



## **REQUEST FOR PROPOSAL**

for

**Library Facilities Capital Planning Services**

**Deschutes Public Library**

**CLOSING DEADLINE: February 21, 2018 at 3:59 p.m. PST**

**PLACE: Deschutes Public Library  
Administrative Offices  
507 NW Wall St.,  
Bend, OR 97703**

## **SCHEDULE**

The RFP will proceed in three phases:

Phase 1: Written Proposals

Phase 2: Selection Interviews

Phase 3: Negotiation & Award

Timeline dates:

RFP Advertised:	January 24, 2018
RFP released:	January 24, 2018
Proposals due:	February 21, 2018
Completion of proposals review:	February 28, 2018
Optional Interviews (video conference):	March 5, 2018
Negotiation and award:	March 14, 2018
Product implementation completed	September 30, 2018

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## SECTION 1: Notice

### 1.1

#### REQUEST FOR PROPOSALS (“RFP”)

##### Library Facilities Capital Planning Services

Deschutes Public Library District (hereinafter referred to as “DPL”) is requesting proposals for the creation of a Facilities Capital Plan that will meet the needs of library district residents for the next five to 20 years. The goal is to plan for library buildings that are appropriately sized, strategically located, designed for flexibility, and responsive to each community. The short-term plan should include recommendations for current buildings, while the long-term plan would include an analysis of potential new and/or re-sited facilities.

The final plan will:

- demonstrate the library’s aspirational place and relevance for Deschutes County residents;
- reflect extensive community conversations with community leaders, the general public and input from staff;
- identify the areas of greatest need and opportunity;
- incorporate best practices in the recommendation of sustainable design and building operations;
- display a knowledge of the latest trends, innovations and thinking in regards to public library design, both nationally and globally; and
- provide a prioritized roadmap for future library capital building projects.

This RFP, including contract terms, conditions and specifications, may be obtained from Todd Dunkelberg at [toddd@deschuteslibrary.org](mailto:toddd@deschuteslibrary.org) and shall be available for review at the 501 NW Wall St, Bend, OR 97703, beginning January 24 until closing. PDF versions of proposals must be emailed to Todd Dunkelberg at [toddd@deschuteslibrary.org](mailto:toddd@deschuteslibrary.org). No proposals will be received after closing.

The deadline to submit proposals is 3:59 pm PST on February 21, 2018. Proposals will be opened directly after 4:00 p.m. PST on February 21, 2018. Per DPL Rule 137-047-0300(3)(d), no prequalification for proposers is required. Selection committee members may not be contacted or solicited.

**PUBLISH: January 24, 2018, [www.deschuteslibrary.org](http://www.deschuteslibrary.org), [librarybids.com](http://librarybids.com)**

DATED this January 24, 2018.

DESCHUTES PUBLIC LIBRARY, BEND OREGON  
Todd Dunkelberg  
Director

## **1.2 General Background**

DPL has served the community of Deschutes County since 1920. In 1999, DPL formed as a special district. DPL currently operates library facilities in La Pine, Sisters, Sunriver, Redmond and Bend. In Bend, library facilities consist of the Downtown Bend Library, the East Bend Library and the Library Administration building. The library's service area covers all of Deschutes County with a population of 180,000 people. The library hosts 840,000 visits per year.

Our mission is to enrich lives and build community.

## **1.3 Project Need**

In the 15-20 years since most of our libraries were built or renovated, library services have changed dramatically. In that time, digital checkouts have increased to 25% of our circulation. Programming for all ages has grown significantly, putting pressure on limited meeting space. Early learning spaces have been introduced at all of our libraries providing an opportunity for children, parents and caregivers to meet, plan, interact and learn. Information technology was also introduced, requiring space for computers and requiring space for customers accessing Wi-Fi services.

