



REQUEST FOR PROPOSAL
20-21/07

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

Deschutes Public Library
Request for Proposals (RFP) #21-22/05
Cost Estimating Services
in Support of
Bond-Funded Construction Projects

Proposal Closing:
2:00 PM, Friday, September 10, 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 COST ESTIMATING SERVICES IN SUPPORT OF BOND-FUNDED CONSTRUCTION PROJECTS

Date of Release: Wednesday, August 25, 2021

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 Cost Estimator to provide cost estimating services for the Bond Program. The work will be divided into **4 Work Packages** with separate cost estimating requirements as indicated in the Bond Program **Master Development Schedule**. With direction from DPL, a single Cost Estimator will provide cost estimating services for all of the **Four Work Packages** at the intervals defined therein.

Deschutes Public Library (DPL) will accept sealed proposals from firms qualified to provide Cost Estimating Services. RFP documents may be obtained by such firms on or after August 25, 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

Proposals must be submitted to Mr. Holcomb by 2:00 P.M. on Friday, September 10, 2021, at the DPL Administration Building, 507 NW Wall St., Bend, OR 97703. Late proposals will not be accepted.

Dated this 25th day of August 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 (DPL) system. DPL is looking for a Cost Estimator to provide cost estimating services for the Bond Program. The work will be divided into **4 Work Packages** with separate cost estimating requirements per the attached **Contract Form (Appendix #2)** and **Master Development Schedule (Appendix #3)**:

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. The Owner's estimated construction budget, including design/estimating contingency and escalation, for this Work Package is \$ 81,531,900.
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. Analysis of the current facility will include recommendations on providing a new library versus renovation and expansion. The Owner's estimated construction budget, including design/estimating contingency and escalation, for this Work Package is \$ 34,240,600.
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. The Owner's estimated construction budget, including design/estimating contingency and escalation, for this Work Package is \$ 14,796,000.
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. The Owner's estimated construction budget, including design/estimating contingency and escalation, for this Work Package is \$ 6,796,000.

In 2019, DPL commissioned a Conceptual Design process to establish the program and design vision, confirm the general scope of construction, and develop refined capital budgets for each

proposed project. As with the development of its FCP, the Library engaged and collaborated with leaders, stakeholders, and residents throughout Deschutes County communities, as well as with DPL staff. The **Conceptual Design for Future Libraries** report (**Appendix #4**) summarizes the process and outcomes of the project.

2. OVERVIEW OF SCHEDULE and SCOPE OF SERVICE

The project scope and schedule are detailed in the attached **Contract Form (Appendix #2)**, and **Master Development Schedule (Appendix #3)**.

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

DPL has awarded a contract to the team of the Miller Hull Partnership and Steele Associates Architects for architectural services on all Four Work Packages.

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

3. SPECIFIC COST ESTIMATING REQUIREMENTS

Specific cost estimating requirements are detailed in the attached **Contract Form** and included in the **Master Development Schedule**.

With direction from DPL, the Cost Estimator will provide cost estimating services for each of the Four Work Packages at the intervals defined therein and in time with the **Master Development Schedule**.

4. SELECTION PROCESS

Proposals must be submitted to Greg Holcomb, Owner's Representative, by 2:00 P.M. on Friday, September 10, 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.

No pre-proposal meeting will be held for this RFP. Any changes or modifications to the RFP will be issued by written addenda to all pre-qualified firms. Addenda will be issued by Greg Holcomb, Owner's Representative, or on Greg's behalf by a deChase Miksis designated representative. 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 herein.

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 8 of this RFP.

Each member of the selection committee will rate each proposal, 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. DPL may interview proposers at their sole discretion.

