



CITY OF LA PINE, OREGON URBAN RENEWAL AGENCY – REGULAR MEETING

Tuesday, March 7, 2023, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/88431767287>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the Urban Renewal Agency.

APPROVAL OF MEETING MINUTES

February 7, 2022, Regular Meeting minutes.....3.

OLD BUSINESS:

- 1. Urban Renewal Archway Project (Update)
 - a. Staff Report.....6.
 - b. Updated Draft RFP.....7.

NEW BUSINESS:

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

STAFF COMMENTS

BOARD MEMBER COMMENTS

ADJOURN MEETING

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.



CITY OF LA PINE, OREGON
URBAN RENEWAL AGENCY – MINUTES

Tuesday, February 7, 2023, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/86908724712>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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CALL TO ORDER

Meeting was called to order at 3:05 p.m. by Vicki Russell.

ESTABLISH QUORUM

Present

Ann Gawith

Andrea Hine

Present Virtually

Viki Russell

Staff

Agency Director Geoff Wullschlager

City Planner Alexa Repko

SLED Executive Director Patricia Lucas

Administrative Assistant Amanda Metcalf

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Ann Gawith

ADDED AGENDA ITEMS

No added agenda items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the Urban Renewal Agency.

APPROVAL OF MEETING MINUTES

January 3, 2022, Regular Meeting minutes.....3.

Ann Gawith made the motion to approve the minutes. Seconded by Andrea Hine. Motion passed unanimously.

OLD BUSINESS:

1. Urban Renewal Archway Project (Update)

Mr. Wullschlager updated the Urban Renewal Agency on the archway project and the presented the draft RFP. This RFP will require a twostep refinement process before publication, Mr. Wullschlager also read and explained the different areas that will be scored when deciding the contractor for the project. There was discussion regarding the different aspects of the scoring method for the future bidders.

Mr. Asla was not present at the meeting but sent inquiries prior. "If we are having a mandatory pre-submittal meeting per the anticipated schedule in the Draft RFP, should there be another Mandatory Pre-submittal meeting prior to the start of the schedule." Members discussed the issue and decided that there should only be one meeting. Mr. Asla also asked about the interview scores, Mr. Wullschlager will discuss in more detail at the next URA meeting.

The Draft Site Conditions Survey were discussed, regarding the requirement for pavement will removal and about the height requirement. Ms. Gawith suggested that a letter be drafted to the landowner to keep them in the loop.

Location and height of Arch was briefly discussed. Mr. Wullschlager will have the Draft RFP cleaned up and corrected with best information and delivered to the agency by next week.

Ms. Hine asked what the project will be called when looking online, the proposed name from Dan Galanaugh- Design, Engineering and Construction-Huntington Arch. The Agency Board briefly discussed and agreed that the title was appropriate.

Ms. Lucas asked if the contractor designing the arch will also be building it. Mr. Wullschlager informed the Agency Board that it will not be a requirement of the building contractor, and that the design element could be subcontracted out. Discussion was brought up regarding the design of the Arch and what will happen if the proposed design doesn't meet design expectations. Mr. Wullschlager voiced that he will draft in the proposal to advise the designing contractor that they will need to be creative with the design. **NEW BUSINESS:**

None

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

None

STAFF COMMENTS

Ms. Lucas - Mark Miller will have a new signed quote and that he will be submitting a new application within a month or two.

Mr. Wullschlager- Will follow up with Tammy Wisco and will need to get an updated contract with the project.

BOARD MEMBER COMMENTS

Ms. Hine - Derm Health is now open for business, and she complemented on how the merchant kept the public informed about construction progress and building design.

ADJOURN MEETING

Vicki Russell adjourned the meeting at 3:46 p.m.

