



REQUEST FOR PROPOSALS

FOR

**ARCHITECTURAL SERVICES FOR THE
MAGGIE OSGOOD LIBRARY RENOVATION**

**PROPOSALS DUE:
4:00 PM, local time
Wednesday, April 14, 2021**

Project representative:

Jeremy B. Caudle

Lowell City Administrator

Email: jcaudle@ci.lowell.or.us

Table of contents

1.0 Invitation to submit proposals	3
1.1 Purpose	3
1.2 Solicitation documents	3
1.3 Addenda	3
2.0 Project description	3
3.0 Preparation and submission of proposals and proposer requirements	5
3.1 Proposal submission	5
3.2 Proposal withdrawal	6
3.3 Proposal costs	6
3.4 Interpretation of RFP	6
3.5 Duration of proposals	6
3.6 Proposer minimum requirements	6
3.7 Proposals are subject to Oregon public records law	7
4.0 Clarification or protest of solicitation documents	7
4.1 Protest of solicitation procedures	7
5.0 Opening of proposals	8
6.0 Compliance with laws	8
7.0 Proposal evaluation and award	8
7.1 Negotiation and award of contract	10
7.2 Mistakes in proposals	10
7.3 Notice of award	11
7.4 Protest of intent to award	11
7.5 Rejection of proposals	11
Attachment A – Required elements of proposals	12
Attachment B – Proposer statement and certification	15
Attachment C – Selection procedure and scoring	18
Attachment D – Insurance requirements	19
Attachment E – Pictures of existing building to be renovated	20

1.0 Invitation to submit proposals

The City of Lowell will receive proposals from qualified architectural firms in response to this Request for Proposals (RFP) for Architectural Services for the Maggie Osgood Library Renovation until 4:00 PM, local time, Wednesday, April 14, 2021.

Proposals must be prepared in the form required in Subsection 3.0 of this RFP and delivered via email to Jeremy Caudle, City Administrator, at jcaudle@ci.lowell.or.us.

1.1 Purpose

The City of Lowell, Oregon (the “City”) is requesting proposals from qualified architectural firms (“Proposers”) for comprehensive Architectural Services related to the renovation of an existing building for use as the new Maggie Osgood Library by the City of Lowell.

In general, the Architectural Services will consist of planning, design, and construction administration services for the renovation of approximately 2,723 square feet of the Maggie Osgood Library building located at 70 North Pioneer Street, Lowell, OR 97452 including site improvements; building renovations and construction; installing new furnishing, fixtures, and equipment; and all necessary plumbing, electrical, and other upgrades (the “Project”).

1.2 Solicitation Documents

RFP documents may be downloaded from the City’s RFPs, Bids and RFQs Page at <https://www.ci.lowell.or.us/rfps>.

Printed copies of the RFP documents may be obtained by contacting City Administrator Jeremy Caudle via email at jcaudle@ci.lowell.or.us or by phone at 541-359-8768.

1.3 Addenda

The City may issue addenda to modify or add to the terms of the RFP or change the time or date for submission of proposals. Any such addenda will be issued by the City in writing not less than 72 hours prior to the deadline for receipt of proposals and be delivered by email to eligible Proposers. The terms, conditions, requirements, clarifications, information, and instructions contained in any addenda issued by the City must be acknowledged, agreed to, and accepted in the proposals received and will become part of any resulting contract.

2.0 Project description

Prior to 2019, the City housed its library in the current City Hall building located at 107 E 3rd Street. Due to structural deficiencies in the current City Hall, the City closed the library portion of City Hall. The City purchased a former church building at 70 North Pioneer Street to house the new library. The City has a collection of approximately 15,000 books, DVDs, and other materials that it will locate to the new library once construction is completed.

The City hired a planning firm in spring of 2019 to lead a community design process for renovating the new building. The design process resulted in the *2020 Lowell Community Facilities Study* (“Study”). Proposers are encouraged to read the Study to familiarize themselves with the Project. The Study provided two options for the new building: either turning it into a standalone library or a combined City Hall and library. This Project consists of implementing the standalone library option, as detailed on pages 5, 9, 15, and 22 of the Study. The Study provided a cost estimate of \$284,450 for the Project. The Web address where the study is located is available at the end of this section.

