



## **REQUEST FOR PROPOSALS**

# **TO PROVIDE ARCHITECTURAL SERVICES FOR DESIGN OF THE SILVERTON POLICE FACILITY, MUNICIPAL COURT/COUNCIL CHAMBERS AND CITY HALL FACILITIES**

PROJECT NO: **924**

DATE OF ISSUANCE: **Thursday, January 30, 2020**

PROJECT TYPE: **Architectural Services**

PROPOSALS DUE BY: **Wednesday, February 26, 2020, at 2:00 pm**

CITY PROJECT MANAGER: **Christy S. Wurster, City Manager**

PM CONTACT INFORMATION: **[cwurster@silverton.or.us](mailto:cwurster@silverton.or.us) – (503) 874-2205**

### **CITY OF SILVERTON**

City Manager's Office  
306 SOUTH WATER STREET  
SILVERTON, OREGON, 97381

## 1. INTRODUCTION

The City of Silverton (Owner) is seeking proposals for services from a qualified Oregon licensed Architect (Architect/Proposer) who can demonstrate experience in designing essential public buildings, preferably police facilities, for the design and site plan of a new Police Facility, Municipal Court/Council Chambers, and City Hall Facilities. The Owner will screen Proposers and select an Architect as provided in ORS 279C.110(5) (HB 2769), which allows the Owner to use pricing information as part of its screening and selection process.

## 2. SCHEDULE

Documents Available Online  
**Mandatory Site Visit**  
**Proposals Due**  
Notice of Award  
Project Completion

Wednesday, February 26, 2020, at 2:00 pm  
**Tuesday, February 11, 2020, 10:00 AM**  
**Wednesday, February 26, 2020, 2:00 PM**  
Tuesday, April 7, 2020  
December 31, 2020

**NOTE:** The Owner may modify this schedule at the Owner's discretion through an addendum.

## 3. PROPOSER RESPONSIBILITIES AND DUTIES

All Proposers must be qualified to provide the work products and services requested in this document. Proposers must have provided work products and services similar to those listed in the Scope of Work section for commercial and/or municipal customers. Proposers are required to submit documentation as outlined in this document, related to their ability to provide quality work products and services as listed in this document. All Proposers who respond to this RFP, participate in the Owner's screening, and selection process do so at their sole cost.

## 4. PROPOSAL REQUIREMENTS AND SELECTION PROCESS

Owner will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change necessary to understand the Architect's approach to the project.

Each proposal will be judged as a demonstration of the Architect's capabilities and understanding of the project.

### **Mandatory Pre-Proposal Meeting**

All prospective Proposers must attend a mandatory pre-submission meeting prior to submission of proposals in order to become acquainted with job site and specifics. The mandatory pre-submission meeting will be held at Silverton Community Center Council Chambers, located at 421 S. Water Street, Silverton, Oregon 97381, on Tuesday, February 11, 2020 at 10:00 am local time. Submissions will not be accepted without proof of attendance for this meeting. For questions regarding the pre-submission meeting, please contact the Project Manager.

### **Pre-Submission Questions**

All inquiries, whether relating to the RFP process, administration, deadline or method of award or to the intent or technical aspects of the RFP must be delivered in writing to Project Manager via email at [cwurster@silverton.or.us](mailto:cwurster@silverton.or.us). The inquiry must reference the following:

- Reference the RFP number in the subject line;
- Identify Proposer's name and contact email information;
- Reference the specific area of the RFP in question (page, section and paragraph number); and
- Be received no less than five days prior to the Proposals Due Date. Proposers should take care to note the deadline that applies to solicitation protests and requests for changes to the RFP, as described below.

## **Contact with City Staff**

The Owner's Project Manager is Christy S. Wurster, City Manager. Communicating with other City staff or authority for information other than the Project Manager or assigned designee may result in disqualification of proposal.

## **Addenda**

Addenda are deemed incorporated into the original solicitation by reference and can be viewed and downloaded on the City's website. Proposers should consult the City of Silverton website, [www.silverton.or.us](http://www.silverton.or.us), regularly until the Proposals Due Date to avoid missing any Addenda. It is a Proposer's responsibility to monitor whether the Owner issues any addenda and to ensure a proposal complies with all addenda. If the Owner issues an addendum within 72 hours of the Proposals Due Date it may extend the Proposals Due Date by a reasonable amount of time.

## **Proposal Withdrawal**

Any proposal may be withdrawn at any time before the Proposals Due date and time specified in the Schedule, by providing written request for the withdrawal of the proposal to the Owner. The request must be executed by a duly authorized representative of the firm. Withdrawal of a proposal will not prejudice the right of the Proposer to file a new proposal.

