



**REQUEST FOR PROPOSALS  
COMMUNITY FACILITIES STUDY  
RFP #2018-02**

**SUBMISSION DEADLINE: OCTOBER 10, 2018 BY 5:00 P.M. PST**

## **LEGAL ADVERTISEMENT**

The City of Lowell invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in city hall, library, and community center planning, design, and architecture to conduct a Community Facilities Study.

Sealed proposals will be received until 5 p.m. on October 10, 2018, to Jared Cobb, City Administrator at P.O. Box 490, 107 East Third Street, Lowell, Oregon 97452. There will be no formal opening. Facsimile proposals will not be accepted. Proposals will not be accepted after the stated date and time.

Proposal packets may be downloaded from [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) or may be obtained by calling 541-937-2157.

Proposers are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposer is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Lowell Municipal Code.

The City of Lowell reserves the right to (1) reject any or all proposals not in compliance with public bidding procedures, (2) to postpone award of the contract for a period not to exceed sixty (60) days from the date of proposal opening, (3) to waive informalities in the proposals, and (4) to select the proposal which appears to be in the best interest of the City.

**PUBLISHED:** City of Lowell Website, [www.ci.lowell.or.us/rfps](http://www.ci.lowell.or.us/rfps) on September 19, 2018.

## **SECTION 1: INTRODUCTION AND BACKGROUND**

### **Project Summary**

The existing Lowell City Hall and Library building is approximately 4,000 square feet. It currently has a failing roof, which has caused significant structural and cosmetic damage. The City recently received an estimate of approximately \$538,755 to make necessary repairs, which does not include other known plumbing, electrical, mechanical and ADA deficiencies. With this information in hand, the City has decided that it would be prudent to take a step back and utilize a more comprehensive approach to rehabilitation or development of new facilities. Recommended facilities may be located within one or multiple buildings.

### **What are the Project Goals?**

- Assist the City in planning for future community facilities to serve the organization and community.
- Produce a report which helps the City plan for future capital expenditures and informs the community about capital needs.

### **What is the Project Objective?**

- Work with City to engage a wide range of community stakeholders in the process, resulting in a report that is reflective of community and organizational needs.
- Use existing reports, master plans, and ongoing planning efforts to help identify existing conditions.
- Identify opportunities to leverage grant funding while meeting needs expressed by the community.
- Consider design opportunities which promote the City's economic development goals and help generate revenue.
- Plan facility "needs" for administration, finance, human resources, planning and zoning, utility billing, information technology, customer service, and space for public meetings and records.
- Plan facility "wants" for other services that may be desired by the community, such as a library, commercial kitchen, community/youth/senior center, and/or fitness facility.

### **Who is the Audience?**

There are many stakeholders who the City expects to engage during this process. The City is seeking community-wide input to identify the needs for community facilities, as well as identifying space needs through analysis and interviews with City staff. This will include working with the existing Downtown Master Plan Steering Committee, which is currently working on a Downtown Master Plan with the support of the Lane Council of Governments. The final report will serve to help the community and the organization see the "big picture" impact of the organization and community needs and wants.

## **SECTION 2: SCOPE & SCHEDULE OF WORK**

### **Scope of Work**

The scope of work outlines the anticipated consultant tasks and responsibilities for the Community Facilities Study. In responding to this RFP, the consultant may offer alternative approaches for consideration; however, the integrity of the process must remain intact, particularly in maintaining the previously established goals and in utilizing community suggestions for action.

The consultant may perform other duties not listed below, but only as expressly approved by City staff.

### **Consultant Tasks/Requirements**

**KNOWLEDGE AND EXPERIENCE:** The successful respondent to this RFP will have professional expertise in developing municipal facilities plans and identifying estimated capital costs for planning, designing and constructing the facilities. The ideal respondent will have the following qualifications:

- Experience working with municipalities of similar sizes.
- Experience in the preparation of facility plans for similarly sized organizations.
- A demonstrated history of successful facility planning efforts.
- Experience in preparing budget estimates for design and construction of public facilities.
- Adequate, qualified staff with appropriate experience to perform the development planning effort within the designated time period.

