

UNION COUNTY REQUEST FOR PROPOSALS (RFP)

Drug and Alcohol Detoxification and Stabilization Center Project Consultant(s)

Proposals must be received by 4:00 PM on May 17, 2024

Summary

Union County, Oregon, (County) is seeking a project consultant(s) to conduct a feasibility study on the concept of Union County developing, owning, and/or operating a Drug and Alcohol Detoxification (Detox) and Stabilization Center.

Project Description

Union County is located in the state of Oregon and the municipality of La Grande serves as the County seat. According to the 2020 census Union County has a population of 26,196 citizens. Union County has multiple agencies providing outpatient substance use disorder treatment including our County Mental Health Provider, (CMHP) which is the Center for Human Development (CHD), Grande Ronde Hospital (GRH), Oregon Washington Health Network (OWHN), and Beyond Addictions - Recovery Solutions (BARS).

Union County currently does not have local residential or inpatient services, to include: emergency medical detoxification, residential alcohol and drug addiction treatment, acute or long-term psychiatric care, or crisis respite services. A successful application for this project would be mindful of the possibility for future expansion of this facility to include residential treatment beds.

County would like to engage in services with a consultant to guide County in a feasibility study and advise County on a minimum of, but not limited to, identification of partners, business plans/models, challenges, and funding resources. Analysis would include the consideration of expansion to residential treatment beds at a future date.

The chosen consultant will be selected to perform the following services at a minimum:

1. Meet with local county entities to determine feasibility and/or need of a community Detox and Stabilization Center and will consider the input and needs of the following entities: Union County Sheriff's Office, Union County Correctional Facility, La Grande Police Department, Union County Treatment Court, Union County District Attorney's Office, Union County Parole and Probation, Center for Human Development, Grande Ronde Hospital, and Oregon Washington Health Network.
2. Provide training, education, and resources to County leaders on the business elements of running/owning/operating a Detox Center.
3. Advise County on any known/reliable funding sources (grants, earmarks, federal or state monies).
4. Advise County of known/reliable architects, designers, or companies which could potentially build, design, or own/operate a Detox center in Union County.

5. Advise County on potential staffing needs or entities capable of successfully running such a facility.

The County’s selection process may include a two-step process. The first step will be an Evaluation of the Request for Proposal (RFP) submitted in response to this solicitation. In the second step, the County may proceed with negotiations with the primary consultant or invite the top three or more firms to make oral presentations to the selection team. Instructions will be provided regarding the desired content of the presentations. A firm’s ability to follow directions will be considered as part of the evaluation of the RFP.

Proposed Project Schedule

<u>Task</u>	<u>Timeline</u>
Issue RFP	April 3, 2024
Receive Proposals	May 17, 2024
Evaluate/Interview/Select Consultant	June 3, 2024
Present Contract to Board of Commissioners	June 5, 2024

Scope of Work

Minimum Qualifications of Consultant

- Licensed to do business in the State of Oregon
- Experience with projects funded by State, Federal, or grant monies
- Knowledge of the changes concerning Prevailing Wage Rates
- Ability to perform the work in a timely manner

Requirements for Request for Proposals

Six copies of the proposal shall be submitted and shall include, at a minimum, the following information:

- **Proposal Abstract** - Statement of understanding of the project issues, challenges, and objectives;
- **Management Summary** - A narrative description of the proposed effort and a list of the products that will be delivered;
- **Work Plan** - A narrative of technical plans and/or business plans for providing services addressing general scope of services and manner in which they will be provided;
- **Prior Experience** - Qualifications of the consultant organization to perform the work, including projects of similar size or type and those funded and built through federal, state or local government funding.

Selection Process

County representatives will evaluate Proposals and will select a consultant or group based upon the content of the Proposals or may elect to conduct interviews of selected proposers. Proposals will be evaluated based on the following:

A. Cover Letter/Background (0 - 10 points available)

Each Proposal shall include a cover letter with the following:

- a) A brief summary of Proposer's experience in the programming and design phases for projects similar to the Project;
- b) A statement that the Proposal is valid for at least ninety (90) calendar days following the Proposal Submission Deadline; and
- c) A statement certifying that no officer, agent or employee of the county has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

B. Proposer History/Philosophy (0 - 15 points available)

Each Proposal shall describe the Proposer's history as well as Proposer's philosophy for approaching projects similar to this Project. Each Proposal shall include the following information:

- a) A description of Proposer's size and corporate structure;
- b) Proposer's organizational chart showing staff to be assigned to this Project;
- c) A description as to how Proposer will maintain stability in assigned Project staff during the Project; and
- d) Knowledge and understanding of the project and work to be completed

C. Project Approach / Schedule (0 - 25 points available)

Proposals shall demonstrate an understanding of Project requirements and the steps necessary to successfully meet the Project goals. Each Proposal shall include the following:

- a) A step-by-step detailed description as to how the Proposer would approach the Project in order to minimize Project costs, provide Services in a timely manner, and ensure Project quality;
- b) An outline of the elements of the Services to be performed, the stages and a schedule for the performance of the Services elements;
- c) A description of how the Proposer will meet Project objectives within the schedule;
- d) A description of how the Proposer's Project team members will interact effectively with each other, with the county, and with all other Project participants.