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Date:
Vicki Russell, Chair


ATTEST:

Date:
Geoff Wullschlager, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 7, 2023
TO: Urban Renewal Board
FROM: Geoff Wullschlager, Executive Director 
SUBJECT:

- | | | | |
|--------------------------|-------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input checked="" type="checkbox"/> | Other/Direction: Please see below |
-

Agency Board Members:

The draft RFP shared during the Regular February 2023 Urban Renewal Board Meeting has been updated to reflect the following adjustments:

- 1: Introduction (pg. 2.) has been updated to reflect the nature of the RFP and the scope of work. This permits the respondent to submit as either a principal designer or fabricator, to subcontract the remaining service as part of their proposal. New or augmented information is highlighted in green.
2. Anticipated RFP Schedule (pg. 2): There is a suggested project schedule contained herein. This can be adjusted based upon what is decided during the meeting. This reflects current workable timelines for city staff in developing this project and allots for any adjustments and consultation needed prior to issuance of the RFP. New or augmented information is highlighted in green.
3. Objectives & General Information (pp. 9.- 11.) : This represents the scope of the project expectations as listed under the RFP introduction, and expanded upon for potential respondents. New or augmented information is highlighted in green.
4. Design and Engineering Services – Primary Tasks (pp. 13.- 14): These are the principal tasks expected of the agent(s) within the project.

Action:

If the board is in support of the draft RFP or the principal elements under consideration, a consensus can be taken as to next steps and preparation for solicitation.



L A P I N E

O R E G O N

Request for Proposals

Design, Engineering and Construction – Huntington Arch

City Project No.23-XX

Solicitation No: 23-XX

Proposal Due: May 29, 2023, 2:00 PM Pacific Time

Deliver to:

City of La Pine

16345 Sixth Street, La Pine, Oregon 97739

Attention: Geoff Wullschlager - City Manager

CITY OF LA PINE REQUEST FOR PROPOSALS

Introduction

The City of La Pine, Oregon intends to build an archway reflecting local accents and design elements indicative of the community, with illumination, to span Huntington Rd. at its intersection with US. Hwy 97. The City of La Pine is seeking the services of a company to provide technical design and fabrication elements of the project. The project consists of construction of a metal or composite material archway, and structural supports (2) over Huntington Rd., at the Hwy 97. Intersection, in the City of La Pine. Project elements in detail include the following aspects.

1. Artistic consultation/design and composition using city inspired logo and other elements reflective of the La Pine community. City designated staff will assist in the selection of these parameters through the process.
2. Architectural and structural design meeting current UBC standards, and city zoning and county building/electrical standards.
3. Fabrication and physical construction of archway and supporting columns to be installed.
4. Coordination and project support with general contractor selected for installation.
5. Submitting contractors may only be capable of either fabrication or design, and not both elements in entirety, in either circumstance the remaining project element may be a subcontracted service contained within the RFP.

Detailed information regarding the services to be provided and an area map can be found in Exhibit A – Statement of Work.

Issuing Office

The City Manager is the issuing officer for this Request for Proposal (RFP) and the point of contact for the City for all process and contract questions as well as protests.

<p>Issuing Officer:</p> <p>City of La Pine Geoff Wullschlager PO Box 2460 La Pine, Oregon 97739</p> <p>Phone: (541)536-1432</p> <p>E-mail: gwullschlager@lapineoregon.gov</p>	<p>Technical Questions:</p> <p>City of LaPine PO Box 2460 La Pine, OR 97739</p> <p>Phone: (541)536-1432</p> <p>E-mail: gwullschlager@lapineoregon.gov</p>
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Anticipated RFP Schedule

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed as needed.

Issuance of RFP documents	April 26, 2023
Mandatory Pre-submittal Meeting	May 15, 2023
Deadline for Proposal Submission	May 29, 2023
Notice of Intent to Award	June 6, 2023
Commencement of Contract	July 5, 2023

Mandatory Pre-submittal Meeting

A mandatory pre-submittal meeting will be held at City Hall Council Chambers, 16345 Sixth Street on **May 15, 2023 at 10:00 AM**. Proposals will only be accepted from attendees of this meeting.

Submission Date and Location

Each proposer must provide 6 copies of the proposal; one copy should be unbound and marked "Original". The outside of the sealed envelope or box should be marked with the Proposer name and **Huntington Arch (1RNPR) 23-01**. The proposals must be physically received by the City by **2:00 PM on May 29, 2023**.

Submission Location

<i>If by mail:</i> City of La Pine Geoff Wullschlager, City Manager PO Box 2460 La Pine, Oregon 97739	<i>If delivered:</i> City of La Pine Geoff Wullschlager, City Manager 16345 Sixth Street, La Pine, Oregon 97739
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Telephone, facsimile, or electronically transmitted proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration.

