REQUEST FOR PROPOSAL
Molalla Rural Fire Protection District #73

Architectural/Engineering Services
Seismic Evaluation Station 81 and 82
Master Plan Station 82
New Building Design and Construction

Issue date: August 3\(^{rd}\), 2016

RFP Closing Date: August 26\(^{th}\), 2016
REQUEST FOR PROPOSALS

Pursuant to District Rule 137-048-0220, the Molalla Rural Fire Protection District #73 (District) is conducting a formal selection process to invite qualified architects and/or engineers to submit proposals to provide: (1) Seismic Evaluation of Stations Nos. 81 and 82; (2) Master Plan of full site of Station 82; and (3) Design and construction of an apparatus bay, office, and storage structure at Station No. 82 (collectively, the “Project”). The estimated cost of the services, combined, is unknown, but may exceed $100,000.

The full Request for Proposal (RFP) may be obtained from, and questions posed to:

Name: Clinton Shaver
Title: Lieutenant
Molalla Rural Fire Protection District #73
320 N. Molalla Avenue
P.O. Box 655
Molalla, OR 97038
Telephone: (503) 829-2200
Email: shaver@molallafire.org
Website: www.molallafire.org

Proposals will be received by the District until closing at 5:00 p.m., on August 26th, 2016. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked “Proposal for Architectural/Engineering Services,” Attention: Lt. Clinton Shaver, at the above address. Faxed and emailed proposals will be rejected as non-responsive.
Section I  
Request for Proposals

Molalla Rural Fire Protection District #73 (District) intends to select a licensed architect and/or engineer (Proposer or Engineer) from among proposers who respond to this Request for Proposals (RFP) to provide: (1) Seismic Evaluation of Stations Nos. 81 and 82; (2) Master Plan of full site of Station 82; and (3) Design and construction of an apparatus bay, office, and storage structure at Station No. 82 (collectively, the “Project”).

All Proposers are placed on notice that the scope of the Project and its costs may be revised, expanded, or reduced before a contract is executed between a Proposer and the District. For purposes of submitting a proposal, the services described in the proposal should be drafted to separately address each of the above-referenced portions of the Project. The District intends to enter into a contract, in the form attached as Exhibit A, with the selected Engineer after negotiating a maximum not to exceed dollar amount for services, and hourly rates and fees to apply to planning, design and construction services. Contract amounts will be based upon time and materials for all engineering and other work rendered.

Proposal clarifications or additional information requested by District must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

Section II  
Project Description

A. Project Background:

1. Seismic Evaluation

The District is interested in a seismic assessment of the existing Fire Stations No. 81 and 82 to determine the extent of seismic upgrades needed to bring the building to an acceptable level of seismic performance for ASCE Category IV – Immediate Occupancy. The assessment would need to include an estimate of project costs for the seismic upgrade, along with a report of the findings for use in grant applications.

2. Master Plan

The District is interested in a master plan for its recently expanded site at Station No. 82 to determine longer term needs that will meet current and further needs of the District. The site is located at 320 N. Molalla Avenue, Molalla, Oregon. The site comprises tax lots 9300, 9400, 9500, 9600, 8600, 8500, and 8400. The subject site is owned by the District and is approximately 109,874 square feet. The existing fire station and associated parking is located on tax lots 8400, 8500, and 9500. The District has recently purchased the adjacent properties which include existing houses and accessory buildings).
3. **Design and Construction**

The existing Fire Station No. 82 will remain, and an adjacent Apparatus Bay, Office and Storage building will be built to the west of the existing building. The new building is anticipated to be one story, with a storage mezzanine, approximately 4,500 square feet. (Contact Lt. Clinton Shaver for site survey and/or building drawing).

The site for the new buildings, lots 9500 and 9600, is located in the Multi-Family Residential (R-3) zoning district. The proposed fire station is allowed as a Conditional Use in R-3. A Conditional Use Review and Site Design Review, both Type III processes, will be required prior to building permit approval. These reviews can be processed as one application and will require Planning Commission approval.

The Project delivery is to be a traditional design/bid/build process. The Project is not anticipated to participate in any third-party sustainability programs (i.e., LEED or Green Globes). The Scope of this Project has been itemized into three tasks that describe the process, deliverables, and staff involvement.

