

## LEGAL ADVERTISEMENT

A&E Consulting Services RFP

### LEGAL NOTICE

Email To: thcclass@thedalleschronicle.com

To Shirley or Olivia:

Please publish the following legal notice on: January 26, 2014

The invoice can be sent to Mid-Columbia Fire and Rescue, 1400 W. 8<sup>th</sup> Street, The Dalles, Oregon 97058.  
Thank you:

### REQUEST FOR PROPOSALS

Solicitation No: RFP 2014-0001

Mid-Columbia Fire and Rescue (MCFR), 1400 W. 8<sup>th</sup> Street, The Dalles, Oregon 97058, invites Consultants interested in providing MCFR with Architectural Services. The Request for Proposal (RFP) document is available after January 27, 2014 at MCFR. Consultants may obtain and/or view the RFP at the MCFR Main Fire Station; phone 541-296-9445, Monday thru Friday 8 AM to 4 PM, until the RFP due date and time. The Fire Chief or designee is authorized to receive Proposals, which shall be received prior to the RFP due date and time March 5, 2014 at 2:00 PM. Proposals received will be prepared for evaluation; there will be no public opening. Late Proposals will not be accepted.

# MID-COLUMBIA FIRE & RESCUE

## REQUEST FOR PROPOSAL

Solicitation No: RFP 2014-0001

**FOR THE PROVISION OF**  
Architectural Services

**DUE DATE AND TIME**  
March 5, 2014 at 2:00 PM

Issued by  
**Mid-Columbia Fire & Rescue**  
**1400 W. 8<sup>th</sup> Street**  
**The Dalles, Oregon 97058**  
January 26, 2014

Mid-Columbia Fire & Rescue  
1400 W. 8<sup>th</sup> Street, The Dalles, OR 97007  
Phone: 541-296-9445, Fax: 541-296-8656

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**REQUEST FOR PROPOSAL**  
Architectural Consulting Services  
Solicitation No: RFP 2014-0001

The purpose of this Request for Proposal (solicitation) is to obtain competitive proposals from which to select qualified Consultant (Proposer) interested in the provision of Architectural Consulting Services for renovation of Fire Station No. 2.

A pre-proposal meeting will occur on February 5, 2014 at 2:00 p.m. starting at Fire Station 1, 1400 W. 8<sup>th</sup> Street, The Dalles, OR 97058 and moving to Station 2 located at 525 Wasco Drive, The Dalles.

**SCOPE OF WORK.** Full design services for the renovation of Fire Station No. 2, located at 525 Wasco Drive, The Dalles, Oregon 97058. The rehabilitation of the single story structure will consist of a “total facelift” of the interior and exterior of the building, parking lot improvements, and the incorporation of an additional apparatus bay.

Proposer’s shall submit their Proposal, pursuant to the instructions of this solicitation, to the Fire Chief, or designee, at Fire Station 1, 1400 W. 8<sup>th</sup> Street, The Dalles, OR 97058, PRIOR to:

**SOLICITATION DUE DATE AND TIME (CLOSING)**

March 5, 2014 at 2:00 PM

No Public Opening will occur. Proposals will be prepared for evaluation and selection.

**Proposers are solely responsible for ensuring that the District receives its Proposal.  
Late Proposals will not be accepted. Dates/Times of importance:**

**Project Milestone**

Advertise solicitation  
Solicitation document available  
Pre-proposal meeting  
Deadline for Questions  
Issue Addenda  
Submit Proposals  
~~Interviews (if held)~~  
Selection of Consultant based on proposals received.

**Completion Date and Times**

January 26, 2014  
January 27, 2014  
February 5, 2014 at 2:00 p.m.  
February 19, 2014 at 2:00 p.m.  
February 24, 2014 at 2:00 p.m.  
March 5, 2014 at 2:00 p.m.  
~~Scheduled as necessary~~  
March 17, 2014

Questions and comments regarding this solicitation must be ONLY IN WRITING and directed to the undersigned by email to [rpalmer@mcf.org](mailto:rpalmer@mcf.org) , or by FAX 541-296-8656. This solicitation may be viewed at the address above, contact Robert Palmer, Fire Chief at 541-296-9445.