In addition, any Proposer the Owner invites to submit a price proposal may withdraw from consideration if the Proposer does not wish to provide a price proposal.

## **Estimated Cost of Services**

The Owner estimates the cost of professional services to be approximately \$1,030,000 and has funds readily available to cover the cost of architect services.

## **Proposal Content Requirements**

### **Offer Format and Substance**

Proposals must contain the information the Owner requests below and clearly address the criteria in each section. The City may reject a proposal as non-responsive if it fails to include the information requested or address the criteria.

The Owner encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.

### **Introductory Letter (Pass/Fail)**

The introductory letter must name the person(s) authorized to represent the Architect in any negotiations and name of the person(s) authorized to sign any contract(s) that may result. An authorized representative for the Architect must sign the proposal letter. If the Owner issues any addenda, the introductory letter must identify the addenda and state the Proposer has read and understands them.

#### **1. Architect's Background, Approach, and Qualifications (Up to 25 points)**

This criterion relates to the Architect's capabilities and resources in relation to this project.

#### **Team - Capacity - Relative Experience:**

Provide a brief overview of Architect firm including number of employees, individual years in practice of those working on the project, and a brief statement/listing of the type, location and experience with architectural services for police facilities and other public sector organizations. Include information regarding your

company; its principals; size; and location(s); number of years in business; and what makes you stand out over your competitors.

State whether Architect is currently, or has been during the last five years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration), any claims or liens relating to or arising from your company's business activities.

Provide a basic organization chart of complete team proposed for the project. Include information on all active and applicable licenses and/or certifications held by proposed team members.

For all key personnel provide brief descriptions, relevant experience and available capacity, including time availability for this project; highlighting applicable knowledge of civic buildings, police and municipal court/council chamber projects, if any.

## **2. Support of Staff and Plan for Public Involvement (Up to 10 points)**

Detail your general approach and process used to foster client engagement, feedback and interaction with Owner's staff in providing the required services. Describe how you would balance and integrate competing visions and input during the design process.

Provide examples of leading discussions with elected officials and the public to facilitate decision making for similar projects.

Assuming you are awarded the contract, please indicate your earliest availability to begin the contracted services for the City (Owner).

## **3. Technical Approach (Up to 40 points)**

This section of the Proposal should provide the information necessary to determine if the work products will meet the Owner's needs. The Proposal must contain the following sections in the order indicated:

- A) Describe your ability, design philosophy/focus you will use to provide the services requested in this RFP, your proposed plan to complete the work, and provide a schedule to demonstrate your understanding of the project. The schedule should feature key milestones and deliverables anticipated as the result of each task.
- B) Outline the information required and method proposed to update programming, develop site criteria, and perform site analysis and how you propose to secure the information required.
- C) Describe your approach in creating conceptual sketches and drawings to effectively support decision making. Provide examples from similar projects to demonstrate your ability to communicate using simple visual aids. Include details how you would facilitate and incorporate feedback during and throughout the design process.
- D) Describe your experience in providing similar architectural services designing public spaces and government facilities, the general timelines, and strategies you may have utilized to increase the opportunity for success.
- E) Describe your most challenging assignment for a similar scope of services and how you resolved the issues faced.
- F) Describe any major problems you foresee with this project and how you plan to address them.

## **4. References (Up to 25 points)**

Provide a **brief description of up to five (5) relevant projects** that involved at least one member of your proposed team. Include the following reference information for each project:

- The project name, location, client name (including current phone and email contact information)
- The year of completion
- The total square feet
- The final hard construction cost
- Identify which member(s) of your proposed team worked on the project and in what capacity

- Include project photo(s)
- The amount of any change orders for architectural services provided.

**Proposal Selection Process and Evaluation Criteria**

**Selection Process**

A Selection Committee will be used for the purposes of evaluating all responsive Proposals received by the closing date and time. Each of the criteria listed in the Proposal Content Requirements section will be evaluated by the Selection Committee for the purpose of ranking Proposals. The Owner reserves the right to conduct interviews/ask follow-up questions, if they are necessary based on the Owner’s sole determination. When interviews are conducted, Proposers will be notified by the Owner’s Project Manager at least five (5) business days in advance, and the following shall apply:

- A minimum number of three (3) evaluators will score the interviews/follow-up questions.
- Interview/follow-up question score (up to a maximum of 20 points) will be combined with the other criteria scores to obtain a total score. The total score will be ranked to determine the apparent successful Proposer.
- Interviews normally require physical attendance at City offices; however, the Owner may elect to conduct interviews via teleconference. Further details will be included with notification of time and date of interviews, if conducted.

