



REQUEST FOR PROPOSAL
20-21/03

ADMINISTRATIVE OFFICES • 507 NW WALL ST. • BEND, OR 97703

Deschutes Public Library
Request for Proposals (RFP) #20-21/03
Architectural Services
in Support of
Bond-Funded Construction Projects

Proposal Closing:
2:00 PM, Tuesday, June 15th, 2021

Submit Proposal Response in a sealed envelope or package
on or before the proposal closing date and time stated above to:

Greg Holcomb, Owner's Representative

Deschutes Public Library

507 NW Wall St.

Bend OR, 97703

Deschutes Public Library

REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES IN SUPPORT OF BOND-FUNDED CONSTRUCTION PROJECTS

Date of Release: Monday, May 24, 2021

Deschutes Public Library (DPL) will accept sealed proposals from firms that were pre-qualified through DPL RFQ #20-21/02 “Architectural Services in Support of Bond-Funded Construction Projects” which closed April 30, 2021. RFP packages will be distributed to those qualified firms. Additional copies may be obtained by such firms on or after May 24, 2021 at the DPL website, <https://www.deschuteslibrary.org/about/bond/> or by contacting:

Greg Holcomb, Owner’s Representative
Deschutes Public Library
Email: greg@dechase.com
Office: (541) 312-5291
Mobile: (949) 326-3748

A mandatory virtual pre-proposal conference will be held at 2:00 P.M. , Wednesday, June 2.

The recorded conference is designed to clarify the information that is requested and give an opportunity for questions and answers. Statements made at this conference are not binding on DPL, unless confirmed by written Addendum. Proposals will only be accepted from pre-qualified proposer or authorized representative attendees. All other proposals will be rejected as non-responsive.

Proposals must be submitted to Mr. Holcomb by 2:00 P.M. on Tuesday, June 15, 2021, at the DPL Administration Building, 507 NW Wall St., Bend, OR 97703. Late proposals will not be accepted.

Dated this 24th day of May, 2021
By: Greg Holcomb
Owner’s Representative
Deschutes Public Library

1. PROGRAM DESCRIPTION

On November 3, 2020, Deschutes County voters approved a \$195 million bond measure to construct a new Central Library, and to expand and update existing libraries in the Deschutes Public Library system. DPL is looking for a single primary Architect team with significant library background and experience to manage the design, permitting, construction documents, and construction administration for all of the approved bond work, including the hiring of any consultants required to complete the project. The work will be divided into **4 Work Packages** to be managed concurrently by the primary Architect team per the attached **Contract Form** and **Master Development Schedule**:

1. **The Central Library** will be constructed on an undeveloped 12-acre parcel at Highway 20 and Robal Road in Bend, Oregon. The planned Central Library will serve all of Deschutes County, including a state-of-the-art learning center for children, flexible gathering spaces for a variety of purposes from business meetings/collaboration to study rooms for students to DIY activities, a technology hub and a performance and art space. It will also house the material handling and administrative components for the entire Library system. Project scope will include site development, coordination with ODOT for new street construction, a bike path, a possible maintenance facility and overflow parking lot with pedestrian access across Robal Road, and a possible café vendor. DPL's budget for project engineering and design fees for all project consultants in this work package is \$11,002,800.
2. **The Redmond Library** will be reinvented in its current downtown location as a vibrant library for growing community needs. The new library will serve as a primary location for children exploration and discovery in Redmond and will provide expanded programming and classes in flexible and multi-use spaces for all ages. Project scope will include the analysis and possible demolition of the current facility built in 1929, site development for connection to existing downtown infrastructure, and a possible café vendor. DPL's budget for project engineering and design fees for all project consultants in this work package is \$4,381,900.
3. **The Downtown Bend Library** will be renovated to recapture staff space for public uses, increase choice and capacity for individual and group seating and work, revitalize the children's library for improved early learning and discovery, and address core, shell, MEP and site maintenance needs. DPL's budget for project engineering and design fees for all project consultants in this work package is \$1,506,000.
4. **Branch Renovations at La Pine, Sisters, East Bend, and Sunriver** will expand visibility and orientation from lobby, enhance browsability, and increase the variety of studying, meeting, and creative collaboration spaces. No current work is planned for the leased East Bend facility, but technology and system upgrades to match other branch renovations will be considered as funds are available. The roof at the Sisters branch will need replacement prior to the upcoming winter season. DPL's budget for project engineering and design fees for all project consultants in this work package is \$515,000.