Solicitation Documents and Changes (Addenda)

All solicitation documents may be viewed or printed on line from Premier Builders Exchange at www.premierbx.com (click on Public Works Projects) or at 63052 Layton Ave. #100, Bend Oregon, 97701. Please contact Premier Builders Exchange at 541-389-0123 or admin@plansonfile.com with any technical problems viewing solicitation documents.

Any clarifications or revisions will be addressed and issued in addenda; City must receive requests for changes in writing five working days prior to the deadline for submitting proposals.

Proposers should register with Premier Builders Exchange as a document holder to receive addenda. Viewers are responsible for checking the Premier Builders Exchange web site for the issuance of any addenda prior to submitting a proposal. If the proposer does not register with the plan center, the proposer will still be held responsible for all addenda/changes to the documents and may be considered non-responsive if their proposal does not reflect those addenda/changes. For proposal results, please go on-line with the above.

Information Available to Proposers

The following documents are available for review at the Premier Builder's Exchange website: www.plansonfile.com, (see Solicitation Documents Section) or by contacting the Issuing Officer.

- Existing Conditions Map
- Project Specifications

Protests

Any complaints or perceived inequities related to this RFP shall be in writing and directed to the Issuing Office at the address listed in the RFP. Protests related to the solicitation shall be received no later than seven calendar days after issuance of RFP. Protests of the award must be made within seven calendar days after notification of the selected proposer. Protest procedures are set forth in Oregon Administrative Rules (OAR) 137-048-0240.

Modification / Withdrawal

Unless otherwise specified, modification of the Proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the Issuing Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposals has not expired.

Rejection/Cancellation

The City of La Pine reserves the right to reject any or all Proposals and to cancel the RFP at any time before execution of the contract by both parties if rejection or cancellation is deemed to be in the public interest as determined by the City. In no event shall the City of La Pine have any liability for the cancellation of award.

Duration of Proposals

Proposals must remain valid for at least 60 days. Proposals must be signed by an official authorized to bind the proposer.

Public Record

All proposals submitted are the property of the City of La Pine and are public records. All documents received by the City are subject to public disclosure after the City selects a contractor. Information deemed by the proposer as exempt under Oregon's public records law should be clearly marked by the proposer as "Proprietary". Marked pages should be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated.

Incurring Costs

The City of La Pine is not liable for any cost incurred by contractors prior to issuance of a contract.

Limitations on Future Work

Any firm providing services as part of the selected Consulting contract shall be precluded from providing construction/installation services for the same Project.

Disadvantaged Businesses

Minority, Women Owned, Emerging Small and Veteran Owned businesses are encouraged to submit a proposal. Proposers are encouraged to involve participation of small, minority, women and veteran owned business enterprises. A Directory is available from the Certification Office for Business Inclusion and Diversity (COBID) web site at: <http://www.oregon4biz.com/How-We-Can-Help/COBID/>, or by telephone, 503-986-0078.

Contract

The City reserves the right to negotiate a final Contract that is in the best interest of the City.

Selection Process

The City reserves the right to select the consultant on the basis of the proposals or to conduct interviews with the highest qualified proposers following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all proposals.

Proposal Evaluation Criteria and Scoring

The evaluation will be based on the technical and administrative capabilities in relation to the needs of the project/task. The criteria listed below will be used to evaluate the proposers. If interviews are conducted, there will be an additional 200 points available.

- Project Understanding and Approach Max. Points: 400 Score _____

Evaluate the consultant's project understanding and approach to accomplish the tasks set forth in the Statement of Work. Consider methodologies proposed to accomplish the work, including the types of information or data required. Review the proposed schedule for compliance with stated milestone dates and/or suggested schedule enhancements or deviations.

- Project Team Max. Points: 200 Score _____

Evaluate the proposed team's qualifications, experience, skills, availability and commitment to perform the work. Were proposed team members actively involved in many of the referenced projects? Consider firms senior level staff experience levels as this would relate to support staff assigned to the project. Consider identified staff and the role and specialty skills are consistent with the project needs. Consider if the team is appropriately sized to both effectively and efficiently meet the needs of the project

- Firm Experience and Quality of Service Max. Points: 200 Score _____

Evaluate the firms overall experience and availability to perform the work. Evaluate the firm's recent projects experience, specifically for this type of work, technologies, level of complexity, and comparable size with the proposed project. Consider the quality of the completed projects and the quality of service the firm provided on previous projects for the City of La Pine.