**Evaluation Criteria**

The evaluation criteria and points to be used for this project are summarized in the following table:

SCORING CRITERIA SUMMARY	
ITEM	PERCENTAGE OF TOTAL
Introductory Letter	Pass/Fail
Architect’s Background, Approach, and Qualifications	25
Support for Staff and Plan for Public Involvement	10
Technical Approach	40
References	25
<b>Initial Total</b>	<b>100</b>
Interviews (if applicable)	20
Price Proposals	15
<b>Final Total</b>	<b>135</b>

Note: When interviews and/or follow up questions are conducted, scores (up to a maximum of 20 points) will be combined with the other criteria scores to obtain a total score. After this evaluation is complete, the Owner will announce the evaluation scores and rank of each Proposer on its website.

**Pricing Proposal**

After completing the evaluation, the Owner may determine that up to three of the top-ranked proposers are qualified to perform the services the Owner seeks through this RFP and may request from each of them a pricing proposal based on the “Scope of Work” identified below in Section 6.

The pricing proposal:

- Must contain a schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the services the Owner requires;
- Must be in the form of an offer that is irrevocable for not less than 90 days after the date of the pricing proposal; and
- Must provide a reasonable estimate of hours that the Proposer believes will be needed to perform the services the Owner requires.

Pricing proposals must be submitted no later than the date and time identified in the Owner's written request, which will be at least seven days from the date of the request. The Owner will award a total of 15 points to a pricing proposal. After reviewing and scoring the pricing proposals, the Owner will add the score of the pricing proposal to the existing scores and the Owner will begin contract negotiations with the highest-ranked Proposer. Pursuant to ORS 279C.110(6), the negotiation will seek to finalize the scope of services, the rates and number of hours associated with the services, a not-to-exceed amount of compensation for the services and other terms and conditions, including a schedule for the Architect's performance of the services. If negotiations are successful, the Owner will issue a notice of intent to award a contract to the highest-ranked Proposer. *\*All contractors doing business with the City of Silverton City must be in possession of a current business license with the City of Silverton.*

If negotiations with the top-ranked Proposer are not successful, the Owner in its sole discretion may terminate negotiations and begin negotiations with the second-ranked Proposer and may continue in this manner through successive Proposers until an agreement is reached or until the Owner cancels the RFP.

### **Proposal Submission**

Proposers must submit a total of ten (10) copies of the proposal documents. Proposal documents must be submitted by mail or hand delivery. To ensure proper identification and handling, all packages and envelopes must be clearly marked as follows:

CIVIC CENTER ARCHITECTURAL SERVICES PROPOSAL  
Attn: Christy Wurster, City Manager  
City of Silverton  
306 S. Water St.  
Silverton, OR 97381

The Owner shall not be responsible for the proper handling of any proposal not properly identified, marked and submitted in a timely manner. Proposals received after the Proposal Due date/time will not be considered for award.

## **5. GENERAL INFORMATION**

### **Public Records**

This proposal will be made a part of a file open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

"This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

Nondisclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law. The above restriction may not include cost or price information, which must be open to public inspection.

Identifying the proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret.

### **Reimbursement**

All costs for proposal and interviews to secure this project are the Proposer's responsibility.

## **Contract Award**

The Owner may award a contract to the Proposer whose proposal would be most advantageous to the Owner. The selected Proposer will be required to assume responsibility for all services outlined in the RFP, whether the Proposer or a representative of the Proposer produces them. The Owner considers the selected Proposer responsible for any and all contractual matters.

## **Protest of Solicitation/Request for Change**

A Proposer may protest or request a change to any term, condition or provision of this RFP or the Owner's professional services agreement no later than ten (10) calendar days prior to the date proposals are due. Each protest or request for change must include the reasons for the protest or request, and any proposed changes to the terms, conditions or provisions of this RFP or the Owner's professional services agreement. The Owner will not consider any protest or request for change that is submitted after the submission deadline. Any solicitation protest or request for change must be in writing and must be physically received by the Owner no later than 4:00 pm on the tenth (10<sup>th</sup>) calendar day prior to the date proposals are due. Solicitation protests or change requests must be addressed to:

PROTEST OF SOLICITATION or, as applicable, REQUEST FOR CHANGE (Project Number 924)  
Attn: Christy Wurster, City Manager  
City of Silverton  
306 S. Water Street  
Silverton, Oregon 97381

The Owner will consider solicitation protests and requests for change within a reasonable time and will issue a written decision or response to the person submitting the protest or request. The Owner may issue an addendum to: (a) extend the due date of proposals in order to consider a solicitation protest or a request for change; or (b) modify a term, condition or provision of the RFP or the agreement in response to a protest or request for change.