**B. Scope of Work**

1. **Seismic Evaluation:**
   a. Conduct a site visit to document the condition of the existing building and structural system.
      i. Review the condition of the existing building for readily visible damage or deterioration of the structure over the years.
      ii. Perform the ASCE 41 building assessment, consisting of a Tier 1 general assessment with additional Tier 2 calculations done for specific deficiencies deemed critical.
   b. Prepare a Findings Report, including scenarios for repair of deficient items.
   c. Produce a cost estimate for the seismic upgrade of deficient items noted in the report.
   d. Assist the District in the development of a project budget to be used for the purpose of requesting the amount of funding needed by the grant to complete the proposed rehabilitation.

2. **Site Master Plan:**
   a. Develop Conceptual Design.
      i. Attend Pre-design meeting at Molalla Station No. 82.
      ii. Research land use regulations and identify any planning and zoning criteria (setbacks, driveway location, building orientation issues, etc.) that might affect the site layout.
      iii. Develop preliminary narrative of major building systems (such as structural systems, mechanical, electrical, plumbing, and utilities, etc.) and construction materials.
      iv. Attend Preliminary Review meeting with District to approve conceptual design.
      v. Refine conceptual design documents based on District comments.
      vi. Obtain written approval from District to proceed with cost forecast.
      vii. Prepare construction and soft cost forecast for probable project cost.
   b. Prepare draft final report. The report shall consist of the following:
      i. Executive summary describing the anticipated goals of the project and the process taken to achieve them.
ii. ASCE 41 Tier 1 and Tier 2 reports.
iii. Prepared site plan of the selected scheme.
iv. Cost estimate for the proposed seismic upgrades.
v. Design team recommendations and next steps.
c. After District review and comment, prepare final report, and if necessary, prepare a presentation to present the findings of the report to City Council or other bodies.

3. New Building:
   a. Construction Documents.
      i. Provide construction documents consisting of drawings and performance specifications, including architectural site plan, civil, architectural, and structural plans and details.
      ii. Update and finalize building code analysis and incorporate into construction documents.
      iii. Issue 50% construction documents for District review.
      iv. Obtain written approval from District to proceed with cost forecast.
      v. Construction and soft cost forecast for probable project cost.
      vi. Attend meeting at Station No. 82 to review probable project costs, and provide recommendations for value engineering, if necessary.
      vii. Continue to develop and refine documents based on review of 50% construction document set and accepted value engineering strategies.
      viii. Issue 90% construction documents for District review.
      ix. Obtain written approval from District to proceed with cost forecast.
     x. Prepare construction and soft cost forecast for probable project cost.
     xi. Attend meeting at Station No. 82 to review probable project cost, and provide recommendations for value engineering, if necessary.
     xii. Continue to develop and refine documents based on review of 90% construction document set and accepted value engineering strategies.
     xiii. Obtain written approval from District to submit for land use review and building permits.
     xiv. Submit and obtain approvals for land use, building/trade, engineering, and Public Works permits (see, below).
   b. Land Use and Permitting.
      i. Type III Site Design Review and Type III Condition Use Review (City of Molalla):
         A. Perform due diligence research on zoning and development requirements for on- and off-site work.
         B. Prepare for and attend one pre-application meeting with City of Molalla.
         C. Coordinate with in-house disciplines and District to review project’s compliance with development standards of the City of Molalla Municipal Code.
         D. Obtain and complete application form(s) and prepare land use documents submittal package(s) (including burden of proof document that responds to the specific approval criteria identified for required land use reviews) for each separate review listed and submit to the City of Molalla.
         E. Respond once in writing and provide corresponding document (narrative, drawings, specifications, etc.) update. Resubmit for approval for reviews listed above.
         F. Monitor staff review for application, including but not limited to agency reviews, public comment, and preparation of staff report.
G. Attend meetings, as required, with City staff for general review/coordination of land use applications.
H. Monitor and track status of included approvals listed above on a weekly basis for up to 14 weeks.
I. Generate and prepare presentation document for public hearing.
J. Attend Planning Commission meeting(s) and present to Commission for approval.
K. Coordinate and review any final conditions of approval such that they are documented and accounted for with subsequent development applications.
L. Notify District of approval of each listed permit when confirmed by City of Molalla.

ii. Building Permits:
   A. The following building permits are required:
      1. Building Permit – Clackamas County
      2. Demo Permit – Clackamas County
      3. Mechanical Permit – Clackamas County
      4. Electrical Permit – Clackamas County
      5. Plumbing Permit – Clackamas County
   B. Obtain and complete application form(s) and prepare construction documents submittal package(s) for each separate permit listed above and submit to permitting authority for each.
   C. Respond once in writing and provide corresponding construction documents (drawings, specifications, calculations, etc.) update. Resubmit for approval for each included plan review correction notice listed above.
   D. Monitor and track status of included permits listed above on a weekly basis until approved.
   E. Notify District of approval of each listed permit when confirmed by permitting authority.