At the same time, growth in the region has been extraordinary. According to the Bureau of Economic Analysis in 2016, the Bend-Redmond metro area leads the nation with an increased growth of 8.1% of the gross domestic product. The region also leads the state in the number of new jobs at an impressive 6% growth rate. Bend-Redmond is the third fastest growing region in the country and Deschutes County is the sixth fastest growing county in the nation. It is projected that Deschutes County will be home to 262,960 people within the next 30 years.

DPL is committed to re-envisioning the role of the public library in meeting the needs of a radically changing community.

## **1.4 Scope of Services**

The project consultant will work with the library's management team to design a process that will result in a plan with the following elements:

### **1.4.1 Existing Facilities Review**

Existing library facilities (both owned and leased) shall be evaluated to assess each location's use, the needs of the community, and potential opportunities. The review should determine whether or not existing buildings should be expanded, renovated or re-sited, how much square footage should be added and the estimated cost of those improvements. Consideration shall be given to the population served, staff and public space needs, parking, pedestrian/vehicle patterns, access to transit, location, and present and future technology needs. Other factors to consider when assessing each facility will include the following:

- verification of current building assessments and future maintenance needs
- electrical and IT infrastructure capacity
- security needs
- shelving and collections
- digital display signage
- service desk configuration
- use of building: visit/length

- community meeting space
- small group study space
- program space
- staff space
- early learning spaces
- quiet space
- teen, children and adult spaces
- flexible space for future needs yet to be identified
- RFID Potential
- Public use after hours

#### **1.4.2 Demographic Analysis and Projections**

Library staff will provide the selected consultant with detailed information about the current Deschutes County population and trends for growth in the future, as well as statistics and trends about library usage. The information should be reflected in the plan's recommendations for expansion, renovation, or new construction. The information provided by library staff will include:

- Library usage data and trends
- The latest population data for Deschutes County
- Population and demographic trend projections

#### **1.4.3 Community Engagement and Outreach**

The consultant will be asked to design and conduct a process to engage communities and leaders in each community to create a vision for future library services as part of the 20 year plan. An important element will be to work with staff to ensure that all communities are included. A survey will potentially be developed and distributed as well. The plan will include an analysis of those conversations and a summary of any survey results.

#### **1.4.4 New Library Facilities Analysis**

The report will identify service areas for existing branches and shall show the need for facilities to serve the underserved regions of the county. In determining such locations, consideration should be given to optimized efficiencies in centralizing services, current library functions, space needs and infrastructure. In addition, consideration should be given to county growth plans, buildable land plans, transportation plans, school district changes, growth in new immigrant communities and other issues which would contribute to the expected changes in the county during the next 20 years. Clear guidelines should be created for the establishment of a new library versus the expansion of an existing site.

#### **1.4.5 Estimated Costs**

Estimate a range of costs for individual projects, including but not limited to site acquisition, construction, furnishings, collection, equipment and technology, including costs related to sustainable building practices or LEED certification, along with estimated ongoing operating costs. There should be consideration of timelines and priorities for funding for these products.

#### **1.4.6 Funding Strategies and Implementation**

The report should evaluate current funding strategies and recommend strategies for funding the plan.

**1.4.7 Plan Presentation**

The final plan will cover the areas highlighted in Sections 1.4 through Sections 1.4.6. The plan will include both a five-year and 20-year prioritized roadmap with recommendations for funding options. Plan should be completed by September 30, 2018.

## **SECTION 2 - INSTRUCTIONS TO PROPOSERS**

### **2.1 GENERAL**

Proposers shall study carefully and conform to these "Instructions to Proposers" so that their proposals will be regular, complete and acceptable.

DPL will not hold a pre-Proposal meeting.

### **2.2 PROPOSALS**

All proposals shall be legibly written in ink or typed and must comply in all regards with the requirements of this solicitation.

Proposals carrying orders or qualifications may be rejected as irregular.

All proposals shall be signed in ink in the blank spaces provided herein (Section 4). If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is made by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the proposer.