Sincerely,  
*Robert F. Palmer*  
Robert F. Palmer  
Fire Chief

**PROPOSALS SHALL BE PURSUANT TO THE PROVISIONS OF THIS SOLICITATION**

**THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS**

## **SECTION 1: PUBLIC CONTRACTING RULES**

1. **INTRODUCTION.**
  - a. This solicitation is issued pursuant to the MCF&R Local Contract Review Board Rules. The term "District" throughout this solicitation means Mid-Columbia Fire & Rescue. "Proposer" means the Person or Firm that submits a Proposal in response to this solicitation. "Consultant" means the Proposer(s) awarded a Contract as a result of this solicitation. "Closing" is the solicitation due date and time.
  - b. Capitalized terms in this solicitation are defined in MCF&R Local Contract Review Board Rules. A link to these Rules can be found on the Districts website: <http://www.mcfr.org>.
2. **PURPOSE.** This Request for Proposal (RFP) seeks the services of an architectural and engineering firm to provide full design services related to the renovation of Fire Station No. 2. Work will include the removal of the existing layout of work spaces and reconfiguration of the interior space which will incorporate modernizing the building and maximizing the efficiency of the layout for the purpose of 24/7 staffing of this facility. The exterior of the building will also undergo the addition of an apparatus bay, facade enhancements, and roof improvements. The budget for design, bid and construction is \$484,464.00.
3. **BACKGROUND.** Fire Station No. 2 is a single story 4500 square foot metal building constructed in the early 1980's. The building is currently unstaffed and consists of three apparatus bays that house a reserve engine, two antique engines and a hazmat decontamination trailer. The northwest section of the station incorporates a small 911 backup PSAP on the main floor and storage mezzanine above. The building has not been upgraded since its construction.
4. **COMPETITION INTENDED.** It is the District's intent that this Request for Proposal (RFP) permits competition. It shall be the Proposer's responsibility to advise the District in writing if any language requirement, specification, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the District not later than five (5) days prior to the date set for acceptance of proposals.
5. **SOLICITATION REVIEW.** Proposers must carefully review this solicitation document and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest in writing based on such defects, ambiguities, omissions, or errors, late notification may not be favorably considered.
6. **QUESTIONS.** A pre-proposal meeting will be held for this RFP, the date and location of which is noted in this solicitation document. Additionally, questions regarding this RFP must be presented in writing to Robert Palmer, Fire Chief: [rpalmer@mcfr.com](mailto:rpalmer@mcfr.com).
7. **SOLICITATION CANCELLATION.** Pursuant to OAR 137-048-0250 the District may cancel, delay or suspend a solicitation, or reject all Proposals, if the District believes it is in the public interest to do so. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection. Proposers responding to solicitations are responsible for all costs they may incur in connection with submitting Proposals.

8. **ADDENDA.**
  - a. If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. The District may change this solicitation only by written Addenda.
  - b. A Consultant must provide written acknowledgement of receipt of all issued Addenda on the space provided on the Proposer Certification Form.
  - c. All addenda will be posted on the District's web page and may be downloaded from this site: [www.m CFR.org](http://www.m CFR.org).
  - d. It is the Proposers' responsibility to inquire about Addenda.
  - e. Timelines; Extensions. The District must issue Addenda within a reasonable time to allow prospective Proposers to consider the Addenda in preparing their Proposal. The District may extend the Closing if the District determines prospective Proposers need additional time to review and respond to Addenda.
  
9. **PROPOSAL COSTS.** The District is not liable for any costs incurred by any Proposer in its Proposal preparation.

## **SECTION 2: STATEMENT OF WORK**

### **1. SCOPE.**

- a. The purpose of this solicitation is to select a Consultants to provide Architectural Services for renovation of Fire Station No.
- b. A selected Consultant for any project that exceeds \$150,000 must follow the formal selection process as outlined within the MCF&R Local Contract Review Board Rules. Any project with an estimated value under \$150,000 may result in the selection of a Consultant through a selection process encompassing a Personal Services Contract.