D. Experience of Assigned Project Team Members (0 - 25 points available)

Each Proposal shall specifically identify each individual employee and sub-consultant intended to assist Proposer with Project Services and shall include the following for each identified employee and sub-consultant:

- a) Names and titles of all staff (employees and sub-consultants' employees) assigned to Project;
- b) Resumes for all staff assigned to the Project that include a summary of the staff;
- c) Professional qualifications and relevant experience, including but not limited to: education, years of experience in design field, years in proposed Project capacity, industry licenses, and certifications;
- d) A summary of Project staff experience within the past 5 years on projects similar in size and scope to the Project, and the dollar amount, size and description of the projects, including experience organizing, scheduling, coordinating and producing reports for those projects;
- e) Qualifications of the individual or project team to provide building plans that meet federal regulations and state building codes;
- f) Experience and compliance with projects funded by Oregon state and county programs.

E. Proposer's Experience (0 – 25 points available)

Each Proposal shall include the following:

- a) Knowledge and understanding of the project and work to be completed;
- b) A list and brief project description of up to ten (10) projects that Proposer has been the principle architect or consultant of record within the last 5 years;
- c) The initial construction contract amount for the individual projects identified under subsection b above, and the final construction contract amount after all change orders;
- d) A 5-year work history being a principal or a consultant for projects similar to the Project.

F. Proposers Fees/Cost

Each Proposal shall include the following:

- a) An estimated total cost for providing the above scope of services; and
- b) An itemized breakdown of the total costs.

The county reserves the right to seek clarification of each proposal, the right to negotiate a final contract that is in the best interest of the County, and the right to reject any or all proposals and cancel the RFP at any time if in the public interest as determined by the County. Until a contract has been executed with the accepted consultant, this RFP may be cancelled.

All proposers do so solely at its own expense, and County is not responsible for any proposer expenses associated with this RFP.

Any protest to this RFP must follow the procedures for protest as set out in Oregon Administrative Rules Chapter 137-048-0240.

How to Submit a Request for Proposal

Inquiries should be addressed to:

Union County Commissioners Office
1106 K Ave,
La Grande, OR, 97850

SIX (6) COPIES of RFP's should be submitted to the above address. Submission must be signed by an official authorized to bind the firm to its provisions. The RFP submitted under this RFP must remain valid for 90 days, or, if contract negotiations are commenced prior to the 90th day, until the close of contract negotiations.

Proposals must be received at the above address by 4:00 PM on May 17, 2024. All proposals must be submitted in a sealed envelope and plainly marked with the name of the project, Drug and Alcohol Detox Facility Project, and the name of the consultant(s).

Public Records

All Proposals and protests are public information after the Proposals have been opened and after the protest period ends. However, copies of Proposals will not be provided until the evaluation process has been completely closed and a Contract has been executed with the selected Proposer. Copies of public information may be requested by any person. Therefore, if the Proposer considers any part of its Proposal or protest a trade secret, or otherwise exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, the Proposer must clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.410 through 192.505, and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

Confidential or Proprietary Information

Following award of a Contract, responses to this RFP are subject to release as public information unless the response or specific information contained therein is identified as exempt from public disclosure. Proposer is advised to consult with legal counsel regarding disclosure issues.

If a Proposer believes that any portion of a Proposal contains any information that is considered a trade secret under ORS Chapter 192.501(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, each page containing such information must include the following:

“This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.410 through 192.505.” Identifying the Proposal, in whole, as exempt from disclosure is not acceptable. Proposers are cautioned that cost information submitted in response to an RFP is generally not considered a trade secret under Oregon Public Records Law. If Proposal fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, Proposer is deemed to have waived any future claim of non-disclosure of that information.

Pursuant to ORS 279C.107, Proposers may schedule requests for inspection of any RFP file after negotiations have been completed with the selected Proposer and a Contract has been executed.

Certification of Compliance with Discrimination Laws

Each Proposer, by submitting a Proposal in response to this RFP, thereby certifies that it has not discriminated against minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.