### **2.3 SUBMISSION OF PROPOSALS**

Proposals must be submitted via email in PDF format with the subject line "CONFIDENTIAL: LIBRARY FACILITES CAPITAL PLANNING SERVICES" bearing in the message the name and address of the proposer and the time and date of the proposal opening. Email proposals to Todd Dunkelberg, Director, [toddd@deschuteslibrary.org](mailto:toddd@deschuteslibrary.org).

### **2.4 RECEIPT AND OPENING OF PROPOSALS**

Proposals shall be submitted by 3:59 PM PST on February 21, 2018. Proposals received after this time will be considered late proposals and will be returned unopened.

Proposals will be opened at 4:00 PM PST on February 21, 2018.

No responsibility will be attached to any official of the DPL for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

### **2.5 WITHDRAWAL OF PROPOSALS**

Any proposals may be withdrawn prior to opening, pursuant to DPL Rule 137-047-0440.

Proposers' proposals shall be valid for at least 180 days from RFP opening. The expiration date must be included in proposal.

### **2.6 MODIFICATION**

Any proposer may modify its proposal per DPL Rule 137-047-0440 by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposal price but should provide that the final price or terms will not be known until the sealed proposal is opened.

## **2.7 ACCEPTANCE OR REJECTION OF PROPOSALS & CANCELLATION OF RFP**

Any evidence of collusion between proposers may constitute cause for rejection of any proposals so affected. In the award of the contract, DPL will award the contract to the proposer whose proposal is deemed best for the public good. DPL reserves the right to accept or reject any or all proposals. Only one proposal will be accepted from any one firm or association. DPL reserves the right to cancel the RFP at any time if doing so would be in the public interest as determined by DPL.

## **2.8 ADDENDA AND INTERPRETATIONS**

Statements by DPL staff or its representatives are not binding on DPL, unless confirmed by written addendum. Addenda will issue and proposers shall receive addenda per DPL Rule 137-047-0430 and as follows: DPL will not mail notice of addenda, but will publish notice of any addenda on DPL's website. Addenda may be downloaded off DPL's website. Proposers should frequently check the DPL's website until closing (i.e., at least once weekly until the week of closing and at least once daily the week of closing).

Requests for interpretations shall be submitted in writing and addressed to Todd Dunkelberg, Director, in the same manner as solicitation protests per DPL Rule 137-048-0240. To be given consideration, such requests must be received at least **SEVEN (7)** days prior to the date set for the opening of proposals. Any and all such interpretations will be posted with addenda on the DPL's website, as above. Failure of any proposer to receive any such addenda or interpretation shall not relieve such proposer from any obligation under this RFP. All addenda so issued shall become as much a part of the solicitation documents as if bound herein.

## **2.9 NONDISCRIMINATION**

Submittal of a proposal in response to this RFP evidences proposer's agreement and certification that, in performing the work called for by this proposal and in securing and supplying materials, proposer has not and will not discriminate against: 1) any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap; and 2) a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by, or that employs a disabled veteran as defined in ORS 408.225.

**2.10 FAILURE TO SUBMIT OFFER**

If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the solicitation.

**2.11 PREPARATION OF OFFERS**

Proposers are expected to examine the specifications, schedules and all instructions. DPL is not liable for costs associated with preparation of proposals in response to this RFP.

**2.12 SPECIFICATIONS LIMITING COMPETITION**

Proposers may protest the procurement process or provisions of this RFP pursuant to DPL Rule 137-048-0240. Protests shall include all information required by ORS 279B.405(4), including a statement of desired changes to the procurement process for this RFP. Such protests shall be in writing, contained in an envelope labeled "Solicitation Protest; Library Facilities Capital Planning Services," and addressed to:

Todd Dunkelberg, Director  
Deschutes Public Library  
507 NW Wall St.  
Bend, OR 97703

To be accepted and considered, DPL must receive such comment by mail or hand delivery no later than **SEVEN (7)** days prior to the deadline to submit proposals. No comments will be accepted or considered after that time.

**2.13 EMPLOYEES NOT TO BENEFIT**

No employee or elected official of DPL shall be permitted to receive any share or part of this contract or any benefit that may arise there from.