- Interview Score _____

If an interview is held, the City will recalculate the entire proposal and add points for interview performance (200 points available, if held).

TOTAL SCORE _____

Proposal Contents

Proposals are to include, but not necessarily be limited to, the content listed below. The volume, or size of the proposal, should be consistent with the relative size of the project. Concise proposals without needless duplication are encouraged.

1. **Letter of transmittal.** Include an introductory letter expressing interest in the project. The letter should include name of firm, RFP contract person, email address, mailing address, telephone number, and must be signed by person authorized to bind the firm.
2. **Oregon Statutory Certifications.** Place a signed copy of Oregon Statutory (ORS) Certifications: Exhibit B, immediately behind the letter of transmittal.
3. **Project Understanding and Approach**
Provide a statement of project understanding, including project objectives, issues to be addressed and potential complications or conflicts.

Describe the proposed approach, solution concepts, and methodologies to performing the work to accomplish the project objectives and tasks listed in the statement of work. Describe how the approach will benefit the City and the implementation of this project. Using the provided project description and map as a basis of understanding, provide recommendations and solutions to improve upon or confirm that the base concept and will meet the project objectives in the most effective way possible.

Include a complete project design schedule along with a discussion of scheduling considerations, including any deviations or enhancements. Project schedule shall identify duration and completion dates for all major milestones, including council dates and city review periods. Project schedule shall identify the project design critical path and expectations of City involvement and review.

4. **Project Team.** List the experience and qualifications of staff who will be working on the project. Describe the applicable skills and accomplishments of the project manager. Confirm availability and commitment of named key staff to the project. If the project manager is not local, identify any local contact and describe how project management, coordination and communications with the City will be accomplished. Do not include persons who will not be working on the project. Describe how the size and structure of the proposed team was selected to both efficiently and effectively meet the needs of the project.

Include resumes at the back of the proposal which reflect education, registrations and experience of key staff.

5. **Related Experience.** Provide project descriptions for up to three recent projects similar in nature to the proposed project, including completion dates, measures that indicate quality and successful project completion, and a client reference name and phone number. Indicate the involvement of proposed key staff on those or similar

projects. Identify project experience with the 2008 Oregon Standard Specifications for Construction. Identify experience with complete project submittals for review including plans, specifications, estimate, and schedule. Indicate the team's familiarity with the local area.

Provide any background information on the size, capability and location of the firm that may be beneficial.

6. **Appendices**
a. Resumes

Limitations:

- Sections 1-5 limited to a total of 20 pages of text, including the letter of transmittal and certification sheet. Concise proposals are appreciated.
- Section 6 limited to a total of 10 pages.
- The limitation does not apply to covers or dividers unless they are used to convey project information. Any 11 X 17 pages will be counted as two pages. A two sided page counts as two pages.
- Pages beyond these page limitations will not be evaluated.

EXHIBIT A STATEMENT OF WORK

Objectives & General Information:

The City of La Pine seeks professional services in the archway project in the following principal areas:

1. Artistic design:

The City seeks consultation in the development of design aspects implementing local accents and existing city branding into an archway concept. The selected contractor will be given artistic license to develop design copy to be reviewed by agency staff and board members. Below are examples that have been agreed upon by the La Pine Urban Renewal Agency as reflective of intended design outcomes.



City of Weed, CA.



City of Troutdale, OR.



Taft District, Lincoln City, OR.

2. Structural design:

The City desires for the design team to build structural integrity models prior to fabrication, to ensure that design and materials will meet architectural/structural load standards commensurate with state and county building code, in addition to wind loading envelope commensurate with Central Oregon region.

3. Fabrication:

The City seeks production of the archway, to include, lighting (determined during design phase) elements, the primary archway with logo, lettering, artistic accents, and two supporting columns to be installed into existing Portland cement pathway and blacktopped right of way areas.

4. Area:

The project area is designated below with approximate anticipated width of 38ft. crossing over Huntington Rd. in La Pine, OR.