### **2. GENERAL SERVICES EXPECTED.** The District is seeking the following types of Architectural Services, but not limited to:

- Project Administration and supporting Services
- Evaluation and Planning Services
- Design Services (Schematic Design, Design Development, Construction Design)
- Construction Procurement Assistance Services
- Contract Administration Assistance Services
- Conceptual Design
- Site Design/Planning
- Construction Drawings and Technical Specifications
- Construction Administration Services as Architect of Record
- Rendering/Modeling
- Materials Research/Specifications
- Project Feasibility and Preliminary Cost Estimating Studies
- Code Analysis
- Planning and Permitting Services
- Interior and Exterior Design
- Lighting Design
- Signage and Graphic Design
- Space Planning
- Facilities Planning
- ADA site and project review / plans
- Seismic Analysis and Design
- Building Condition and Reuse Feasibility Studies
- Value Analysis
- Existing Facilities Surveys
- ~~Energy Analysis and Design~~
- ~~LEED Evaluation~~
- ~~Lifecycle Evaluation~~
- ~~Historic Preservation~~

### **3. SPECIFIC SERVICES FOR PROJECT.** The consultant shall perform all work necessary to provide the design services described below for the renovation of Fire Station No. 2.

- a. Phase 1 – Design and Construction Documentation
  - Conduct space needs assessment and develop a building program;
  - Prepare Schematic Design Documents based upon mutually agreed upon building program, building configuration/feasibility concept and construction budget requirements;
  - Prepare comprehensive preliminary estimate of project cost;
  - Prepare Design Development Documents based upon the approved Schematic Design Documents, consisting of drawings and outline specifications to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems and other major components. Design criteria shall ~~consider life cycle costing for operations and~~ be in full compliance with the Americans with Disabilities ACT (ADA); Prepare a detailed

- labor and material type construction cost estimate (by professional construction cost consultant) for ~~the following each~~ phases of design (35%, and 90% ~~and 100%~~).
- ~~• Prepare life cycle cost analysis, as directed for alternative major building systems;~~
- Coordinate with Fire Chief or designee, the preparation of the bidding documents (Construction Documents) based upon the approved Design Development Documents) to facilitate compliance with competitive sealed bidding in accordance with MCF&R Local Contract Review Board Rules;
- Cooperate and coordinate with the District’s Fire Chief or other District personnel, for this project.
- Assist the District with submission and approval process for regulatory requirements;
- ~~Attend District Board meetings as required to~~ Provide Fire Chief with updates and information for presentation to the Board of Directors.

b. Phase 2 – Bidding and Award

- Distribute Construction Documents and maintain record of plan holders;
- Conduct a Pre-Bid Conference;
- Assist the Fire Chief with Preparation of Addenda;
- Assist the District in determination of lowest responsive and responsible bidder;

c. Phase 3 – Construction Administration

- Review of shop drawings and submittals;
- Coordination of necessary change orders;
- Review application of payment and certify amounts due to consultant;
- Periodic site inspection;
- Require special testing and inspections and review all reports for compliance;
- Coordinate and assist in start-up and acceptance testing;
- Conduct inspection at Substantial Completion, provide Punch List, and conduct Final Inspection;
- ~~• Provide for record drawings, and all operation and maintenance documentation;~~
- ~~• Conduct one-year warranty inspections and related follow-up work~~

4. **DATES.** The milestones for the selection process are set forth below. The dates are approximate but will be followed to the extent reasonably possible. The purpose of this schedule is for Consultant information only. Required dates for submittals and any other activities are provided elsewhere in this solicitation.

<u>Project Milestone</u>	<u>Completion Date and Times</u>
Advertise solicitation	January 26, 2014
Solicitation document available	January 27, 2014
Pre-Proposal Meeting	February 5, 2014 at 2:00 p.m.
Deadline for Questions	February 19, 2014 at 2:00 p.m.
Issue Addenda	February 24, 2014 at 2:00 p.m.
Submit Proposals	March 5, 2014 at 2:00 p.m.
<del>Interviews (if held)</del>	<del>To be scheduled as necessary</del>
Selection of consultant <u>based on proposals received.</u>	March 17, 2014

5. **AVAILABILITY OF FUNDS.** When a contract resulting from this solicitation involves multiple fiscal periods, such contract shall be deemed in force only to the extent of appropriations available to the District for the purchase of such goods and or services. The District’s extended obligations on

those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for following years.