2. OVERVIEW OF SCHEDULE and ARCHITECTURAL SCOPE OF SERVICE

The project scope and schedule are detailed in the attached **Contract Form**, and **Master Development Schedule**.

Each proposer shall confirm its ability to meet the overall project timeline and specific scope elements, as defined in these documents.

DPL intends to utilize a separate CM/GC for each individual development package, but reserves the right to employ any project delivery methods that are in alignment with Oregon statutes.

3. SPECIFIC ARCHITECTURAL REQUIREMENTS

Specific architectural requirements are detailed in the attached **Contract Form**, and **Master Development Schedule**.

With direction from DPL, the Architect will provide all master planning, programming, design, document development, bidding assistance or coordination, construction contract administration, project closeout, and warranty inspection for all aspects of the project except as otherwise addressed in this RFP.

The Architect will provide all necessary consultant and design services, including, but not limited to: Civil engineering, mechanical, structural, and electrical engineering, security system design consulting, low-voltage design consulting (including fire-alarm, security, technology), landscaping consulting (including sprinkler design for the lawns and shrubs adjacent to the buildings), and interior design.

DPL will contract directly with the following consultants:

1. Land use consultant for Central Library location (See **RFP Appendix #8** for scope of services)
2. Traffic consultant for Central Library location
3. Surveyor for Central and Redmond sites
4. Commissioning Agent
5. Testing and Inspection Services
6. Other Consultants as noted in the attached **Contract Form**.

The Awardee will cooperate with such DPL consultants, as required to ensure successful Project delivery.

DPL will internally provide services of an Owner's Representative to assist with coordinating and managing the planning, design, and construction program.

DPL would like to incorporate sustainable elements where possible including but not limited to: maximum daylighting, heat recovery, highly efficient heating/cooling systems and controls, passive solar, and environmental design. The projects will be evaluated using the LEED checklist to determine LEED standard ratings.

The Architect will design to DPL's budget, and to DPL's schedule, as provided in this RFP, or subsequently as amended by mutual agreement. The Architect's design must be within DPL's budget at schematic design, design development, and at the construction document phase. Any redesign to bring the project within DPL's budget must be done at no cost to DPL.

The Architect will be a member of the evaluation committee for the CM/GC selection process.

4. SELECTION PROCESS

Proposals must be submitted to Greg Holcomb, Owner's Representative, by 2:00 P.M. on Tuesday, June 15, 2021, at the DPL Administrative Offices, 507 NW Wall St., Bend, OR 97703. Late proposals will not be accepted or read. It is the responsibility of the proposer to ensure that their document is received at the correct location on time.

A mandatory pre-proposal Virtual meeting will be held at 2:00 P.M. on Wednesday, June 2. A meeting invitation will be issued electronically prior to the meeting. Please limit attendees to 3 (three) project team members. The meeting will confirm basic requirements of this RFP and provide an opportunity for questions or comments pertaining to this RFP. Questions should be raised at the pre-proposal meeting or prior to the meeting in written form. This meeting will be recorded and held as public record. Any changes or modifications to the RFP will be issued by written addenda to all pre-qualified firms. Addenda will also be posted on the DPL website: <https://www.deschuteslibrary.org/about/bond/>

It is the sole responsibility of proposers to check the website for Addenda and signify receipt of all addenda in the proposal response on the Certification and Contract Offer form provided.

Proposals submitted in response to this RFP will be reviewed and ranked by a selection committee based on the weighted criteria set forth in Section 9 of this RFP. Pricing information submitted by the top three ranked candidates will be used to determine a final ranking for the finalists.

Each member of the selection committee will rate each proposal and interview, using the point system identified in this RFP. Each member of the selection committee will then rank each proposer based on their individual rating score. The top ranked firm will be based on the lowest total points. For example, if there are eight members of the selection committee and five responses to the RFP, the best (top) score any proposer can receive is 8 (eight #1 rankings). The lowest score any proposer can receive based on having 8 members of the committee would be 40 (eight #5 rankings).

A proposer may be requested by DPL to provide pricing policies, rates and other cost information (collectively, Price Information). Proposers should refer to Section 7.4 for information on Price Information and associated evaluation procedures.

The evaluation committee's rankings along with a recommendation to negotiate a contract with the highest ranked finalist will be submitted to DPL Board of Directors, who, in turn, will make the RFP #20-21/03, Architectural Services

final determination of ranking based on the above criteria and other determining factors which may be deemed to be in the best interest of DPL. DPL will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 10 calendar days, If DPL and the selected candidate are unable for any reason to negotiate a contract within 10 calendar days following notification of intent to negotiate, at a compensation level or with terms that are reasonable and fair to DPL, DPL shall either orally, or in writing, formally terminate negotiations with the selected candidate. The negotiation process may continue in this manner through the identified top three candidates until an agreement is reached or DPL terminates the RFP.