**2.14 DPL FURNISHED PROPERTY**

No material, labor or facilities will be furnished by DPL unless otherwise provided for in the RFP.

**2.15 PROTEST OF AWARD**

The award of the Contract by DPL's Board of Directors shall constitute a final decision of DPL to award the contract if no written protest of the award is filed pursuant to DPL Rule 137-048-0240 with DPL within **SEVEN (7)** calendar days from the notice of intent to award. If a timely protest is filed, the award is a final decision of DPL only upon issuance of a written decision denying the protest and affirming the award. DPL will not entertain a protest submitted after the time period established in this Section.

## **2.16 REIMBURSEMENT**

There is no express or implied obligation for DPL to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

## **2.17 INTERGOVERNMENTAL COOPERATIVE PURCHASING STATEMENT**

DPL grants to other Oregon public governmental agencies authorization to establish contracts or price agreements under the terms, conditions and prices of any contract between the awardee and DPL resulting from this RFP.

## **2.18 RESERVED RIGHTS**

DPL reserves the right:

- A. To reject for good cause any or all proposals upon DPL's written finding that it is in the public interest to do so.
- C. To reject any and all proposals not meeting or differing from the specifications set forth herein.
- D. To waive any or all informalities in the proposals submitted.
- E. To consider the competency and responsibility of proposers in making any awards.
- F. In the event that two or more proposals are identical in price, fitness, availability and quality, award shall be made in accordance with DPL Rule 137-046-0300.
- G. In the event any proposer or proposers to whom a contract is awarded shall default in executing said formal contract within the time and manner herein after specified, to re-award the contract to another proposer or proposers.
- H. To hold the three most responsive proposals until the final award is made, provided that DPL shall award the contract within 180 days after the proposal opening date.

## **2.19 RECYCLABLE PRODUCTS**

Proposers shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document, provided said recycled materials meet all applicable standards. Preference for such recycled materials shall be given pursuant to DPL Rule 137-046-0320.

## **2.20 ASBESTOS ABATEMENT LICENSE**

No asbestos abatement license is required of proposers for this work under ORS 468A.710.

## **2.21 CONTRACTOR'S PROFESSIONAL LIABILITY AND OTHER INSURANCE COVERAGE REQUIREMENTS**

Contractor must be able to carry its own professional liability coverage and any other insurance coverage requirements required by the negotiated contract terms.

## **2.22 NO WAIVER OF LEGAL RIGHTS**

DPL shall not be precluded or stopped by any measurement, completion and acceptance of the work and payment therefore from showing that any such measurement, estimate or certificate is untrue or incorrectly made, or that the work or materials do not conform in fact to the contract. DPL shall not be precluded or stopped, notwithstanding any measurement, estimate, or certificate, and payment in accordance therewith, from recovering from contractor and his/her surety such damages as it may sustain by reason of his/her failure to comply with the terms of the contract. Neither the acceptance by DPL, nor any representative of DPL, nor any payment for acceptance of the whole or any party of the work, on any extension of time, nor any possession taken by DPL, shall operate as a waiver of any portion of the contract or of any power herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held as a waiver of any other subsequent breach of the contract.

## **2.23 NEGOTIATION**

DPL may negotiate specification modifications and the contract price as permitted by DPL's public contracting rules.

## **SECTION 3 – Proposal Evaluation, Questions and Instructions**

### **3.0 Proposal Evaluation and Scoring**

Evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structure quantitative scoring methods will be used to maximize objectivity of the evaluation. The evaluation committee of designated reviewers shall review and evaluate proposals.

If Proposer is submitting proposal as a lead agency providing services through a consortium, a draft copy of the working agreement or Memorandum of Understanding (MOU) between the Proposer and all the participating members of the consortium must be included with the proposal.

