

UNION COUNTY REQUEST FOR PROPOSALS (RFP)

Architectural Services: Project Description, Scope of Work; Selection Criteria

Proposals must be received by 4:00 PM on October 4th, 2021

Summary

Union County is seeking proposals for architectural and related professional services to design and create a conceptual model of a new public safety building and provide an estimate of building costs to build the conceptual public safety building.

Project Description:

The current law enforcement building was built and opened in 1979. It currently houses the following public safety services: Union County Sheriff's Office, Union County Correctional Facility, La Grande Police Department, La Grande Police Department Dispatch Center, and the Union County Emergency Operations Center. The law enforcement building has become inadequate in its size and amenities to service modern day law enforcement entities. The jail capacity is minimal and has not increased in any significant way since the building was opened in 1979. Both the law enforcement building and the jail facility are in need of substantial and significant repairs, modernization, and overhauls.

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

1. Meet with local criminal justice entities to conceptually design a new public safety center based off of input and needs of the following entities: Union County Sheriff's Office, Union County Correctional Facility, La Grande Police Department, Union County Parole and Probation (Adult & Juvenile).
2. Provide 3D modeling or physical modeling of a new public safety center.
3. Provide Union County with an estimated cost required to design and construct a new public safety center on a property lot which is to be determined.

The County's selection process may include a two-step process. The first step will be an Evaluation of the Request for Qualifications (RFQ) 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 RFQ.

Proposed Project Schedule

Task

Timeline

Issue RFP

September 1st, 2021

Receive Proposals

October 4th, 2021

Evaluate/Interview/Select Firm

October 9th, 2021

Scope of Work:

Minimum Qualifications of Consultant

- Licensed to do business in the State of Oregon
- Experience with projects funded by Oregon state 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 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 including those funded and built through state or local government funding.
- **References**
Provide names, addresses, and phone numbers of references for similar completed projects. Please include a brief description of each project.
Please provide photos of previously completed projects in the proposal.

Selection Process:

Union County representatives will evaluate Proposals and will select a firm 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; and
- c) A description as to how Proposer will maintain stability in assigned Project staff during the Project.
- 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
- b) order to minimize Project costs, provide Services in a timely manner, and ensure Project quality;
- c) An outline of the elements of the Services to be performed, in the stages and a schedule for the performance of the Services elements;
- d) A description of how the Proposer will meet Project objectives within the schedule;
- e) 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 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;
- e) A detailed description of Proposer's experience with designing buildings based on the principles of sustainability, energy conservation, and indoor air quality, and experience with designing buildings in accordance with State Energy Efficiency Design ("SEED") program standards and U.S. Green Building Counsel's Leadership in Energy and Environmental Design ("LEED") program standards.

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; 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 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:

Sheriff Cody Bowen
Union County Sheriff's Office
1109 K Ave, La Grande, OR, 97850
541-963-1017

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 Monday October 4th, 2021. All proposals must be submitted in a sealed envelope and plainly marked with the name of the project, Union County Public Safety Facility, and the name of the consultant.

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.