



Request for Proposal

City Hall Conference Room Renovation

RFP COORDINATOR:

Michael Brash
(503) 798-0247

mbrash@staytonoregon.gov

362 N. Third Avenue, Stayton, Oregon 97383

www.staytonoregon.gov

The City of Stayton (“City”) requests proposals from qualified and experienced firms, partnerships, corporations, associations, persons, or professional organizations (“Firm” or “Firms”) with expertise in building renovations to perform a conference room renovation project at City of Stayton’s City Hall in Stayton, Oregon.

The City reserves the right to reject any and all proposals at its sole discretion. Each respondent must reply to this RFP by supplying a proposal with all relevant information which meets the requests and standards set forth in this RFP. The primary contact is:

Michael Brash
Utility Operator
City of Stayton
362 N. Third Avenue
Stayton, Oregon 97383
(503) 798-0247
mbrash@staytonoregon.gov

SECTION 1: INTRODUCTION

Renovation of existing building located at/near 346 E. Ida St., Stayton, ORE 97383. The existing building will be converted into a meeting/conference room.

SECTION 2: SCOPE OF SERVICES

The services required for this project will include, but may not be limited to:

- A. Removal/replacement of exterior window trim.
- B. Exterior painting.
- C. Removal of an interior wall separating two rooms. Removal may require structural analysis.
- D. Removal of existing restroom.
- E. Construction of a new restroom with new lateral connection to the sewer main in alley.
- F. Removal and replacement of existing flooring. Testing for asbestos will be required before removal of flooring.
- G. Ceiling and wall surfaces require rehabilitation prior to surface prep and painting.
- H. Removal of existing ceiling mounted gas furnace.
- I. Installation of new HVAC system.
- J. Provision and installation of a coffee bar and sink.
- K. Abandonment and replacement of existing building wiring, panel and appurtenances, including installation of low voltage wiring for communication and visual aids, etc.
- L. New LED lighting throughout.
- M. Sound proofing will be required for restroom walls and the room’s north wall (due to the wall being shared with the movie theater).
- N. Permits: Contractor is responsible for securing permits where required by city, county, and state entities and is responsible for complying with such permits, including scheduling inspections where required.

SECTION 3: SITE VISITS

Site visits are required for all entities wishing to submit a proposal. Site visits can generally be scheduled on demand with 24 hours notice. Potential bidders may have access to the building as many times as they feel necessary.

SECTION 4: CONSTRUCTION DRAWINGS/SPECIFICATIONS

A conceptual layout of the meeting room is attached. The contractor is responsible for designing the improvements such that they are functionally compatible with the space and are pleasing to the eye.

SECTION 5: SUBMISSION REQUIREMENTS

Content of Proposal: To be considered for selection, each firm must submit, at minimum, the following information in keeping with the following format and identifying each item by number and letter.

- A. Letter of Introduction.** Briefly describe the firm and the name, address, email, and phone number of the contact person, as well as a summary of the respondent's understanding of the scope of services and the respondent's proposed overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise due to working with the City. Each proposal shall be concise, well organized, and be able to demonstrate the firm's professionalism and ability to successfully complete the project as outlined in this RFP.
- B. Statement of Qualifications.** Identify contracts the firm is currently undertaking of a similar nature and has undertaken in the last five years, preferably in Oregon. Please provide details of the services provided under each contract.
- C. Personnel and Resources.**
 1. Provide the information of key personnel, including their names, title, experience, and qualifications of the management who will provide oversight of the contract.
 2. Provide the information of the personnel who would be providing direct services to the City.
 3. Provide the office location that would be servicing the City, and the staffing level at that office.
 4. Provide a list of proposed sub-contractors (electrical, plumbing, etc).
- D. Prior Experience.** Provide at least three (3) references, from recent work, which we may contact for verification of the respondent's experience and qualifications. At least two of these references should be public agencies for which similar work was performed. Please provide the names, telephone numbers and email contact for the personnel who will be contacted. We prefer the contacts are either in Oregon or neighboring states and be in rural communities.
- E. Fees and Compensation.** Please provide proposed scope and budget, identifying any additional fees, costs, expenses, or reimbursable fees for which the Firm would be seeking compensation. In addition, please include a current fee schedule for the types of service(s) you offer, including public engagement. Please also provide detailed information on your billing practices (i.e., lump sum, percentage-based, other)
- F. Single Point of Responsibility.** The City expects to have a single point of contact/authority for this

contract. All subcontractors are to be listed in the RFP response and subject to approval by the City. A single point of contact must be identified in the proposal.

G. Tentative Construction Schedule. Please provide a tentative schedule indicating the intended start and finish dates, as well as expected project milestone completion dates.

H. Proposed Materials: Please provide detailed information on the materials proposed to be used to complete the work.

SECTION 6: RFP INSTRUCTIONS AND RESPONSE

Proposal Submittal: Firms will prepare proposals in compliance with all the instructions outlined in the RFP. Partial or incomplete proposals may be rejected. An official with the legal authority to bind the Firm must sign the proposal. All proposals must be firm for 180 days following the proposal period. The submission of a proposal shall not in any manner oblige the City to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

All RFP documents are available for download on the City of Stayton's website at:

https://www.staytonoregon.gov/page/docs_rfp

RESPONSES MUST BE SUBMITTED ELECTRONICALLY:

citygovernment@staytonoregon.gov

Tentative Schedule: Below is the City's *tentative* timeline (subject to change):

Request for Proposals Issued	October 7, 2024
Proposals due at 5:00 PM	October 31, 2024
Contract Awarded	Week of November 11, 2024
Project Completion	No later than June 1, 2025

Evaluation of Proposals: Proposals will be evaluated based on the following criteria (the order of these criteria does not necessarily reflect priority of any individual criterion over another):

1. Responsiveness to the Request for Proposals
2. Experience and qualifications of the Firm
3. Experience and qualifications of the assigned individuals
4. Satisfaction of previous clients
5. Level of detail included in the proposal
6. Proposed construction schedule/timelines
7. Fee proposal

Proposals submitted will become the property of the City and subject to laws adopted by the State of Oregon.