#### **3.0.1 Evaluation Process for Written Response**

Each evaluator shall independently assign a draft score to each evaluation criterion based on review of the written proposals. Then the evaluators shall meet at a Proposal Evaluation Session and share their key findings from the proposals. After sharing their findings, each evaluator shall be given an independent opportunity to revise their draft scores and to finalize them. Final scoring by each evaluator will then be summed. If DPL does not elect to have an oral evaluation, the award will be made to the responsible Proposer with the highest scoring proposal based on the written proposal.

Section	Description	Possible Points
3.1.1	Relevant Experience	20
3.1.2	Project Team	15
3.1.3	Project Approach	20
3.1.4	Project Plan	20
	Total	75

### **3.0.2 Evaluation Process for Optional Video Conference Interviews**

If DPL determines it is in its best interest to conduct video conference interviews, DPL will hold interviews the week of March 5, 2018. Proposers must certify they will be available to participate, if selected. Failure to participate will automatically result in rejection of the proposal. Place a statement in your proposal as follows: “I certify that if selected, [insert Proposer entity name] will participate in video conference interview during the week of March 5, 2018.” Include the statement as Proposal Attachment C in your proposal

After the video conference interview, each evaluator will have the opportunity to independently revise his or her draft score for each evaluation criterion based on the video conference interview. Then the evaluators shall meet during a Proposal Evaluation Session and share their key findings from each Proposer’s presentation. After sharing their findings, each evaluator shall be given an independent opportunity to revise their draft scores and to finalize them. Final oral presentation scoring by each evaluator will then be summed. The video conference evaluation scores and the written evaluation scores will then be combined resulting in a final total score. The award will be made to the responsible proposer with the highest combined score.

Section	Description	Possible Points
3.1.1	Relevant Experience	40
3.1.2	Project Team	30
3.1.3	Project Approach	40
3.1.4	Project Plan	40

	Total	150
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### **3.1 Proposal Questions**

#### **3.1.1 Relevant Experience 20 Points Possible**

Provide a description of your company’s qualifications, credentials, experience and resources in creating a public library facilities capital plan. Include a description of at least three library capital planning projects of similar size and complexity as Deschutes Public Library’s with the following information:

- The library system’s name, location, contact, and year of completion.
- A description of the project.
- A status report of implementation and outcomes directly resulting from your team’s work.
- The team members involved in each project.

#### **3.1.2 Project Team 15 Points Possible**

- Identify your firm’s proposed project team members and their roles and responsibilities. Please include any special background or experience that would be relevant to this project, as well as a brief narrative to describe your team’s structure and communication protocols. This should include any sub-consultants or contractors assigned to the project.

#### **3.1.3 Project Approach 20 Points Possible**

Please describe your proposed approach to developing DPL’s Facilities Capital Plan in order to meet the Scope of Services described in Section 1.4 of this RFP. Your responses should address the following:

- Your project management philosophy and communication strategy.
- A proposed process for citizen engagement.
- Your priorities in approaching this project.
- Tools you will use to facilitate analysis and reporting.
- Identification of potential industry standards or best practices.
- Identification of needed library resources and/or knowledge.

#### **3.1.4 Project Plan 20 Points Possible**

Provide a proposed project plan including timelines, information requirements, critical decision points and deliverables. Please include the sequence of major tasks, the responsible team member for each, and the key check-in points.

## **SECTION 4 - PROPOSER'S RESPONSE FORM**

Submitted by:

Address:

Date:

Phone number:

Fax:

E-Mail:

The undersigned, through the formal submittal of this proposal response, declares that proposer has examined all related proposal documents and read the instruction and conditions, and hereby proposes to furnish a library facilities capital planning plan in accordance with the proposal documents herein, for the price set forth in the proposal submittal attached hereto, and forming a part of this proposal.

By proposer's signature below, proposer hereby represents as follows:

(a) That no Director, officer, agent or employee of Deschutes Public Library District (DPL) is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of DPL, its Directors, officers, agents, or employees had induced him to enter into this contract and the papers made a part hereof by its terms;

(b) The proposer and each person signing on behalf of any proposer certifies, in the case of a joint proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer prior to the proposal deadline, either directly or indirectly, to any other proposer or competitor;
3. No attempt has been made nor will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restraining trade;
4. Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by, or that employees a disabled veteran as defined in ORS 408.225.