The Project includes the elements listed on page 5 of the Study under the “Principle Development” and “Site Analysis and Program Development” sections. Some examples include constructing new windows; replacing the existing drop ceiling with a more attractive option; improvements to the façade and entryway; landscaping improvements; installing a small kitchen; and repurposing existing office space. Also, the Study notes that the new building has several plumbing, electrical, mechanical, and Americans with Disabilities Act compliance deficiencies, which this Project aims to remedy. Finally, the selected Proposer will assist the City in installing furniture, fixtures, and other equipment appropriate for a small municipal library and to ensure attractive, welcoming interior design of the new library.

The selected Proposer will work with City staff, City Council, and appointed committee members to prepare final plans, drawings, and specifications. Afterwards, the selected Proposer will prepare bid documents and assist the City in selecting a contractor. The selected Proposer will advise the City on an appropriate construction method and oversee the work of selected contractors and subcontractors.

The City is funding this project through a variety of means. The City is funding the design phase with the selected Proposer through its general operating budget. The City anticipates funding construction through a combination of grants from private foundations and other government entities, as well as donations that have already been received.

Web address for the *2020 Lowell Community Facilities Study*:

https://www.ci.lowell.or.us/sites/default/files/fileattachments/library/page/1181/community_facilities_study_approved.pdf

3.0 Preparation and submission of proposals and proposer requirements

Proposers are responsible for reading and understanding all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and contain all required documents and responses, be signed by the Proposer or its authorized representative, and be submitted in the manner and number described in this RFP.

3.1 Proposal submission

Proposals must be received by the time and date stated for receipt in Section 1.0. Proposals must be submitted in the form and manner stated in the Invitation for Proposals, complete with a Proposer Certification Form signed by the Proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

Each Proposer must submit one (1) electronic copy in PDF format via email or on a USB storage device or CD no later than the due date and time specified in the Request for Proposal. Proposals must not include .zip files or be greater than 15 MB in size and subject to the stated limitations on page quantity and size contained in this RFP. Proposals submitted electronically must be submitted as an attachment to an email to the person and email address stated above in Section 1.0. The subject line of the email must contain the words "Request for Proposals: Architectural Services" identifying the submission as a response to this specific RFP.

Electronic media must be enclosed in a sealed envelope bearing the Proposer's name and address, clearly marked with the title of this RFP, and bearing the words "Proposal Enclosed," delivered to the person and address stated above in Section 1.0.

By submitting a proposal, a Proposer acknowledges that the Proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

3.2 Proposal withdrawal

A Proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email or U.S. mail to the person identified for receipt of proposals, and may submit a new proposal in the manner stated in this RFP. The City will not consider proposals received after the time and date indicated for receipt of proposals. A Proposer may not modify its proposal after it has been submitted, other than to address minor informalities, unless the proposal is withdrawn and resubmitted as described above. Multiple or alternate proposals will not be accepted.

3.3 Proposer costs

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP.

3.4 Interpretation of RFP

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing as soon as possible, but in no event will such requests be received by the City later than the deadline set forth in this RFP. Any corrections or clarifications made in any manner other than by a written addendum addressed to all proposers will not be binding on the City, and proposers shall not rely thereon.

3.5 Duration of proposals

Any proposal submitted shall be irrevocable and open for acceptance for a period of sixty (60) days from the proposal closing date. An award of the contract to any Proposer shall not constitute a rejection of any other proposal.

3.6 Proposer minimum requirements

Proposers must be properly registered to do business in the State of Oregon, registered and in good standing with the Oregon State Board of Architect Examiners.

Proposers must be an “equal opportunity employer” willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations thereunder (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375, and all Oregon statutes and regulations regarding employment.

3.7 Proposals are subject to Oregon public records law

Proposals submitted in response to this RFP become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each Proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure along with a short statement of the basis for exemption. A Proposer may not designate its entire proposal as being exempt from disclosure. If the City receives a records request, including subpoena, covering information the bidder believes is covered by an applicable public records exemption, it is the Proposer's responsibility to defend, reimburse, hold harmless, and indemnify the City for any costs associated with establishing such an exemption.

4.0 Clarification or protest of solicitation documents

If a Proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the Proposer must immediately notify the Project representative designated for receipt of proposals or other person identified for submission of questions.