5. SCHEDULE

Task	Date
Issue RFP	05/24/2021
Mandatory Pre-proposal Meeting	06/02/2021
Deadline for Questions, Clarifications	06/04/2021
Last Date for Addenda	06/08/2021
Proposals Due 2:00 P.M.	06/15/2021
Interviews	06/29/2021
Interviews	06/30/2021
DPL Identification of 3 Finalists to Submit Pricing for Phase II	07/01/2021
Finalists Submit Pricing Information Electronically	07/01/2021
Notice of Intent to Negotiate with Highest Ranked Finalist	07/14/2021
Award Protest Period Ends	07/21/2021
Award Contract, Notice to Proceed	07/23/2021

6. GENERAL SUBMITTAL REQUIREMENTS

6.1 Number and Form: Eight (8) hard copies and one (1) electronic copy of the proposal must be submitted. The submittals shall be tabulated in separate sections and labeled to match the requirements of section 7 below. All materials, except potentially for charts, shall be in 8-1/2" x 11", portrait style format. All electronic files must be submitted as portable document format (.pdf) files.

Submit pricing information separately in electronic format, only as requested in Phase II of this RFP. Include completed Contract Form Exhibits as formatted.

Files are to be submitted on USB “flash” drive, which will become the property of DPL. It is the responsibility of the respondent to ensure that the documents are readable and not corrupt or otherwise inaccessible. Any submission with inaccessible documents may, at DPL’s sole discretion, be deemed nonresponsive, or DPL may take whatever alternative action it deems appropriate. The hard-copy responses are not to exceed 20 pages in length, single sided. Transmittal letter, one page cover, section dividers, résumés, one-page table of contents, and the **Certification and Contract Offer** form are not included in the 20-page limit.

- 6.2 Proposal Certification Statement:** A proposal Certification and Contract Offer form is included as the last page of this RFP. **This form must be included as part of the proposal.**
- 6.3 Procurement Reservations:** All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the proposer, and DPL is not responsible for any proposer costs associated with the RFP. DPL reserves the right to reject any or all proposals, or to modify or cancel this solicitation if determined at DPL's sole discretion it is in the public interest to do so. Execution of a contract is subject to the availability of funds.
- 6.4** DPL reserves the right to reject any proposal that is non-responsive to the requirements of this solicitation. Any change to the proposal, or proposed team, after the due date for submission of proposals, is grounds for being declared non-responsive. Notwithstanding the above, DPL, at its sole discretion, reserves the right to request modifications to proposals that are in the best interest of DPL.
- 6.5** DPL, at its sole discretion, reserves the right to waive minor irregularities, or non-substantive changes, during the proposal process.
- 6.6** DPL reserves the right to seek clarifications of each proposal.
- 6.7** DPL reserves the right to waive minor informalities contained in any proposal, when, in DPL's sole judgment, it is in the DPL's best interest to do so.
- 6.8** DPL reserves the right to request any additional information DPL deems reasonably necessary to allow DPL to evaluate, rank and select the most qualified proposer to perform the services described in this RFP
- 6.9 **DPL reserves the right to negotiate a final Contract that is in the best interest of the Agency.****

7. SPECIFIC SUBMITTAL REQUIREMENTS

Responses to the following items must be provided, following the format described above.

- 7.1 Overall Project Approach. (10 Points) Describe** your firm's general approach for master planning, schematic design, design development, and for contract administration. Within the parameters described in this solicitation, how would you organize and monitor the work to ensure quality, function, timely completion, and cost within budget? What will be done to guarantee that the design produced by your firm is within DPL's budget at every stage of the process? Describe in-depth the firm's Quality Control (QC) process and reporting procedures employed to ensure that Construction Documents (CD's) are fully coordinated.

Describe your physical and functional vision of the completed facilities. What kind of

feeling and effect to you wish to create? Describe the process that you employ for communicating with the construction manager/general contractor, the owner's technical representatives, if any, and with the user groups. Describe the approach your firm proposes to ensure substantial completion and occupancy of the four **Work Packages** as described in the **Contract Form** and **Master Development Schedule**.

