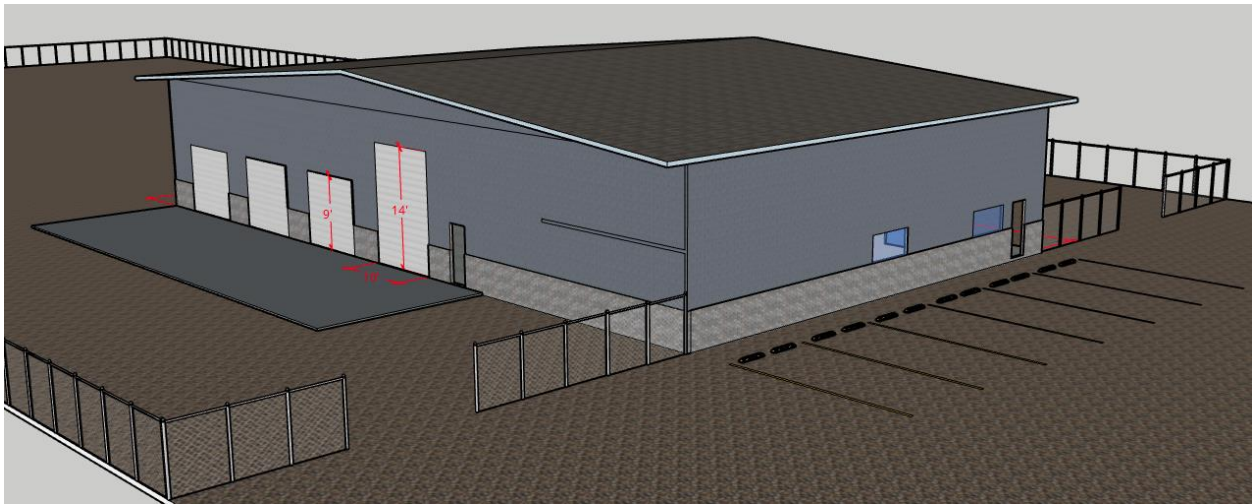


Union County Vector Control

REQUEST FOR PROPOSAL

1.5+ acres of land with a 60' W x 100' L x 18' H structure



PROJECT NAME: New Facility for Vector Control Services

Union County Vector Control

1106 K Avenue

La Grande, Oregon 97850

PH: 541-963-2974

E-mail: ucvectorcontrol@gmail.com

October 13th, 2021

**REQUEST FOR PROPOSAL
New Facility for Vector Control Services
La Grande, Oregon**

Article I. ADVERTISEMENT

Union County Vector Control District is soliciting written proposals to select a qualified developer to secure and develop 1.5+ acres of land and build a 60' W x 100' L x 18' H structure. Respondents to this request for proposal should consider the best way to address the Vector Control District's need to secure real property for a new building to house vector control.

The deadline for submission of responses to this request for proposal is November 15th by 5:00 PM. Please address the labels to:

Union County Vector Control
Attn: Chris Law
1106 K Avenue
La Grande, Oregon 97850
PH: 541-963-2974
E-mail: ucvectorcontrol@gmail.com

Union County Vector Control reserves the right to reject any or all proposals or accept any submittal that appears to serve the best interest of the District.

Direct questions regarding the RFP to Chris Law at 541-963-2974 or ucvectorcontrol@gmail.com.

The following proposal request will outline the project goals and detail the format in which you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.03.

Article II. **The Project**

Section 2.01 Mission

Union County Vector Control District is seeking to identify a qualified contractor/developer to secure and develop 1.5+ acres of land with a 60' W x 100' L x 18' H structure. The contractor/developer will be responsible for securing the real property and transferring it to the District. By the end of this project, Union County Vector Control District is requiring a fully functional warehouse style facility, on property owned by the Vector Control District, with the following features:

- A reception/office room
 - big enough for two full size desks and a front counter
 - Must have an entryway (exterior) door and a window
 - Must have an interior door to access other parts of the facility
- A conference room large enough for an 8 seat table
- Small bathroom with stand-up shower, sink, and toilet

- Room for laboratory purposes
- Break room (basic countertop with sink and room for a refrigerator)
- Storage room
- Minimum of 6 bay doors for standard sized pickup trucks
 - Would like to have at least one larger bay door for freight deliveries (14 foot tall)
- Mop sink
- Outside frost-free water spigots
- 20-foot concrete landing in front of bay doors
- Fenced lot from road facing wall of structure back
- Entire lot must be graveled or paved

Section 2.02 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project:

The contractor will be responsible for the entire project, from securing the land to the fully move in ready structure.

Section 2.03 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

<u>Milestone:</u>	<u>Date:</u>
Requests for Proposals Sent Out	October 11th, 2021
Deadline for Proposals	November 15th, 2021
Letter of Intent to Award	December 15th, 2021
Project Completion Date	September 30, 2022

Article III. RFP Requirements

Please submit 5 hard copies as well as an electronic version of the response to this RFP addressing the items listed in the section below.

Section 3.01 Executive Summary

The Executive Summary should include a narrative description of the proposed process to be used and the outcome to be achieved.

Section 3.02 General Information

- Name, address, email, phone number and name of primary contact person of entity making the proposal.

- State the relevant experience of organization and key personnel. Please include resumes of the project leads/manager(s).
- Include current or recent projects of the organization. Particularly projects similar in size or scope to this project.
- Describe the organization's capacity to complete this project in the required timeframe.

Section 3.03 Project Approach

- In projects completed previously, how has your organization identified and addressed compatibility in the planning and development of the projects? Please give specific examples.
- What financial contingency does your organization have should any funding source fail to provide anticipated financing?

Section 3.04 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

Article IV Evaluation Process

Responses to this RFP will be evaluated by the Union County Vector Control Board. The selection process will happen in several steps listed below.

Section 4.01

Vector Control staff will evaluate submittals determining conformance to submission requirements and set criteria.

Section 4.02

Vector Control staff may request additional information from respondents. Those most qualified organizations may be invited to interview and present to the Vector Control Board.

Section 4.03

Based upon the Vector Control Board's review of the proposals and potential interview(s), the Vector Control Board may select a preferred proposer. Negotiations will then begin to reach an initial agreement between the Union County Vector Control Board and developer.

Section 4.04

The selected developer will then be asked to provide detailed plans for the proposed development including project layout, schedule (with phasing if desired), and financing. The Vector Control Board will review and negotiate with the developer before a development agreement is reached.

Article V Selection Criteria

Responses to this RFP will be evaluated based on the following criteria:

- Completeness of the proposal relative to RFP requirements. (10 pts)
- Demonstrated experience of the developer in the successful development of similar projects of comparable size, scale, and complexity. (25 pts)
- The developer's proven ability to access funding resources to develop and complete projects of comparable or larger size. (25 pts)
- Ability of the developer to implement high quality development projects on time and within budget. (15 pts)
- Developer responsiveness on previous projects to neighborhood compatibility issues during design and construction. (10 pts)
- Experience in working with the public sector in public/private real estate development projects, willingness to engage in public outreach efforts to affected residents and property owners and developing a pro-active plan to engage with local community in the development review process. (5 pts)
- Developer readiness to proceed. (5 pts).
- Developer references. (5 pts)

Respondents to this RFP should request clarification if needed. All requests for information on or clarification of the RFP, must be submitted to Chris Law in writing at least seven (7) days prior to the date set for the deadline for proposals.