**SCOPE OF SERVICES:** The scope of work is as follows:

- Conduct interviews with City staff to identify and prioritize space and facility needs.
- Plan at least one (1) meeting with the Downtown Master Plan Steering Committee to discuss the existing City Hall and Library building, potential project sites, and community facility needs.
- Develop a minimum of two (2) conceptual plans, with one (1) for the rehabilitation of the existing City Hall and Library and one (1) for a new facility. Plans should include a floorplan, interior and exterior design renderings with cost estimates.
- Participate in at least one (1) public community workshop.
- Plan at least one (1) meeting with the Steering Committee to review comments from the public community workshop and identify the preferred conceptual plan.
- Based on the selected conceptual plan, develop a detailed project cost estimate.
- Develop summary planning document for Steering Committee review.
- Present recommended plan to the City Council for review and adoption.

**GUIDING CITY STAFF:** The consultant will be responsible for helping City staff to develop a successful outreach strategy to inform the facilities planning process.

While the consultant will provide guidance, assistance and technical expertise to the process, City staff will be primarily responsible for implementation of the facilities planning process. City staff will:

- Serve as the liaison between the consultant and the Downtown Master Plan Steering Committee;
- Provide support to the Steering Committee, including agendas and meeting arrangements;
- Serve as primary contact for the consultant;
- Coordinate outreach and public communication;
- Review drafts of the Community Facilities Plan; and,
- Assist the consultant in preparing for the presentation of the report to the City Council.

The consultant will facilitate the public community workshop and Steering Committee meetings.

**PUBLIC INVOLVEMENT PROMOTION AND COORDINATION:** The consultant and staff will work with the Steering Committee, City staff and other stakeholders to promote awareness of the process with the public and continue to seek new ways of soliciting public input. Activities and actions led by City staff, the Steering Committee and the consultants will include developing information for the City’s website, public events, and presentations at public meetings. The consultant may be asked to develop, review or assist with material or presentations.

### **Proposed Project Timeline**

- |                        |                            |
|------------------------|----------------------------|
| ▪ RFP to Consultants   | September 19, 2018         |
| ▪ Proposals Due        | October 10, 2018           |
| ▪ Consultant Selection | October 16, 2018           |
| ▪ Project              | November 2018 - April 2018 |
| ▪ Plan Adoption        | April 2018                 |

### **SECTION 3: PROPOSAL CONTENT & FORMAT**

Proposals must address all submission requirements set forth in this RFP and describe how the services will be provided.

The City's proposal format and administrative requirements are set out below. These are intended to facilitate the City's ability to quickly and accurately evaluate proposals. Failure to follow these format and administrative requirements may affect the scoring of proposals.

#### **Page Limit**

Proposals must be clear, succinct and should not exceed 20 pages, including resumes, work examples and any other supporting documents.

#### **Cost of Preparing Proposals**

All costs incurred in preparing and submitting a proposal in response to the RFP is the responsibility of the proposer and shall not be reimbursed by the City.

#### **Proposal Validity Period**

Each proposal shall be irrevocable for a period of seventy (70) days from the proposal opening date.

#### **Title Page**

Include a title page with the submitted proposal. Include the following information on the title page: 1) the RFP title; 2) the name, title, address, telephone number, fax number, and email address of proposer's primary contact person; and, 3) the date of submission. Proposers may include other information on the title page in addition to the listed information, but not in lieu thereof.

#### **Transmittal Letter**

Include a transmittal letter with the proposal. The letter should identify by name and contact information the one person the proposer wishes the City to contact after proposals have been evaluated, scored, and ranked. The letter may include any other information or insights the proposer deems relevant, but in no instance may the letter exceed two pages in length.

#### **Submission Requirements**

Interested consultants are to submit 3 hard copies and an electronic version of the proposal on or before October 10, 2018 at 5 p.m. (PDT).

#### **Mailing:**

Jared Cobb  
City Administrator  
City of Lowell  
P.O. Box 490  
Lowell, OR 97452

#### **Delivery:**

Jared Cobb  
City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452

#### **SECTION 4: SUBSTANTIVE REQUIREMENTS OF THE PROPOSAL**

The following information is requested to allow the City to evaluate Proposer responsibility and responsiveness to perform work described under the “Scope of Work” heading. If a contract is awarded, the City shall select the proposal which best meets the criteria outlined in the Scope of Work and based on the evaluation factors described in this RFP.