## **Protest of Proposer Selection**

The Owner will provide to all Proposers a copy of the Intent to Award that is sent to the highest-ranked Proposer. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Owner no later than seven (7) calendar days after the date of the Selection Notice as listed on the Owner's website under "Intent to Award". The Owner will address all timely submitted award protests that are in accordance with OAR 137-048-0240(2).

Protests must be in writing and physically received by the Owner no later than 4:00 pm on the seventh (7) calendar day after the date of issuance on the selection notice.

Address protests to:

PROTEST OF AWARD (Project Number 924)  
Attn: Christy Wurster, City Manager  
City of Silverton  
306 S. Water Street  
Silverton, Oregon 97381

Protests will be processed pursuant to the procedures set forth in OAR 137-048-0240. The protest must state the grounds upon which it is based. The Owner will review the protest and present a decision to all involved parties within a reasonable time.

## **6. PROJECT INFORMATION AND SCOPE OF WORK**

## **Project Completion Date**

The project must be completed no later than December 31, 2020.

## **Examination of Contract Documents and Project Site**

Project Site is located at 410 N. Water Street, Silverton, Oregon, 97381. Each Proposer is solely responsible for thorough review of the Request for Proposal documents and the examination of the Project Site prior to submittal of their proposal. Documents are available on the City of Silverton website, [www.silverton.or.us](http://www.silverton.or.us), or at City Hall, 306 S. Water St., Silverton, OR.

## **Insurance**

The Architect must be prepared to demonstrate proof of insurance (liability, workers compensation, automobile, and errors and omissions), including value limits, as required by the AIA Standard Form of Agreement Between Owner and Architect (See Exhibit A).

## **Public Safety**

Public safety may require limiting access to information for the security of the Police portion of the facility. The Police Department may request and the successful Proposer shall take the necessary steps to ensure the security of the Police Facility. Employees of the successful Proposer and its sub-consultants may be subject to background checks. The successful Proposer's employees and agents must carry sufficient identification to show by whom they are employed and display it upon request.

## **Project Background/Description**

The Owner has completed the site selection, and facilitated a public process on the conceptual site master planning for a new Civic Center consisting of a Police Department Facility, Municipal Court/Council Chambers, and City Hall facility(ies) to be constructed on approximately 3.48 acres located at 410 N. Water Street, Silverton, Oregon 97381. Owner has not yet determined whether to proceed with construction of one facility, two or more than two facilities, or a phased construction of the site, nor determined elements to be included in the final site plan. Additional determinations must also be made regarding the number of stories for each facility.

This project will include a master site plan conceptual design, as well as completion of full architectural plans for the construction of the Police Facility, Municipal Courts/Council Chambers, City Hall building(s) and associated site improvements. The Owner will make a determination through this process if and when to proceed with the construction phase.

The Owner's space needs analysis for the Police Station and Municipal Court identifies space needs ranging between 20,000 to 31,000 square feet. An early task of the project team will be to determine whether the Police and Municipal Courts program square footage is appropriate and if most effectively addressed using a single building or multiple buildings based on function and "Essential" facility requirements per applicable building codes and the total square footage needed.

The architectural design work must also include a City Hall Building (Civic Center) with Council Chambers, and shall include site improvements including parking, landscaping, open space, and amenities such as outdoor seating, pathways, historic interpretations, and public art using concepts from the Eugene Field Commons site concept plan developed by the City.

[http://www.silverton.or.us/DocumentCenter/View/6114/TGMC2A3-17\\_Eugene-Field-Final-Draft-06282019](http://www.silverton.or.us/DocumentCenter/View/6114/TGMC2A3-17_Eugene-Field-Final-Draft-06282019). The design must address the inundation zone and its impact on all improvements proposed or designed by the Architect such that they will withstand a flooding event and allow essential services located in the buildings to continue to function. The design must also consider context sensitivity to the existing downtown architecture and include energy efficient elements, natural light optimization, incorporation of a passive solar study, regional materials, as well as historic elements saved from the Eugene Field Elementary School that include



lettering, entryway columns, heat registers, and bubble fountains. A conceptual layout of the final master plan for the site must be provided

In addition, as part of the pre-schematic concept phase, the Architect must provide three options with preliminary building renderings and site plans for city council and citizen input to be used to determine the desired building design and site development.

### **Architect Scope of Services**

The Architect will support the Owner through all phases of the project leading all design and engineering efforts and provide overall supervision and management of all design (architectural / engineering) disciplines. The Architect will work in collaboration with an appointed Owner's representative regarding technical features of the project.