7.2 CM/GC Experience. (10 Points) Provide a discussion and/or listing of experience with CM/GC-GMP jobs within the public sector. If a list is provided, include completion date; name of owner, contact person, and current phone; location of job; brief description of job (i.e., 100,000 sq. ft. new library, school, etc.); final construction contract amount; total dollar amount of change orders; contractor and construction manager (if any) and contact person with current phone. If your firm collaborated with another Architecture firm on these projects, state clearly which firm did the substantial work at each stage (MP, SD, DD, CD, CA). Indicate the complexity of these projects and the CM/GC firm responsible for construction of the project.

7.3 Staffing. (15 Points) Provide a project organizational chart showing your proposed staff for this job, including all professional staff in the following areas: Project management; corporate oversight and administration; design, engineering and estimating; and construction administration. The Architect must provide a single person to head up the job as project manager. That single person must attend all weekly design and construction administration meetings throughout the life of the projects. Include resumes for all personnel listed in the chart. Indicate the proposed percentage or full time equivalent (FTE) that each key architectural project member will work on these projects during (1) design and (2) construction (100% = 1.0 FTE). Clearly state or indicate by which firm each proposed person is employed.

For those individuals that are not full time, describe how they will work on the projects. If your proposal includes individuals from more than one architecture firm, describe prior experience, if any, of the firms and individuals working with each other (please be specific) and how the proposed team will work for these projects. The resumes must include each individual's education, work history, length of tenure with the firm, and prior experience with an emphasis on library design. Also clearly describe experience working with public sector CM/GC-GMP jobs.

By listing the individuals in the proposal, the firm guarantees that these individuals will work on the projects at an approximate minimum of the percentages shown. DPL reserves the right to approve or reject any changes to the proposed personnel. DPL further reserves the right to request a substitution of personnel if deemed to be in the best interest of DPL.

At a minimum, the project manager and the chief designer(s) need to be in attendance at the evaluation interview.

7.4 Reference Checks (10 points)

DPL will contact references provided in the respondents previous RFQ response, and may ask for additional references as needed.

7.5 Interview. (40 points)

The format and the scoring criteria for the interviews will be provided with the notification of interview. Assume, unless notified differently, that the interviews will be approximately 1 ½ hour and will include an opportunity for a presentation as well as a question-and-answer period. Interviews may include other follow up information required to demonstrate that the Architect team can perform at the level required for the work outlined in this RFP.

7.6 Price (0 - 15 points) (Not more than 15% per ORS 279C.110(5)(c)(A)(e))

DPL is using a qualifications based selection (QBS) process, which includes consideration of price information, as allowed for contracts anticipated to exceed \$100,000 pursuant to ORS 279C.110(5). Phase I will consist of an initial evaluation of all proposers and three of the most qualified candidates without regard to the price of the services. If DPL does not cancel this RFP, only after selecting up to three of the most qualified candidates, DPL may request Price Information from those top-ranked Proposers, based upon the total score from the initial evaluation.

DPL will conduct a Phase II Evaluation, as follows:

1. The submittal requirements for Phase II only apply to a Proposer that receives a request for Price Information following the District’s evaluation and scoring of Proposals from Phase I.
2. The Price Information may receive a weight of 15 percent in the total evaluation of each Phase II Proposer.
3. If requested to provide Price Information, a Proposer must submit the Price Information electronically to DPL Owner’s Representative Greg Holcomb greg@dechase.com. Proposer shall confirm receipt via email read receipt, or telephone confirmation. DPL may disqualify a Proposer for a late submission of the Price Information.
4. Pursuant to ORS 279C.110(5)(c)(A), the Price Information shall consist of:
 - a. A schedule of hourly rates, formatted per Appendix #2, that the Proposer will charge for the work of each individual or each labor classification that will perform the professional services required for Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal.
 - b. Price shall be broken down by Work Package and Phase as indicated in Appendix #3, with names of consultants per Appendix #1.
 - c. A budget for reimbursable expenses, including travel, formatted per the Contract form, Appendix #3.
5. A Phase II Proposer requested to provide Price Information may withdraw from consideration for this RFP if the Proposer does not wish to provide a price proposal.

See, Deschutes Public Library District (DPL Rule) 137-048-0220(4)(b).

8. SCORING OF PROPOSALS/INTERVIEWS

<u>Proposal Criteria</u>	<u>Items</u>	<u>Points</u>
8.1 Overall Project Approach	7.1	10
8.2 CM/GC experience	7.2	10
8.3 Staffing	7.3	15
8.4 Reference Checks	7.4	10
8.5 Interview	7.5	40
8.6 Pricing	7.6	15

TOTAL for PROPOSAL: 100

9. CONTRACT REQUIREMENTS

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 attached **Contract Form** attached as Appendix #5. Any open terms in the attached contract will be completed based upon DPL negotiation and awardee's proposal. Submittal of a proposal indicates a proposer's intent to execute the attached contract terms and be bound thereby.