c. Bid Assistance.
   i. Assist District in reviewing and qualifying General Contractors for inclusion as a selected bidder.
   ii. Review District requirements for inclusion in bid documents.
   iii. Issue bid documents consisting of bidding requirements, proposed contract forms, general conditions, supplementary conditions, drawings, and specifications to General Contractors for bidding.
   iv. Consider properly submitted Substitution Requests, as allowed by Contract Documents, and include any Substitution Requests in addenda.
   v. Organize, prepare agenda and attend pre-bid meeting at Molalla Fire Station 82.
   vi. Respond to written questions from General Contractors and those specifically discussed in formal Pre-Bid meeting during the bid period via addenda, as appropriate, to address clarifications to bid documents prepared by Engineer and/or Engineer’s consultant.
   vii. Respond to written questions from General Contractor during the bid period via addenda, as appropriate, to address clarifications and/or revisions to portions of the bid documents prepared by District and/or District’s separate consultants. (District
and/or District’s Consultants to include revisions to their documents and addenda
verbiage for Engineer to include and issue formally via addendum).
viii. Receive and log General Contractor’s sealed bids.
ix. Open and review sealed bids with District to evaluate conformance with bid criteria.
   Architect will document and distribute bid results to General Contractor bidders
   upon District’s written approval to do so.
d. Construction Contract Administration.
i. Attend pre-construction meeting at Station No. 82.
ii. Review and act on properly prepared specified submittals.
iii. Provide in-office support to assist with normal construction contract administration
duties for items such as phone calls and requests for additional information (RFIs)
for clarification to contract documents prepared by Engineer and Engineer’s
consultants as follows:
   A. Architect for up to 12 hours a week for 16 weeks.
   B. Structural engineer for up to 4 hours a week for 8 weeks.
   C. Civil engineer for up to 12 hours during the course of the project.
   D. Landscape architect for up to 12 hours during the course of the project.
   E. Mechanical engineer for up to 12 hours during the course of the project.
   F. Electrical engineer for up to 12 hours during the course of the project.
   G. Plumbing engineer for up to 12 hours during the course of the project.
iv. Conduct job site visits to observe the work in progress and prepare written field
observation report(s) as follows:
   A. Architect to attend up to 8 job site visits bi-weekly.
   B. Structural engineer to attend up to 2 job site visits overall.
   C. Civil engineer to attend up to 2 job site visits overall.
   D. Landscape architect to attend up to 2 job site visits overall.
   E. Mechanical engineer to attend up to 2 job site visits overall.
   F. Electrical engineer to attend up to 2 job site visits overall.
   G. Plumbing engineer to attend up to 2 job site visits overall.
v. Keep a project log for items such as addenda, substitution requests, RFIs, submittals,
   COPs, and change orders.
vi. Process and review monthly properly prepared applications for payment from the
   General Contractor.
vii. Architect, civil engineer, and landscape architect will conduct a punch list site visit to
   observe the substantially complete work-in-progress, prepare written punch list
   report, prepare and issue a Certificate of Substantial Completion.
viii. Architect will conduct a punch list verification site visit to observe the completed
   work and provide written punch list confirmation Report.
ix. Process and review project close-out materials up to two rounds of review and
   comment.
Section III
Anticipated Award and Contract Performance Schedule

Proposals due: August 26\textsuperscript{th}, 2016.

Interviews [if held]: September 2\textsuperscript{nd}, 2016.

Anticipated Award: September 16\textsuperscript{th}, 2016.

Section IV
Pre-proposal Meeting

No Pre-proposal meeting will be held.

Section V
Submittal Information

Please note the following specific requirements for submitted proposals:

1. The District may modify this RFP via addenda before the proposal due date. Please check the District’s website, www.molallafire.org, for updates. Receipt of all addenda must be acknowledged in submitted proposals.

2. Proposers responding to this RFP do so solely at their expense. The District is not responsible for any Proposer’s expenses associated with responding to this RFP.

3. Proposers are directed to the protest procedures as set forth in the District Rules 137-048-0240.

4. Each proposal must include the information set forth in Section VI, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VII, Proposal Evaluation.

Section VI
Proposal Requirements

Proposal shall include, at a minimum, the following items:

1. Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.
2. The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.

3. Name and qualifications of the individual who will serve as the Project Engineer.

4. The names of the professional persons who will assist the Project Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The District is interested in professionals with experience serving small governmental entities and especially those serving fire districts of comparable size. The District is also interested in professionals with experience planning for and designing projects similar to this Project.

5. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.

6. Proof of insurance for a minimum of two million dollars coverage in professional liability insurance, comprehensive coverage, and automobile liability insurance. Proof of coverage by Workers’ Compensation Insurance or exemption.

7. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.

8. The names and current phone numbers of individuals representing three (3) owners, to be used as references. Describe the work performed for references. References from fire station projects are preferred. Please verify that the references identified had direct contact with your proposed team members.

9. The names, address and contact information for owners of Proposer’s last three (3) projects and number of change orders for each Project not initiated by owner.

10. Confirmation that Proposer is an engineer and/or architect licensed to perform all proposed Project disciplines within the State of Oregon.

11. Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the District, and affirmation that such personnel can respond to District inquiries and/or be onsite within a maximum of 24-hours.

12. Proposer may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material include: Graphs and figures, Additional references, Project photos, Insurance certificate. If the consultant does not wish to include support information in the Appendix, please include a page indicating that “No additional support material has been provided.”
### Section VII
Proposal Evaluation

#### A. Evaluation Criteria

Proposals will be evaluated by the District using the following criteria:

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<th>Points</th>
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<td>1. Introductory Letter</td>
<td>(Pass/Fail)</td>
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<td>2. Proposer availability and capability to perform the needed engineering services described in this RFP.</td>
<td>(20)</td>
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<td>3. Proposer’s key staff experience with public projects of similar size and complexity.</td>
<td>(20)</td>
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<td>4. Proposer’s demonstrated ability to successfully complete similar services on time and within budget, including Proposer’s record of satisfactory performance. This includes evaluation of the number of change orders in Proposer’s last three (3) projects that were not initiated by District.</td>
<td>(20)</td>
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<td>5. Project Understanding. Communicated understanding for each Project category declared. Acknowledged information specific to District. Demonstrated ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the Project team will interact with District staff and what level of support will be anticipated or expected from the District.</td>
<td>(30)</td>
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<td>7. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements.</td>
<td>(20)</td>
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<td>8. Proposer’s familiarity with local, state and federal permitting procedures and regulations, and Proposer’s geographic proximity to the Project site.</td>
<td>(20)</td>
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<tr>
<td>9. Amount and type of resources and number of experienced staff Proposer has within Proposer’s firm available to perform the engineering and related services</td>
<td>(20)</td>
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described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural or related services, without the need for Proposer to subcontract for that work.

10. Proposer’s public safety track record. (15)

11. Results from interviews, if conducted. (35)

**TOTAL:** 200 Points

**B. Evaluation Process**

Proposals will be initially screened pursuant to the following minimum qualifications:

1. Proposer is a licensed professional and can perform all proposed engineering and/or architectural Project disciplines within the State of Oregon.

2. Proposer’s ability to provide the design work needed by District to the standards required by the District, City, County and State.

3. Whether Proposer has the financial resources for the performance of the desired services, or the ability to obtain such resources.

4. Proposer is an Equal Opportunity Employer and is otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VII.A above, by an evaluation committee.

The District is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed $100,000 (ORS 279C.110). As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the District does not cancel the RFP, only after selecting the most qualified candidate will the District and the selected candidate enter into contract negotiations for the price of the services. The District shall direct negotiations toward obtaining written agreement on the Engineer’s performance obligations, a payment methodology that is fair and reasonable to the District, and any other provisions the District believes to be in the District’s best interest to negotiate.

If the District and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the District, the District shall, either orally or in writing, formally terminate negotiations with the selected candidate. The District may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the District terminates the RFP.

It is the desire of the District to have a contract in place no later than October 12th, 2016.
Section VIII
Miscellaneous

The District reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the District and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the District in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the District’s sole judgment, it is in the District’s best interest to do so; and 6) Request any additional information District deems reasonably necessary to allow District to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer, as indicated in the contract form attached as Appendix A. Any open terms in the attached contract will be completed based upon District negotiation and Awardee’s proposal. Submittal of a proposal indicates a Proposer’s intent to execute the attached contract and be bound thereby.

Section IX
Contact Information

Direct all inquiries regarding the Project and this RFP to:

Name & Title: Lt. Clinton Shaver
Molalla Rural Fire Protection District #73
320 N. Molalla Avenue
P.O. Box 655
Molalla, OR 97038
Telephone: (503) 829-2200
Email: shaver@molallafire.org

Section X
Exhibits

The following exhibit is included in this RFP:

Exhibit A: Engineering Services Contract