

REQUEST FOR PROPOSALS
PUBLIC FACILITIES NEEDS
ASSESSMENT



December 6, 2017

City of Stayton, Oregon

INTRODUCTION

The City of Stayton is requesting proposals from qualified consultants to complete an update to our Public Facilities Master Plan. The Public Facilities Master Plan update will include a detailed analysis of current and future needs, recommendations to meet these needs, and conceptual designs and cost estimates. The Public Facilities Master Plan update shall include recommendations for the following City facilities:

- City Hall
- Police Department
- Planning and Public Works Department administrative office
- Star Cinema movie theater

The update will include an analysis of site options (including an analysis of the current sites), and generate conceptual designs and a cost estimates for new individual and/or combined facilities.

BACKGROUND

The City of Stayton has a population of 7,800 and is located approximately 17 miles east of Salem along the North Santiam River. The City adopted a Public Facilities Master Plan in the spring of 2007 at a time of rapid growth and it was assumed that growth would continue. The economic recession in 2008 brought the rapid growth to a halt and Stayton has seen only moderate growth since that time. Even with the diminished growth, the public facilities to be studied are not able to fully and efficiently serve the City's mounting needs.

The Stayton City Hall, located at 362 North Third Avenue, was built in the 1950s and is 1,622 square feet. Six full time City employees currently work at City Hall. There are 12 dedicated off street parking locations, three of which are used for Police Department vehicles and two for Public Works owned vehicles.

The Police Department, also built in the 1950's, is located at 386 North Third Avenue. There are currently 13 full time employees and 3 part time employees that work in the 1,965 square foot building. There are an additional 16 to 20 volunteers that also work within the department at various times. Functions of the department include administration, records, patrol, investigation, evidence, and temporary holding facilities. An additional 1,000 square feet located on the top floor of the facility and is used for computer hardware, storage, and as an office for the Marion County Probation Office. There are 13 dedicated off street parking spots to accommodate Police Department vehicles. There is no dedicated staff off street parking.

The City currently owns and leases out the Star Cinema, which bifurcates City Hall and the Stayton Police Department. The Star Cinema was built in 1949 and is 5,400 square feet. There is no dedicated off street parking for this building.

The Public Works and Planning Departments administrative staff shares a 1,800 square foot leased facility located at 311 North Third Avenue. There are 4 full time employees that use this space as well as

archived planning and public works project files, infrastructure drawings, and equipment. There is no dedicated off street parking.

In 2007, the City considered a plan to utilize property to build a new City Hall. A clerical error in publishing the notice of a bond measure and the subsequent economic downturn resulted in the plan being abandoned. The plan utilized three parcels that are currently owned by the City.

- 1. 300 N. Florence is an 8,630 square foot lot that current contains a parking lot.
- 2. 352 E. Florence is an 8,884 square foot lot that contains a 3,155 square foot building that was built in 1963 and is currently leased.
- 3. 180 N 4th Avenue is a 19,863 square foot lot that was previously the Community Garden and is now used as a Dog Park.

OBJECTIVE

The objective of the Public Facilities Master Plan update is to develop working documents for planning, programming, and financing improvements to the community’s public facilities. Essential to this goal is a plan that accurately reflects current facility needs and demands, identifies future needs, and recommends specific improvements to meet those needs. This study should look at the possibility of combining the City Hall, Police Department, and the Planning and Public Works administrative offices into one facility.

SCOPE OF WORK

1. Executive Summary

The executive summary is an independent document that summarizes the findings, assumptions, and recommendations of the Public Facilities Master Plan in simple, direct, and concise language.

2. Technical Review Committee

- A. The City will establish a Technical Review Committee (TRC) consisting of City management staff and Consultant staff to provide review and consensus concerning study recommendations and improvement options.
- B. The Consultant will schedule milestones throughout the project and submit technical reports to the TRC at these milestones.
- C. The Consultant will set the TRC meeting schedule and notify all members.

3. Public Involvement

- A. Conduct two (2) open house format hearings during the master planning process to provide an opportunity for the public to comment on the master planning.

4. Consultants may be asked to conduct additional open house meetings to share the designs and cost estimates with the public and answer questions.
- B. Inform Council of master planning status.
5. Submit a monthly status report to the City for Council review.
 6. Present a summary and the status of the master planning effort to Council three (3) times during the duration of the project.