Items Required of Successful Contractor: The successful Firm shall enter into a Service Agreement with the City of Stayton and submit the following items within ten (10) days of notice of award:

1. Copy of Certificate(s) of Insurance and endorsements naming the City as an additional insured.
2. Completed IRS W-9 tax form.

Award of Contract: Upon review, the review committee will select the successful bidder. By submitting a proposal, the Firm agrees to sign and be bound by the requirements stated in this RFP. Firms must be in compliance with all local, county, state business licensing, bond, and insurance requirements. Certificates of insurance with the City named as additional insured are required prior to contract execution. Unless otherwise stipulated, the Firm shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work as outlined in the contract and bid. A final timeline of work completion will be negotiated in good faith prior to contract execution.

Indemnification: The Firm shall indemnify and hold harmless the City and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the Firm's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use there from, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Firm, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Firm shall similarly protect, indemnify and hold and save harmless the City, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Firm's breach of any of its obligations under, or the Firm's default of, any provision of the Contract.

The City of Stayton does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodation to apply for, attend or participate in a City service, program, or activity, call (503) 769-3425 as far in advance as possible.

Attachments:

- Photos
- Conceptual layout





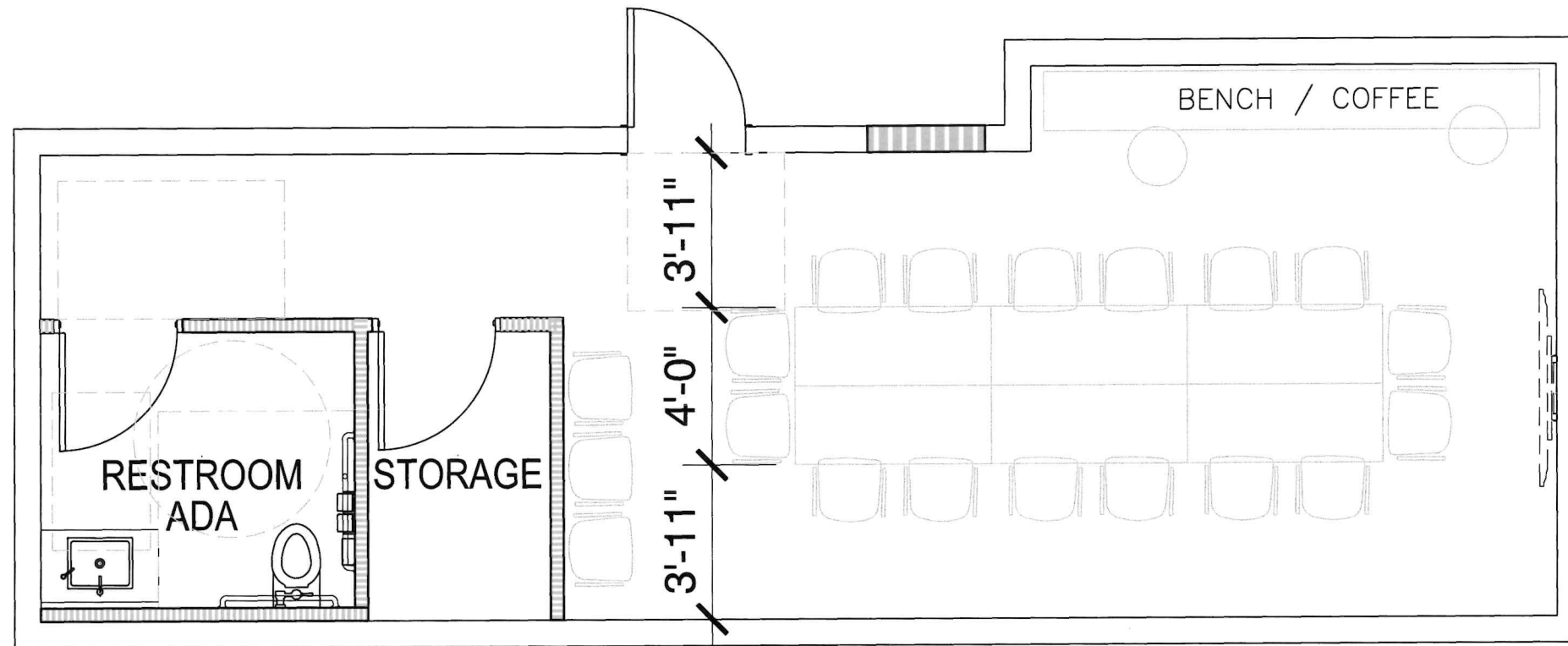




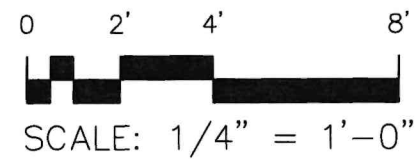
Bankers Box®
SHR TO
Follows










OPTION A (19 CHAIRS & OPTIONAL BENCH SEATING)



WALL TYPES & LEGEND

-  EXISTING WALL TO REMAIN
-  NEW FULL HEIGHT WALL
-  NEW WALL (OR PARTITION INFILL WHERE DOOR AND/OR GLAZING REMOVED)