A proposer may be requested by DPL to provide pricing policies, rates, and other cost information (collectively, Price Information). Proposers should refer to Section 7.5 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 for their formal action. DPL will proceed to negotiate a contract with the top ranked firm. 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	08/25/2021
Deadline for Questions, Clarifications	08/31/2021
Last Date for Addenda	09/03/2021
Proposals Due 2:00 P.M.	09/10/2021
Notice of Intent to Negotiate with Highest Ranked Finalist	09/21/2021
Award Protest Period Ends	09/28//2021
Award Contract, Notice to Proceed	09/28/2021

6. GENERAL SUBMITTAL REQUIREMENTS

6.1 Number and Form: Four (4) 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.

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 filled out and included as part of the proposal.**
- 6.3 **Appendix #1 Work Package and Phase Cost Breakdown:** **This form must be filled out and included as part of the proposal.**
- 6.4 **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.
- 6.5 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.
- 6.6 DPL, at its sole discretion, reserves the right to waive minor irregularities, or non-substantive changes, during the proposal process.
- 6.7 DPL reserves the right to seek clarifications of each proposal.
- 6.8 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.
- 6.9 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
- 6.10 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 **Experience and Staffing (Pass/ Fail).** Describe your firm's general approach for preparation and presentation of cost estimates at the intervals of design preparation as identified in the Master Development Schedule and Contract. Provide a sample cost estimate for reference consistent with the size, scope and complexity of construction projects identified in this request. Provide a project organizational chart showing your proposed staff for this job and the role each will perform. Include resumes for all personnel

listed in the chart. If subconsultants are utilized in preparing the cost estimates include them in your staffing plan and their qualifications.

- 7.2 CM/GC Experience (10 Points).** Provide a discussion and/or listing of experience with CM/GC-GMP jobs within the public sector, working in collaboration with CMGC/ Architect and Owner to generate evaluate and reconcile cost estimates. 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.); construction cost amount; contractor and construction manager (if any) and contact person with current phone. Provide 3-5 references from projects of similar size, scope, and complexity. Provide the specific project information associated with each reference. Indicate the complexity of these projects and the CM/GC firm responsible for construction of the project.
- 7.3 Central Oregon Experience (5 Points).** Provide a discussion and/or listing of experience with projects located in Central Oregon. Indicate knowledge of local construction costs and material availabilities.
- 7.4 Schedule (15 Points).** Provide confirmation of ability to commit to the schedule and durations indicated in the **Appendix #3 Master Development Schedule** and **Appendix #2 Contract Form** to prepare and submit cost estimates for all four Work Packages at the required intervals. Indicate ability to commence work immediately upon award of contract.
- 7.5 Price (70 Points).** Provide cost proposal to provide cost estimating services for the Bond Program and Four Work Packages as defined in the Master Development Schedule and Contract. Provide all cost breakdowns, hourly labor rates and cost information as required by the **Appendix #2 Contract Form** and **Appendix #1 Work Package and Phase Cost Breakdown**.

8. SCORING OF PROPOSALS

<u>Proposal Criteria</u>	<u>Items</u>	<u>Points</u>
8.1 Experience and Staffing	7.1	Pass / Fail
8.2 CM/GC experience	7.2	10
8.3 Central Oregon experience	7.3	5
8.4 Schedule	7.4	15
8.5 Price	7.5	70
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 (Appendix #2)**. 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

9.1 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** available at the DPL website: <https://www.deschuteslibrary.org/about/bond/> .

9.2 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 Tuesday, August 31, 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 Cost Estimating 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 (Appendix #2)**.

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.

15. SUPPORTING DOCUMENTS

APPENDIX #1	Work Package and Phase Cost Breakdown
APPENDIX #2	Contract Form and Exhibits
APPENDIX #3	Master Project Development Schedule
APPENDIX #4	DPL Conceptual Design For Future Libraries

CERTIFICATION AND CONTRACT OFFER

Proposal Title: Cost Estimating Services for Deschutes Public Library.

Proposal Due Date: 2:00 P.M., Friday, September 10, 2021.

I, the undersigned, having carefully examined all the provisions of the Request for Proposals for Cost Estimating services, and all other related material and information, agree to furnish cost estimating as proposed.

I further agree that this offer to furnish cost estimating 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 cost estimating 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 _____