### **SECTION 3: PROPOSAL SUBMISSION** **FORMAT REQUIREMENTS**

1. **INTRODUCTION.** This section prescribes the mandatory submission format for the presentation of a proposal in response to this solicitation. The purpose of the submission format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each proposal.
2. **PROPOSAL SUBMISSION FORMAT.** A submitted Proposal:
  - a. Shall include an ORIGINAL and THREE (3) complete copies of the proposal.
  - b. Should be typewritten on 8-1/2 x 11 size paper, two-sided and stapled in the upper left corner; elaborate art work, expensive paper or binders, and expensive visuals are not necessary. Brochures or other promotional presentations beyond that sufficient to present a complete and effective proposal are not necessary.
3. **PROPOSAL CONTENT REQUIREMENTS.** Proposals should be as thorough and detailed as necessary to allow the District to properly evaluate the Proposer's capabilities to provide the required services. In accordance with the specifications herein, the proposal shall provide a straight forward, concise delineation of capabilities, experience and approach to the tasks outlines in this request. Proposals shall be limited to 50 printed pages, inclusive of all submitted materials. Do not assume the District has any prior knowledge of the Proposer. Proposal response must be in the same order as presented below.
4. **PROPOSER CERTIFICATION FORM AND COVER LETTER.** The Proposer Certification form (included as attachment in proposal) and cover letter summarizing the key elements of the proposal shall be completed and submitted as the cover of the Proposer's response. An individual authorized to bind Proposer must sign the letter and Proposer Certification form. Complete the Proposer Certification for in its entirety.
5. **HISTORY.**
  - a. Provide a history of the Proposer/firm and experience providing Architecture Services;
  - b. Detail local government and fire district (or city fire department) experience;
  - c. Include a narrative description and organizational chart depicting the management of the firm and the relationship to any larger business entity.
  - d. Consultants' ownership status and employment practices regarding women, minorities and emerging small business or historically underutilized businesses.
6. **APPROACH.**
  - a. Define the Proposers approach to staffing and scheduling for Architectural Services in general;
  - b. Describe the Proposers design philosophy and approach to Architectural Services;
  - c. Describe a situation where the Proposer purposefully proposed solution(s) to a recent past or present client that included perceived design and constructability issues; describe the outcome.
  - d. Consultants' ability to assist the District in complying with solar energy technology requirements of ORS Chapter 279C.
7. **EXPERIENCE.**
  - a. Describe the Proposers demonstrated ability to successfully complete project services on time and within budget;



- b. Describe the Proposers experience with Wasco County and the City of The Dalles building and/or planning departments' permit and deferred submittal performance;
  - c. Describe the Proposers accuracy of cost estimates; ability to produce high quality work; and ability to meet financial obligations.
  - d. Insurance: provide an explanation of the insurance and limits carried by the Proposer.
8. **PERSONNEL.**
- a. List the Proposers' key staff that would be assigned to an Architectural Services project for the District, describe their experience in providing Architectural Services;
  - b. Describe the amount and type of resources Proposer has available to perform Architectural Services;
  - c. List key experienced staff persons Proposer has available to perform Architectural Services, include a current resume for each;
  - d. Include the recent, current and projected workloads of the staff referenced above and identify any current accreditations, licenses and/or training certificates related to the Architectural Services.
9. **SUB-CONSULTANTS.**
- a. List the sub-consultant(s) that would be retained, and their roles, experience of key staff, amount and type of resources, availability, and current workload;
  - b. Describe the sub-consultant(s) demonstrated ability to successfully complete similar services on time and within budget;
  - c. Describe the sub-consultant(s) experience with Wasco County and the City of The Dalles building and/or planning departments' permit and deferred submittal performance;
  - d. Describe the sub-consultant(s) accuracy of cost estimates; ability to produce high quality work; and ability to meet financial obligations.
  - e. Insurance: provide an explanation of the insurance and limits carried by sub-consultants.
10. **METHODOLOGY.** Provide a detailed description of the approach and methodology to be used to accomplish the "Scope of Work" of this RFP. Methodology should include an implementation plan that describes in detail the following information:
- a. The methods, including controls by which your firm manages projects of the type sought by this RFP.
  - b. The methodology for soliciting and documenting views of internal and external stakeholders.
  - c. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirement of "Scope of Work" section.
  - d. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion for each task assigned.
  - e. Detailed description of specific tasks you will require from District staff. Explain what the respective roles of District staff and your staff would be to complete the tasks specified herein.
  - f. Any other project management or implementation strategies or techniques that respondent intends to employ in carrying out the work.
11. **PRICING.**
- a. Describe the Proposers and sub consultants' pricing policies and/or other pricing information.
  - b. Provide a proposed fee structure for services provided. Include the contract hourly rate of key personnel and support staff, any reimbursable and other expenses anticipated to be charged to Architectural Services. A range of rates is not acceptable: Rates must be listed specific to either a staff name and/or title.
  - c. Provide a pricing offer that must be honored for District acceptance for 120 days from the date of proposal.