4. Study Area Characteristics and General Scope of Work

- A. Review needed data from the State and the City Planning Departments. Utilize future population projections from Portland State University within the service areas for each facility (each facility will likely have a different service area). Based on population projections, work with Department heads to develop staffing projections at 5-year, 10-year and 20-year increments.
- B. Summarize the environmental and social impacts as required by regulatory agencies, and those accepted in practice for master planning.
- C. For each City Building included in part of the study
1. Assess the existing structure, including roofing, ADA compliance, etc.
 2. Evaluate maintenance needs and procedures.
 3. Assess the HVAC, electrical, and telecommunications systems to determine deficiencies and inefficient energy usage.
 4. Review site compliance with all applicable City and State codes, including parking requirements, building codes, fire/life safety, zoning requirements, etc. The City will provide the current City codes.
- D. Develop a phase plan for construction of the recommended improvements.
1. Prepare conceptual maps and architectural drawings showing the locations and phasing of these improvements.
 2. Show recommended improvements required by 2025 and 2035.
 3. Summarize and prioritize all existing and future deficiencies determined.
 4. Receive input on the various improvement alternatives from the TRC.

5. City Hall/Cinema Assessment and Recommendations

- A. Assess the City Hall facility to determine existing deficiencies, and make recommendations.
1. Determine if the existing facilities provide adequate work space and environment for staff duties and projected staffing levels.
- B. Assess the Star Cinema to determine existing deficiencies.

1. Review the current lease to make sure proposed improvement options would be allowed, and determine any costs that may occur for breaking the lease if a cost effective option for moving the facility is determined.
- C. Develop alternatives to solve existing and future City Hall deficiencies in order to adequately serve the community.
1. Develop options for possible expansion and/or relocation of City Hall.
 2. Develop options for possible combination of City Hall, Police Department, Planning Department, and Public Works administrative office into one facility.
 3. Prepare order of magnitude cost estimates for all improvements options and the purpose of the improvements. These cost estimates should include an impact to the annual City budget.

6. Police Department Assessment and Recommendations

- A. Assess the Police Department facility to determine existing deficiencies.
1. Define adequate facilities for administrative, supervisory staff, patrol staff, investigation services as well as temporary holding, security, video monitoring systems, interview rooms, training/conference room area, locker rooms, equipment storage, and parking etc. based on current and projected staffing and needs.
 2. Assess the need for a small emergency command center within the training/conference area.
 3. Calculate police response times to existing and future service areas.
- B. Develop improvement alternatives to solve existing and future Police Department deficiencies to allow the Department to adequately serve the community.
1. Develop options for possible expansion and/or relocation of the Police Department.
 2. Develop options for possible combination of City Hall, Police Department, Planning Department, and Public Works administrative office into one facility.
 3. Prepare order of magnitude cost estimates for all Police Department improvements options and the purpose of the improvements. These cost estimates should include an impact to the annual City budget.

7. Public Works/Planning Facilities Assessment and Recommendations

- A. Assess the Public Works and Planning administrative office facility to determine existing deficiencies.
1. Review the current lease to make sure proposed improvement options would be allowed, and determine any costs that may occur for breaking the lease if a cost

- effective option for moving the facility is determined.
2. Determine if the existing Planning Department facilities provide adequate work space and environment for staff duties based on projected staffing.
 3. Determine if the existing Public Works facilities provide adequate work space and environment for staff duties based on projected staffing.
- B. Develop improvement alternatives to solve existing and future deficiencies in order for these facilities to adequately serve the community.
1. Develop options for possible expansion and/or relocation of these facilities.
 2. Develop options for possible combination of City Hall, Police Department, Planning Department, and Public Works administrative office into one facility.
 3. Include the option for purchasing or constructing a City owned facility for the Public Works administrative office.
 4. Prepare order of magnitude cost estimates for all improvements options and the purpose of the improvements. These cost estimates should include an impact to the annual City budget.

8. Funding Review

- A. Thoroughly review all possible funding sources for the proposed City facility improvements and develop a funding mechanism for the proposed improvements.
1. Review all funds available and the status of capital improvements, operation, and maintenance funds for public facilities.
 2. Identify different funding sources including State, Federal, and private sources.
 3. Include incentive programs for energy efficient projects.

9. Implementation

- A. Provide detailed cost estimates for all the recommended public facility improvements.
1. Calculate future operation and maintenance costs.
 2. Define, in detail, the portion of individual project costs attributable to existing customers and the portion attributable to growth. Provide documentation for the basis and methodology used to allocate costs.
- B. Prepare a review process for the City's consideration.
1. The review process will involve a monthly review of the Public Facilities Master Plan as draft chapters or sections are compiled.
 2. Reviewed and revised chapters shall be consolidated into a draft document for the City's final review.
- C. Prepare draft and final copies of the Public Facilities Master Plan.

1. Prepare seven (7) drafts, spiral bound hard copy format, 1.5-spaced.
2. Prepare ten (10) final copies, spiral bound, and two (2) final copies, three-hole-punched of the master plan.
3. The Consultant shall also provide the final plan in electronic format.
4. Prepare indexed project notebooks including key decisions, cost estimates, technical evaluations, and related information developed for the master plan. Also provide indexed copies of all electronic files.