If the Project representative believes a clarification is necessary, an addendum will be issued in writing not less than 72 hours prior to the deadline for receipt of proposals, and available on the City's Procurement and Purchasing webpage listed above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be acknowledged in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

4.1 Protest of solicitation procedures

Section 2.115 "Protests and appeals" of the *Lowell Revised Code* specifies how Proposers may protest the competitive selection process outlined herein, or any of the provisions in the RFP documents. Protests are required to be submitted in writing and not less than five days prior to the solicitation closing. Section 2.115 also specifies under what grounds a protest may be considered. Proposers should review the relevant sections of the *Lowell Revised Code* for more information on the protest process and City procurement rules and regulations.

The *Lowell Revised Code* is available at the following Web address:

https://library.municode.com/or/lowell/codes/code_of_ordinances

5.0 Opening of proposals

The City will not examine any proposal prior to the time set for opening proposals (which will be after proposal submittal deadline). Any proposal or modification received after the designated deadline will not be opened or considered in the discretion of the City. The proposals submitted will be open to public inspection after execution of a contract, except for any information covered by an exemption to disclosure.

6.0 Compliance with laws

Proposals will be reviewed by the Project representative for responsiveness to the minimum requirements established by RFP, which include:

- Submission of a completed Proposer Statements and Certifications in the form included as Attachment B.
- Compliance with proposal procedures, public contracting laws, and the requirements of the *Lowell Revised Code*.
- Application of any applicable preferences for services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).

7.0 Proposal evaluation and award

The City will award based on the responsiveness of the actual proposals received to the requirements established in Attachment A, considering qualifications, experience, resources, proposed services, Proposers' past record of performance, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by a Selection Committee based on the process and scoring established in Attachment C. Based upon evaluation of the submitted proposals, the Selection Committee may choose to conduct interviews with the Proposers. Interviews may include a presentation by the Proposer and questions regarding the proposal and services to be provided.

Upon conclusion of the interviews, if any, the Selection Committee will revise its scores, again based on the evaluation criteria. The Selection Committee may meet one or more times to discuss interviews or proposals, or both, and revise scores. Unless the City provides additional criteria for interviews, interviews are not a separate evaluation criterion eligible for points, but the Selection Committee may consider the interview when revising its scores. The Selection Committee will rank the Proposers and make its recommendation for selection of a Proposer determined to be the most highly qualified based on the final scores.

Additional criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting a Proposer, the City reserves the rights to:

- a) Reject any and all proposals and cancel the RFP at any time if doing either would be in the public interest as determined by the City in its sole discretion;
- b) Issue subsequent Requests for Proposals for the same or similar services;
- c) Not award a contract for the requested services;
- d) Waive any irregularities, informalities, or deficiencies in proposals, or, alternatively, to give a lower rating in the evaluation process as a result of such informalities or deficiencies;
- e) Accept the proposal which the City deems to be the most beneficial to the public and the City;
- f) Seek clarification of each proposal or investigate each Proposer;
- g) Negotiate with any Proposer to further amend, modify, redefine or delineate its proposal;
- h) Negotiate a final contract that is in the best interest of the City;
- i) Reject any limitations or disclaimers of liability or limitations or disclaimers of types of recoverable damages from Proposers or any sub-consultants of Proposers;
- j) Negotiate and accept, without re-advertising, the proposal of the next-highest scored Proposer, in the event that a contract cannot be successfully negotiated with the selected Proposer, which may occur prior to the time a final recommendation for award is made;
- k) To reconvene the Selection Committee and collectively review the scoring, making changes as the Selection Committee deems appropriate; and
- l) Further question any Proposer to substantiate claims of experience, background knowledge, and ability.

7.1 Negotiation and award of contract

After the highest-scored Proposer is determined by the Selection Committee, the City will discuss and negotiate the scope of services with that Proposer and the Proposer will submit a written compensation proposal and schedule of services. The City may request supplemental scope, compensation, or schedule information from the Proposer, including but not limited to number of hours proposed for services required, expenses, hourly rates, overhead, profit and additional or different schedule milestones or other schedule information. If the highest-scored Proposer refuses to provide this or any other information promptly after the City's request, the City may terminate discussions with that Proposer.