5. The proposer agrees to accept as full payment for the services specified herein, the amount as shown in its proposal.
6. Proposer is a resident proposer, as defined in ORS 279A.120. If not a resident, proposer's resident state is \_\_\_\_\_.
7. Proposer hereby agrees to comply with all applicable Oregon Public Contracting Code provisions, as more specifically described in the attached contract and associated Exhibit C.

The names of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name Title

Name Title

Name Title

(If Sole Proprietor or Partnership)

In witness hereto, the undersigned has set his (its) hand on this \_\_\_\_ day of \_\_\_\_\_, 2017

Name of Firm

Signature of Proposer

Phone, email, and fax

(If Corporation)

In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers on this \_\_\_\_ day of \_\_\_\_\_, 2017

Name of Corporation

By

Title

CONTRACT MANAGER:

Name Title:

Telephone number:

Email and fax number

# **PROPOSAL CONTENTS AND FORMAT**

## **4.1 INSTRUCTIONS**

Proposers must submit a proposal using the Proposer's Response Form, above, and observe the following submission instructions:

- 4.1.1. Proposals must be submitted via email in PDF format to toddd@deschuteslibrary.org. Include the name and address of the proposer, the name of the project for which the proposal is submitted and the time and date of the scheduled opening.
- 4.1.2. DPL reserves the right to solicit additional information or proposal clarification from the proposers, or any one proposer, should DPL deem such information necessary.
- 4.1.3. All questions regarding the request for proposal process shall be directed, during regular business hours, to:

Todd Dunkelberg, Director  
todd@deschuteslibrary.org  
Ph. 541-312-1021

- 4.1.4. If a proposer is unable or unwilling to meet any DPL RFP requirement, an explicit statement to that effect must be made in the proposal as an exception. An alternative must be submitted.
- 4.1.5. This Request for Proposals and all supplemental information in response to this RFP will be a binding part of the final contract entered into by the selected proposer and DPL.

## **4.2 SUBMISSION**

**PROPOSAL RESPONSES ARE TO BE SUBMITTED IN A SEALED ENVELOPE: CLEARLY MARKED: "CONFIDENTIAL: LIBRARY FACILITIES CAPITAL PLANNING SERVICES"**. The responses are to be delivered unopened to the DPL Administration, per instructions in this RFP.

## **5.0 PROPOSAL EVALUATION PROCESS:**

Only those proposals providing sufficient information for DPL to evaluate the criteria set forth in Section 3 will be deemed responsive. The RFP project team will rank responsive proposals and provide a recommendation to DPL Library Board. If awarded, DPL will award to the proposer whose proposal will best serve the interests of DPL, based upon scoring and negotiation results.

## **5.1 CONTRACT AWARD**

Submittal of a proposal evidences proposer's intent to execute and be bound by the terms of the attached contract. DPL will enter into contract negotiations regarding any open terms with the highest ranked proposer. During negotiations DPL may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If DPL is unable to come to terms with the highest rated proposer, discussions shall be terminated and negotiations will begin with the next highest rated proposer. DPL may reject any and all proposals.

DPL is using a qualifications based selection (QBS) process as mandated for "related service" 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 DPL does not cancel the RFP, only after selecting the most qualified candidate will DPL and the selected candidate enter into contract negotiations for the price of the services. DPL shall direct negotiations toward obtaining written agreement on the proposer's performance obligations, a payment methodology that is fair and reasonable to DPL, and any other provisions DPL believes to be in DPL's best interest to negotiate.

If DPL and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to DPL, DPL shall, either orally or in writing, formally terminate negotiations with the selected candidate. DPL 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 DPL terminates the RFP.

It is the desire of DPL to have a contract in place no later than March 21, 2018.

## **5.2 ATTACHMENTS**

Attachment A- Personal Services Contract  
Exhibit A – Scope of Work  
Exhibit B – Public Contracting Code Requirements