CMGC

The City intends to utilize the Construction Manager / General Contractor (CMGC) project delivery method for this project in order to meet the tight schedule and provide significant benefits to the project, and ultimately the public, by being able to select the most qualified Contractor for the project, being able to define and plan for the project phasing and temporary traffic control needed for construction through the design of the project as well as receiving valuable and real input regarding constructability and pricing of improvements during the design of the project. The City intends to have an approved CMGC contract prior to the completion of the 30% PS&E so the Contractor may participate in the review of that set. Following the completions for each of the 60%, 90% and Final PS&E packages, the CMGC firm, City, Independent Cost Estimator and Design Consultant will hold meetings to work towards a final Guaranteed Maximum Price (GMP), with the final GMP being negotiated following the Final PS&E package and ultimately becoming the “bid” for construction of the project through an amendment to the CMGC contract. Should an agreement not be made through negotiation of the GMP, the City may terminate the contract with the CMGC and advertise the completed design package through the traditional low-bid process.

Design and Engineering Services – Primary Tasks:

Task 1: Detailed Design Consultation

This task consists of the detailed design of project using City submitted elements, branding, and input to arrive at a model that meets city project goals and outcomes. Site visitation and consultation with city staff and public works team is anticipated prior to design commencement.

Task 2: Project Management Support

This task consists of:

- Attending regularly scheduled weekly project progress meetings.
- Preparing a project preconstruction schedule and providing regular monthly updates;

Task 3: Project Review and Data-Gap Analysis

Review the project-related documents provided by the City and consider additional sources of information potentially available for use in developing the project. Determine additional data that will need to be gathered through the design of the project beyond those already identified and provided in the initial contract for design.

Task 4: Preliminary Scoping and Cost Estimate Update.

Following the project review efforts from Task 3, review the existing scope and cost estimate for the project as provided by the City and provide any updates as determined necessary to provide a baseline scope and cost prior to the progression of the detailed design.

Task 5: Permitting Support

Provide support for preparing building permits needed by the City.

Task 6.: Fabrication

Design manufacturing for all previously related and described elements of the archway and support structures, including installation of wiring and electrical components, and any associated welding or other affixing of external artistic and necessary structural specifications.

Task 7: Plans, Specifications & Estimate (PS&E) packages

Prepare packages consisting of the project PS&E of quantities at the 30%, 60%, 90% and Final design levels. Drafting to follow the National CAD Standards. The estimates at the 60%, 90% and Final design levels are to include the Engineer's estimate of construction

Task 8: CMGC Support

Provide design support and coordinate with the construction contractor selected by the City. Attend review and coordination meetings and provide updated design details, data or independent cost estimates as requested by the City and/or its construction contractor.

Task 9: Construction Support

Upon completion of PS&E, participate in a Design Handoff Meeting and Preconstruction Conference. Provide design support during project construction with regards to answering questions and sealing change orders as needed. Due to use of CMGC process, advertising a construction contract is not anticipated but if required, support for bidding will be included in this task.

Schedule and Budget:

The total current budget for the Huntington Arch project is not exceed \$100,000.00.

Key project schedule dates are as follows:

EXHIBIT B

**Oregon Statutory (ORS) Certifications
(Must be signed and included with Proposal)**

We Hereby Certify to comply with Title VI of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. **We Certify** also that we shall comply with the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act (ADAAA) of 2008 and any subsequent amendments (42 U.S.C. § 12101, et seq.) (Pub L No. 101-336), ORS 659A, and all regulations and administrative rules established pursuant to those laws. **We Certify**, in the performance of any contract issued from any proposal related to these documents, we will in all respects adhere to the City of La Pine's policy of non-discrimination.

We Certify that we have not and shall not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

We Certify that we, and our subcontractors, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation Law, and shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all of their subject workers, unless such employers are exempt under the law.

We Certify that we accept all the terms and conditions contained herein, including Exhibit C; and in the event of a forthcoming contract containing these same terms and conditions, we would agree without exception. Any exception to these terms and conditions will be made a minimum of five (5) working days before the proposal deadline.

We Certify, under penalty of perjury, that the proposer has complied with the tax laws of this state or a political subdivisions of this state, including but not limited to ORS 305.620, and ORS chapters 316, 317 and 318.

We Certify that we _____ ARE _____ ARE NOT (mark one) a "Resident Bidder" as defined by ORS 279A.120. As defined in ORS 279A.120, "Resident Bidder" means a bidder that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder is a "Resident Bidder".

If not a Resident Bidder as defined in ORS 279A.120, please indicate state of residence:_____.

Contractor _____ Date _____
(Authorized Official)

Exceptions to the above Certifications. The Contractor will cross out those items they cannot certify to and then list the reasons for the exception (use additional pages if necessary):