##### **Experience**

Provide a description of the firm’s experience in the preparation of public facility development plans for cities and counties which address the key elements of the proposed scope of work.

##### **Proposer Qualifications**

Interested firms must submit statements of qualifications including the following:

- Background of firm. Include a brief history of the firm and types of services the firm is qualified to perform.
- Qualifications of the firm in performing this type of work. Provide a minimum of three and up to five references for similar projects. Include the contact name(s), address, email, and telephone number for each reference.
- Project team members and their qualifications. Identify individuals who will complete this work, their experience, individual qualifications, and roles they would be assigned for this project.

##### **Project Approach & Understanding**

Interested firms must submit statements of project approach and understanding including the following:

- Describe the proposed process for defining project scope. Description of management of project scoping. Please describe specific process and tools for this scope of work.
- Describe how the proposed approach meets the goals and objectives of the project and the characteristics described in the scope of work. This will be a major part of the selection process.
- Describe other characteristics of service which would add value to the process.
- Describe experience in public process strategies, design, implementation, and coordination.

##### **Work Product Samples**

Provide examples of work products for similar projects including but not limited to a schedule, work plan, task lists, and sample pages from a final report or public document created for the project.

##### **Project Cost**

Provide a detailed project budget and please state assumptions clearly. Also include hourly rates for the project team, an estimate of the number of hours of work for each team member, tasks to be performed, and any other anticipated expenses, direct or indirect.

##### **Additional Services**

Provide a brief description of any other services that your firm could provide the City and an approximation of the hourly charge for each service of this type. Such services would be contracted for on an “as needed” basis, to be provided and billed for separately.

## SECTION 5: PROPOSAL EVALUATION PROCEDURES

### Selection Process

The City Administrator, City Clerk, and Public Works Director shall review and evaluate proposals based on the proposal requirements and evaluation criteria identified in this RFP. The highest ranked proposal will be recommended for award to the City Council for a final decision.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Experience & Qualifications of Project Team Members and Firm	30
Project Understanding & Approach	30
Examples Provided of Similar Work Products	20
Contract Price	20
<b>Maximum Total Points:</b>	<b>100</b>

At the City's option, interviews may be part of the evaluation process to determine which proposers best meet the requirements outlined in the RFP. The City Administrator will schedule any necessary interviews and notify the selected proposers.

### Intent to Award

After evaluation, the City will provide written notice to all proposers of its intent to award the contract to the highest ranked proposer and then commence with negotiations. If an agreement, cannot be reached, the City may engage in discussions with the next highest ranked proposer.

The decision whether to engage in negotiations or discussions with the next highest ranked proposer shall be made at the sole discretion of the City based on its reasonable judgment.

The City reserves the right to cease negotiations with the highest ranked proposer and proceed to negotiate with the next highest ranked proposer, (and so on down the list) until such time as an agreement can be reached or the City decides to cease all negotiations.

### Investigation of References

The City reserves the right to investigate references and the past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule and its lawful payment of employees and workers.



**Clarification of Proposals**

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a proposal, but will not, in any way, provide an opportunity to change any fee amount originally proposed. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

**Award Recommendation**

City staff will inform the successful respondent of selection as the consultant. The successful respondent will be required to complete a Personal Services Agreement with the City.

**Reservation of Rights**

City reserves all rights regarding the RFP, including, without limitation, the right to:

- Amend, delay, or cancel the RFP without liability if City finds it is in the best interest of the City to do so (see generally ORS 279B.100);
- Reject any or all proposals received upon finding that it is in the best interest of the City to do so (see generally ORS 279B.100);
- Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any proposal, if required;
- Reject any proposal that fails substantially to comply with all prescribed RFP procedures and requirements;
- Negotiate a Statement of Work based on the Scope of Work described herein and to negotiate separately in any manner necessary to serve the best interest of the public;
- Amend any Contracts that are a result of the RFP; and
- Engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements to perform the same or similar services.

Although price is a consideration in determining the apparent successful proposer, the intent of the RFP is to identify a proposal from a proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance, history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the highly technical nature of some of these tasks, the proposer with the lowest price proposal may not necessarily be awarded a contract. City reserves the sole right to determine the best proposal.