12. **LEGAL ACTIVITY.** Provide a list of any litigation, arbitration, or mediation (pending or settled) the Proposer has been involved in the last five years in excess of \$10,000. Show the parties, project, amount of dispute, and results.
13. **REFERENCES.**
  - a. Provide ten professional references (provide agency name, contact name, phone and email, and brief description of the project performed);
  - b. Provide five written recommendations from clients (may be the references above).
14. **ADDITIONAL DATA.**
  - a. Provide any additional data the Proposer would like to include that the Proposer feels is important that hasn't already been addressed.

## **SECTION 4 – EVALUATION AND SELECTION**

1. **EVALUATION OF PROPOSAL.** The District will form an evaluation committee of at least three individuals to review, score and rank received proposals. After completion of the evaluation summary, the District will select a Proposer. The Finalist Proposer will be the highest-ranked most responsive proposal after the initial evaluation of the proposals.
  
2. **INTERVIEW.** To aid in the naming of Proposer selection, and at its sole discretion, the District may invite any number of Proposer(s) to interview with District staff to clarify their proposal and to determine the overall suitability of a Proposer for final selection. If requested, attendance at such an interview is mandatory and failure to meet with the District within a reasonable timeframe will be grounds for proposal rejection. Following the interview, the District reserves the right to re-score the Proposers that were interviewed.
  
3. **PROPOSER SELECTION.** The District reserves the right to select the Proposer(s) that, in the collective judgment of the evaluation committee, offers the best overall value, benefit, convenience and service to the District, taking into account the cost to the public. The District will announce its final “short selection”. Identification of the Proposer selected is procedural only and creates no right in the named Proposer to a contract award.

PROPOSERS CERTIFICATION  
Solicitation No. RFP 2014-0001

\_\_\_\_\_  
(Consultant)

\_\_\_\_\_  
(physical address)

\_\_\_\_\_  
(city, state, zip)

1. The Consultant certifies that he or she has read and understands all terms and conditions of this solicitation.
2. The Consultant acknowledges that the person that signs this Certification is fully authorized to sign on behalf of the Consultant listed and to fully bind the Consultant to all conditions and provisions thereof.
3. The Consultant certifies that Consultant has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this RFP.
4. The Consultant holds a certificate from the Oregon State Board of Architectural Examiners, the Oregon State Landscape Architects Board, or the Oregon Board of Examiners for Engineers as applicable: Registration #'s: \_\_\_\_\_.
5. The Consultant, pursuant to ORS 279A.120 (1), (check one) is \_\_\_\_\_/is not \_\_\_\_\_ a resident Bidder. If not, indicate State of residency \_\_\_\_\_.
6. The Consultant certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any minority, women or emerging small business enterprise in obtaining any required subcontract.
7. The Consultant agrees to comply with Oregon tax laws in accordance with ORS 305.385.
8. The Consultant acknowledges receipt of the following addenda: (List by number and date appearing on addenda.)

Addendum Number	Date	Addendum Number	Date
_____	_____	_____	_____
_____	_____	_____	_____

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(print/type)

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