10. ADDITIONAL REQUIREMENTS

10.1 Proposer agrees to comply with all applicable Federal, State, County, DPL, and local ordinances, statutes, rules and laws governing this project and its financing. Proposer agrees to comply with the provisions of DPL's **2020 Public Contracting Rules**.

10.2 Proposer agrees that it will not sub-contract any part of the contract without the prior written consent of DPL.

11. COMMENTS AND APPEALS

Comments and requests for modification concerning the specifications and requirements of the RFP must be received in writing, hand-delivered, delivered by e-mail, or mail, by 12 Noon on Monday, June 7, 2021. **No comments or requests for modification will be received or considered after this date and time.**

All firms submitting proposals will be notified by e-mail of the final ranking of firms, and the tentative designation for award. Protests, if any, must be received in writing by Greg Holcomb, Owner's Representative, within 24 hours of the e-mail notification from DPL.

Proposers are directed to the protest procedures set forth in DPL Rule 137-048-0240.

12. MODIFICATIONS

Proposals may be withdrawn and/or modified any time up until the due date and time for the submittal of proposals. After that time, the proposer may neither withdraw nor modify its proposal. However, notwithstanding the above, DPL reserves the right, at the sole discretion of DPL, to request additional information and permit modifications if DPL believes that such modifications will be in the best interest of DPL and that competition will not be substantially altered.

13. INSURANCE

If awarded the contract for Architect services under this RFP, the proposer shall promptly submit to DPL, certificates of insurance as required. Failure to submit the required certificates within seven (7) calendar days of being notified of contract award shall be grounds for the award to be rescinded and negotiations to commence with the next ranked proposer. Provide insurance rates as indicated in the attached **Contract Form**.

14. PROPRIETARY INFORMATION

All proposals submitted are the property of DPL, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after DPL has awarded and executed the attached **Contract Form**. Thereafter, except for information marked "Proprietary," all documents received by DPL shall be available for public disclosure. DPL will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

14. SUPPORTING DOCUMENTS

APPENDIX #1	Schedule of Key Personnel*
APPENDIX #2	Schedule of Hourly Rates**
APPENDIX #3	Work Package and Phase Cost Breakdown**
APPENDIX #4	Master Project Development Schedule
APPENDIX #5	Contract Form and Exhibits** (Note: Contract Paragraph 11(Insurance Provisions) is currently under review by DPL. Any modifications will be issued via Addendum.)
APPENDIX #6	DPL Conceptual Design for Future Libraries Report
APPENDIX #7	DPL 2018 Facilities Capital Plan
APPENDIX #8	DPL Land Use Consultant Scope of Work

*Return with initial RFP response

**Return with Phase II pricing information (post interview)

CERTIFICATION AND CONTRACT OFFER

Proposal Title: Architectural Services for Deschutes Public Library.

Proposal Due Date: 2:00 P.M., Tuesday, June 15, 2021.

I, the undersigned, having carefully examined all the provisions of the Request for Proposals for Architectural services, and all other related material and information, agree to furnish architectural and engineering as proposed.

I further agree that this offer to furnish architectural and engineering services will remain in effect for a period not less than sixty (60) calendar days from the date that proposal is due, and that this offer may not be withdrawn or modified during this time without the prior written consent of DPL.

If this offer, or portion thereof, is accepted by the Board of Directors of Deschutes Public Library and award is made thereon, I agree to enter into an agreement with DPL to furnish architectural and engineering services as specified at a negotiated fee, as determined by DPL to be appropriate and fair. The proposer acknowledges that DPL may terminate contract discussions with the proposer, as provided in the RFP, and at the sole discretion of DPL, if DPL determines that a fair and appropriate fee cannot be negotiated, or for any other appropriate reason, including the failure of the proposer to provide required certificates of insurance or negotiate in good faith and timely manner or enter into a contract

I hereby certify that this proposal is genuine and that I have not entered into collusion with any other vendor(s) or any other person(s).

I certify and attest on behalf of Proposer that Proposer has not discriminated against minorities, women or emerging small business enterprises or a business enterprise that is controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontracts.

I have received the following addenda, as initialed below:

Addendum 1 , Date received _____.
Addendum 2 , Date received _____.
Addendum 3 , Date received _____.

Signature _____
Printed Name _____
Title _____
Name of Firm _____
Firm Address _____

Date _____