If the City and the highest-scored Proposer are for any reason unable to reach agreement about the scope of services, compensation, or schedule, the City may terminate discussions with that Proposer. The City may then enter discussions and negotiations as described herein with the second highest-scored Proposer. If the City and the second highest-scored Proposer are for any reason unable to reach agreement, the City may terminate discussions with that Proposer and enter into discussions with the next highest-scored proposers in order of ranking until agreement is reached. The contract will be awarded to the Proposer who in the City's judgment has submitted a proposal and negotiated scope, compensation, and schedule that best meets the City's needs.

If the City is for any reason unable to reach agreement with any and all Proposers about the scope of services, compensation, or schedule, the City shall terminate the process and may, in its sole discretion, re-solicit proposals under a new RFP. Unless the process is earlier terminated, based upon the Selection Committee's recommendation and the City's reaching agreement with a Proposer, the Project representative will issue a notice of intent to award. The final award of the contract is subject to the review and approval of the City Council.

7.2 Mistakes in proposals

Minor informalities may be waived in the sole discretion of the City. Mistakes discovered after opening where the intended correct statement or amount is clear or properly substantiated may be corrected in the sole discretion of the City. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted in the sole discretion of the City. The City reserves the right to waive technical defects, discrepancies, and minor irregularities, and to not award a contract when it finds such action to be in the public interest, in the sole discretion of the City.

7.3 Notice of award

The City will provide written notice of its intent to award to a given Proposer or Proposers at least 7 days before the award, unless the City determines that a shorter notice period is more practicable.

7.4 Protest of intent to award

A Proposer that is not recommended for award by the Selection Committee may protest the recommendation. To be considered, a protest must be submitted in writing not more than 72 hours after the date of issuance of the notice of intent to award. The protest must specify the grounds upon which the protest is based, in accordance with *Lowell Revised Code* Section 2.115.

7.5 Rejection of proposals

The City may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may any and all proposals upon the City's finding that it is in the public interest to do so. If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with opportunity for supplemental submission. If there is partial rejection, the City will solicit supplemental information only from those Proposers who submitted proposals, on the condition that it is unlikely that re-advertising would lead to greater competition. The Project representative is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

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Attachment A – Required Elements of Proposals

1.1 Proposal documents and format and documents to be submitted

The proposal submitted must include:

- Responses to each of the required items stated under 1.3, below.
- A completed and executed Proposer Statements and Certifications form (Attachment B).

1.2 Form of proposal

The form of the proposal must:

- Include the responses to Proposal Elements A - E below in the order and numbering requested
- Be submitted in the form and within the limitations stated in this RFP
- Contain primary text and headings in not less than 10-point type (with smaller text acceptable in notes, graphs, requested tables, and images, provided the information presented is reasonably legible)
- Be limited to no more than 12 pages, one sided, nominal 8.5" x 11" size. Pages used for a cover, cover letter (not to exceed two pages), section dividers, résumés identified in Proposal Element B below, and references in accordance with Proposal Element E below are not included in the page limit.

1.3 Required response criteria

The proposal must address each of the following Proposal Elements:

A. Design team qualifications and experience (35 points maximum)

Provide sufficient information on the background, qualifications, technical competence, and specialized experience of Proposer (lead firm) to demonstrate its ability to provide the services required for this Project. Include a list of past projects demonstrating such qualifications and experience. Emphasize projects of similar scope, scale, and context, and how they are relevant to the Project subject to this RFP. Identify names and roles of team members listed in Proposal Element B below associated with each past project.

The City reserves the right to provide input on the final selection of subconsultants and has ultimate discretion on whether a subconsultant may be included on the Proposer's Design Team. However, the City intends to give broad discretion to the Proposer to assemble the Design Team that will result in the best possible execution of the Project.

Engineering, landscape architecture, and/or cost estimating services may also be added to the Design Team as required either as a subconsultant to the selected Proposer or under direct contract with the City.

B. Key personnel (20 points maximum)

Provide an organizational chart of your proposed Design Team. Include the names of key persons designated to be on the Design Team and their intended role in the Project. Include the names and roles of key personnel from each subconsultant firm listed in Proposal Element A.

Provide a concise description of the qualifications and experience of Proposer's (lead firm's) key personnel. Include professional biographies or résumés for key Design Team members, including subconsultants, as an attachment at the end of the proposal. List any relevant certifications and/or licenses and their expiration date(s).

C. Project approach (40 points maximum)

Provide a general description of the techniques, methods, and tools your firm/team would expect to utilize for successfully completing this Project. Address development of the design, management of budget and schedule, facilitation of decision making, development of construction documents, and construction administration.