**The Owner has not retained a Building Technical Advisor. The Architect team will need to demonstrate extensive prior specific experience in the design of Police, Municipal Courts/Council Chambers, Civic Buildings or include as part of their team specialists with such experience.**

### **Space Needs Assessment**

1. The Architect must review the Space Needs Assessment performed by The Center for Public Safety for the Police Department Facility and Municipal Court in April of 2007 to evaluate current space needs for the department and municipal court functions and make a recommendation to the Owner for square footage to be constructed. The Architect shall meet with Project Manager and departmental staff for input prior to making a formal recommendation.
2. The Architect must provide the services necessary to prepare a Space Needs Assessment for the City Hall and Council Chambers portions of the proposed Civic Center and make a recommendation to the Owner on recommendations for square footage for these portions of the facility(ies). The Architect shall meet with Project Manager and departmental staff for input prior to making a formal recommendation.

### **Pre-Schematic Concept Phase**

1. The Architect must meet with Owner's staff and City Council to gain input to provide a vision of the project in a City Council Work Session.
2. Following the City Council Work Session, the Architect must provide a vision of the project. This must include three options with vignettes/sketches showing perspective in color, materials and textures, sunlight/shadows of building/s, fenestration, massing and site features as well as the estimated cost.
3. The Architect must make one presentation to the general public at a public meeting to receive input and feedback on the three options.
4. The Architect must present public feedback and the suggested options to the City Council for review and comment in a public meeting.
5. Upon approval by the City Council of the preferred option, with any City Council changes, the Architect must use this information to incorporate it into the Schematic Design Phase.

6. The Architect must complete all geotechnical analysis work required for the site evaluation.
7. The Architect must complete a hydrology report required for the site.
8. The Architect must prepare an updated construction cost estimate based on the selected preferred option with changes as requested by the Owner.

### **Schematic Design**

1. The Architect must provide the services necessary to prepare 50 percent design drawings for the preferred project option consisting of drawings and outline specifications from the approved program and other illustrative and technical documents to confirm the general scope, scale, and relationship of project components for approval by the Owner.
2. The Architect must develop exterior materials and finishes boards to convey options for building components.
3. Conduct weekly meetings with Project Manager via videoconferencing to assure project communications.
4. The Architect must develop and present information in one open house enabling public communication and feedback.
5. The Architect must develop Schematic Design level statement of probable construction cost.
6. The Architect must present Schematic Design to Owner through its City Council in a public meeting.
7. The Architect must conduct preliminary meeting with Owner to review/confirm zoning, building, life safety, access, and other applicable code compliance issues.
8. The Architect must work diligently with the Owner in a value engineering effort to refine the design to conform to Owner's budget considering building systems, materials, constructability, schedule, construction access and any other elements that will affect construction quality, cost, schedule, and durability.

### **Design Development**

1. The Architect must provide services necessary to define and refine Schematic Design Documents and drawings to 90 percent Design Development level of completion. Architect will prepare documents for approval by Owner.

2. Design Development Documents will consist of drawing and outline specifications by plans, sections, elevations, construction detail and equipment layout and other related documents to describe the entire project, including public systems and selection of structural, plumbing, heating, ventilating, low voltage and electrical systems while giving consideration to energy efficient elements, natural light optimization, regional materials, historical elements, and incorporation of a passive solar study. The specifications must address the inundation zone and its impact on all improvements proposed or designed such that they will withstand a flooding event and allow essential services located in the buildings to continue to function.
3. The Architect must provide Engineering of high and low voltage security system design and engineering implementing a preliminary security system plan and IT system plan.
4. Design Development Documents will include an exterior master plan of the property with site improvements including landscaping, parking, open space, and amenities such as outdoor seating, pathways, historic interpretations and public art in accordance with State Law while considering context sensitivity to the existing downtown architecture.
5. The Architect must provide furnishing layouts for all rooms.
6. The Architect must attend an open house to present final design and address any unanswered needs.
7. The Architect must conduct weekly meetings with Project Manager to assure project communications.
8. The Architect must prepare a Furniture, Fixture and Equipment (FF&E) budget.
9. The Architect must develop a Design Development level statement of probable construction cost.
10. The Architect must work diligently with the Owner in a value engineering effort to refine the design to conform to Owner's budget considering building systems, materials, constructability, schedule, construction access and any other elements that will affect construction quality, cost, schedule, and durability.

## **EXHIBITS**

Exhibit A: Draft AIA Standard Form of Agreement between Owner and Architect

Exhibit B: 2007 Police Department Facility Space Needs Assessment

Exhibit C: Final Report of MIG

Exhibit D: Pricing Proposal (Proposers to submit only upon Owner Request)