D. Obtain final review and approval.

1. Present final report to Council for final review, approval, and adoption.

PROPOSAL INFORMATION

CONSULTANT INNOVATION

This request is not all-inclusive. The City encourages Consultants to exercise their innovation, sound professional judgment, experience, and knowledge. Consultants are invited to propose alternative or additive scopes of work the Consultant believes will better reflect the goals of the City of Stayton and the funding available. The City reserves the right to negotiate a final scope and cost with the selected proposer.

LIMITATIONS

The City of Stayton reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with qualified consultants, and to cancel in part or in entirety this request if it is in the best interest of the City to do so. This request does not commit the City to pay any costs incurred in the preparation of a proposal. The City may request interviews with qualified candidates

PROJECT SCHEDULE

The Consultant shall prepare a proposed project schedule that will allow completion of Stayton’s Public Facilities Needs Assessment by **June 30, 2018**. The proposal shall provide a graphic schedule of major work tasks with project milestones.

PROPOSAL REQUIREMENTS

1. Narrative

The narrative should provide a description of the Consultant’s understands of the project objectives and the consultant’s range of capabilities (i.e. HVAC, electrical, structural, municipal development).

2. The Work Plan

The Work Plan should outline phases of work and the relationship of the proposed tasks to the objectives of the Public Facilities Needs Assessment. The Work Plan should include proposed methods of investigation, analysis, and design as appropriate. Key elements of the Work Plan will include:

- A. An expanded outline of all work tasks.
- B. Detailed work schedule for each task, including time frames, and estimated staff hours committed to each task.
- C. List all proposed sub-consultants, including their planned scope of work, estimated cost of services, key project staff, and references (contact names, phone numbers, and E-mail addresses).
- D. Description organized by task of City's anticipated role to assist in development of the plan. Include specific deliverables needed from the City.
- E. Detailed description of Consultant deliverables, including support documentation and the technical reports that the Consultant will submit at the set milestones. The Consultant should include a description of all computer software (including version) proposed for the project, including word processing, spreadsheet, mapping, graphics and technical models, display graphics used for public meetings, and electronic files.
- F. One (1) copy of a similar Public Facilities Master Plan recently completed for another community or communities by the consultant.
- G. Description of how the Consultant will coordinate work with City staff as the plan is developed. Include a discussion of the process used to share information with the City's project team and anticipated process for periodic review as the plan is developed, including the type, format, and frequency of meetings.
- H. The format of the completed Master Plan shall be recommended by the consultant for City consideration.

3. Project Team and Experience

- A. Identify all team leaders and their roles and relationships in the project.
- B. Include a summary of each team leader's education and work history with specific emphasis on recent experience in performing similar tasks to those proposed for this project.
- C. List specific references for each team leader including former clients (contact names, phone numbers, and E-mail addresses).

4. Fee

Include total estimated costs of services and costs for each major task listed in the work plan. Once the

Consultant is tentatively selected, the City will negotiate a final, detailed scope and agreement.

5. Insurance

Provide proof of insurance for a minimum of 1 million dollars professional liability insurance plus 1 million dollars comprehensive and automobile liability insurance.

SELECTION CRITERIA

The City will follow the Oregon Revised Statute 279C.110 et seq. The selection will be done through a stakeholder review of the proposal looking for the Consultant exhibiting the best understanding of the project scope, goals, challenges, innovative solutions and the work plan to achieve a finished project. The successful firm must have excellent credentials for quality assurance/quality control. The selection criteria will be based on the following minimum requirements:

1. Overall quality of the submitted proposal
2. Professional qualifications which may include but not be limited to: specialized experience, technical competencies, methodology to the project
3. Record of past performance including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost controls and cost administration.
4. Reference checks

Tours of current City facilities can be arranged.

SUBMISSION REQUIREMENTS

Submit three (3) copies of the Proposal in a sealed envelope marked "PROPOSAL FOR PUBLIC FACILITIES NEEDS ASSESSMENT". Submit one (1) copy of the Proposal Cost of Services in a separate sealed envelope marked "PROPOSAL FOR PUBLIC FACILITIES NEEDS ASSESSMENT COST OF SERVICES". Proposals are to be submitted to:

City of Stayton
362 N 3rd Avenue
Stayton, OR 97383

For questions, contact City Hall at 503-769-3425 or via email at kcampbell@ci.stayton.or.us.

Proposals must be received no later than 3:00 P.M. local time, on **January 18, 2018**. The City of Stayton assumes no responsibility for delayed or undelivered mail, or express packages. Proposals which are not delivered to City Hall by the above specified time and date will not be considered.