s) from any consultant and/or require supplemental information from any consultant. This RFP does not obligate City to award a contract and/or to procure the Services.

Contract Award

The City Council of North Powder will review, score and rank the Proposers' RFPs. Interviews may be requested. If a contract is awarded, City will award the contract to the consultant whose Proposal will best serve City's interests, taking into consideration factors, including, without limitation, price, experience, specific expertise, key staff and personnel, availability, and consultant capacity and/or responsibility. Consultants responding to this RFP do so at their own expense; City is not responsible for any costs and/or expenses associated with the preparation and/or submission of any Proposal. City reserves the right to enter into one or more contracts concerning the Services.

If a contract is awarded, City and the selected consultant will enter into City's form professional services agreement (the "Agreement"). The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to City. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and City's right to terminate the Agreement. If you have any questions regarding this RFP, please contact Ms. Wendt via email (provided above) or telephone (541-898-2185). Before the contract can be executed, it must also be reviewed and approved by the Infrastructure Finance Authority to ensure compliance with CDBG requirements. The contract requires that the selected firm comply with all applicable federal and state laws, rules and regulations.

Timeline for the Evaluation Process

RFP Published: February 10, 2024
Responses Received: March 18, 2024
Committee Review: March 19 – March 30, 2024
City Council Award: April 1, 2024
Contract signed: At the earliest convenience of both parties after award.

Protest Procedures

1. Solicitation. Written protests or requests for the change of a particular solicitation provision, specification or contract term shall be submitted to the City of North Powder seven (7) calendar days prior to the close of this solicitation period.

2. Selection Protest. Everyone who submits an RFQ will be notified in writing of his or her selection status. Anyone claiming to be adversely affected or aggrieved by the selection process shall have seven (7) calendar days after the receipt of selection notification to submit a written protest.
3. The Mayor of the City of North Powder shall have the authority to settle or resolve all written protests. Late protests will not receive any consideration

Additional Architect/Engineer Contract Requirements

Incorporation of CDBG Grant contract – This Contract shall be subject to all provisions, requirements, and conditions of CDBG Grant contract Number C23013 and the Community Development Block Grant Management Handbook, which are incorporated herein by this reference. In the event that any term or provision of the Contract conflicts with CDBG Grant Contract Number C23013, the terms of the Grant Contract shall control.

Certification of Compliance with Tax Laws – By submission of your Proposal, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, “Oregon Tax Laws” means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314,316,317,318,321, and 323, and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Design and Code: All designs shall be in compliance with the Oregon Structural Specialty Code and Oregon Energy Code requirements, and any other applicable Building Code requirements.