D. Proposal organization and readability (5 points maximum)

The City will evaluate the extent to which the proposal follows the instructions contained in this RFP, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to assist in understanding and scoring other Proposal Elements.

E. References (not separately scored)

Provide references from at least 3 comparable clients for which your firm has provided similar services that would be representative of the work anticipated under this RFP. The City reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to the City regarding your firm's service and operation. For each reference, provide the following information:

- Name of organization
- Length of relationship
- Location
- Contact name
- Contact telephone number, and email
- Name and date of project(s) completed

Responses to reference checks, whether those references are listed above, may be used to assist in scoring other Proposal Elements. City staff may not be used as references and any previous work done by individuals or firms responding to this RFP will not be considered in evaluating statements except as specifically submitted in response to the Proposal Elements above.

Attachment B – Proposer statement and certification

Proposer's Name:

RFP Title:

Proposer Statements:

Proposer's Offer. Proposer offers to provide the services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named RFP, and that, if this proposal is accepted, Proposer will execute a contract with the City to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this RFP except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend, hold harmless, reimburse and indemnify the City for any costs associated with establishing a claimed exemption.

Addenda

Proposer acknowledges that it has received, considered, and hereby agrees with and accepts the terms, conditions, requirements, clarifications and other information or instructions provided in the following addenda, if any:

Certifications

By signing this Proposer's Certification form, Proposer certifies that:

- Certification of Resident Bidder Status. Proposer is () is not () (check one) a resident bidder, as defined in ORS 279A.120.
- Certification of Non-Discrimination. Proposer has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
- Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other Proposer.
- Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:
 - o All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - o Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work per-formed, and
 - o Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

[This section left intentionally blank.]

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

PROPOSER:

Authorized signature

Proposer's legal name

Name of authorized signer

Address

Title

Federal Tax ID number

Date

Optional contact information regarding this proposal:

Contact name

Telephone number

Email address

Attachment C – Selection procedure and scoring

Selection Committee. The Selection Committee is anticipated to be comprised of:

- Jeremy Caudle, City Administrator
- Max Baker, Public Works Director
- Joyce Donnell, City Clerk
- City Councilor, to be determined
- Additional City Councilor or Library Committee member, to be determined

The City reserves the right to modify the composition of the Selection Committee, including but not limited to the number of committee members.

Evaluation Process. The selection process for this RFP will include the procedures identified here:

- Will include evaluation and scoring of initial proposal
- May include interviews of top-scored Proposers
- May include a requirement for additional questions and responses from top-scored Proposers

Notwithstanding the selection procedures identified above, the City reserves the right to terminate the evaluation process after completion of any procedural stage when, in the City's sole discretion, further evaluation procedures are not required for the City to identify the Proposer whose offer will best suit the interests of the City.

Proposal Scoring. The City will score proposals according to the following criteria:

Proposal element	Maximum points
Design team qualifications and experience	35
Key personnel	20
Project approach	40
Proposal organization and readability	5
	100

Attachment D – Insurance requirements

Proposer is not permitted to begin any work until Proposer obtains, at Proposer's own expense, all required insurance as specified below. Such insurance must have the approval of the City as to limits, form, and amount.

The types of insurance Proposer is required to obtain or maintain for the full period of the contract will be:

- Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence, and \$2,000,000 aggregate.
- Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.
- Workers' Compensation Coverage. The Proposer, its subcontractors, if any, and all employers providing work, labor or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage for their workers that comply with ORS 656.126. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident is required.
- Professional Liability Insurance covering any damages caused by an error, omission, or any negligent acts. Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.
- Additional insured endorsement for General Liability Insurance is required.

Attachment E – Pictures of existing building to be renovated

This attachment provides pictures of the building to be renovated under the services that this RFP contemplates. These pictures are provided to familiarize proposers with existing conditions, especially in relation to the “Project Approach” section of the required proposal elements.



Picture 1: Entryway to existing building



Picture 2: Entryway to existing building



Picture 3: Outside view of existing building



Picture 4: Outside view of existing building facing front of building



Picture 5: Facing front door entrance



Picture 6: After entering the building and turning right



Picture 7: At far end of meeting space, looking back toward offices near the front entrance



Picture 8: Under the front entrance, looking out over parking lot