



L A P I N E

O R E G O N

Request for Proposals

Design – Hwy 97 Eastside Sidewalks and Streetscape

City Project No.24-01

Solicitation No: 24-01

Proposal Due: February 29th, 2:00 PM Pacific Time

Deliver to:

City of La Pine

16345 Sixth Street, La Pine, Oregon 97739

Attention: Ashley Ivans – Assistant City Manager

**CITY OF LA PINE
REQUEST FOR PROPOSALS**

Introduction

The City of La Pine, Oregon (“City”) was awarded \$375,000 in funds through the American Rescue Plan Act (ARPA) program to focus on pedestrian access, safety and beautification along Highway 97 and the outlying areas. The project consists of: designing a pedestrian friendly streetscape along the east highway 97 corridor and surrounding areas of La Pine, Oregon. The design should mimic the City of La Pine City Hall Frontage, 1st Street streetscape, La Pine Transit Center, and Western Highway 97 streetscape. The design should include landscaping, drainage swales, street trees, decorative lighting, an 8’ sidewalk, sidewalk aesthetics, improvement of crosswalks, walkability in the surrounding area, and evaluation of required Right-of-Way acquisitions.

The expected outcome of this Project is to provide citizens with a safer route to the amenities in the downtown corridor of La Pine by means of improved walking/biking areas, visibility, and enhanced crosswalks. This streetscape should also reduce blighted areas to improve Economic Development by enhancing the commercial area. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer expenses associated with the RFP.

General Project Components

1. Artistic consultation/design and composition using already existing improved City Streetscapes 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/Engineering and structural design meeting current UBC standards, 2024 Oregon Standard Specifications for Construction, Deschutes County Construction Specifications, Public Right of Way Accessibility Guidelines (PROWAG) and City of La Pine zoning and construction standards.

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

Issuing Office

The Assistant 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 Ashley Ivans PO Box 2460 La Pine, Oregon 97739</p> <p>Phone: (541)536-1432</p> <p>E-mail: aivans@lapineoregon.gov</p>	<p>Technical Questions:</p> <p>City of La Pine Ashley Ivans PO Box 2460 La Pine, OR 97739</p> <p>Phone: (541)536-1432</p> <p>E-mail: aivans@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	January 29, 2024
Deadline for Proposal Submission	February 29, 2024
Notice of Intent to Award	March 13, 2024
Commencement of Contract	March 13, 2024

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 **Hwy 97 Eastside Sidewalks and Streetscape 24-01**. The proposals must be physically received by the City by **2:00 PM on February 29, 2023**.

Submission Location

<i>If by mail:</i> City of La Pine Ashley Ivans, Assistant City Manager PO Box 2460 La Pine, Oregon 97739	<i>If delivered:</i> City of La Pine Ashley Ivans, Assistant 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 online 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 to the above address.

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.

- Project Specifications (RFP) with exhibits, including existing conditions and design guidelines.

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 the issuance of a contract.

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: <https://www.oregon.gov/biz/programs/COBID/Pages/default.aspx>, or by telephone, 503-986-0075.

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 the proposed team members actively involved in any of the referenced projects? Consider firms senior level staff experience and how this may relate to support staff assigned to the project. Consider identified staff and the role and specialty skills 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, if any, 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 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 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 2021 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. 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:

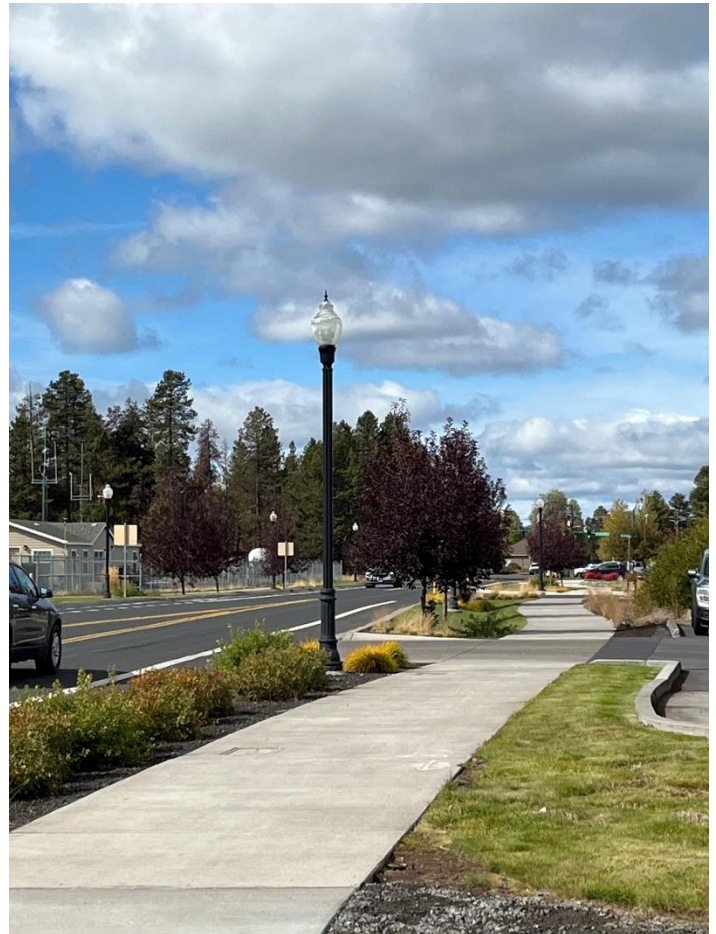
The City of La Pine seeks professional services in the Hwy 97 Eastside Sidewalks and Streetscape project in the following principal areas:

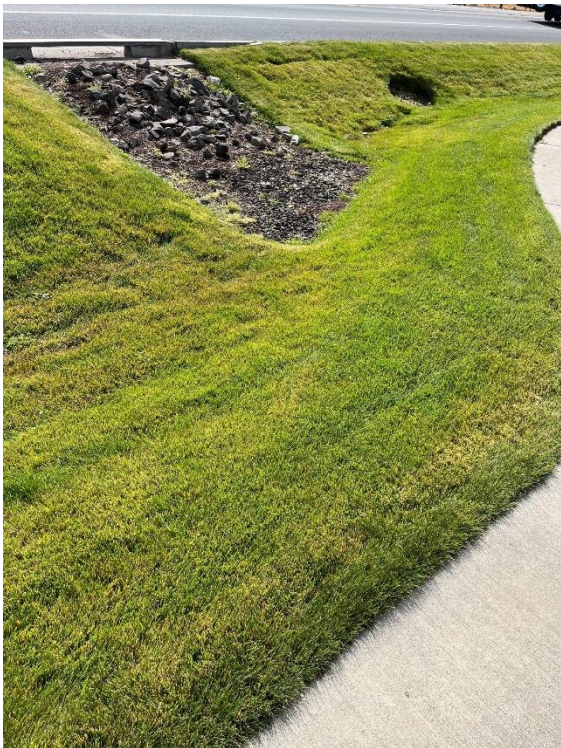
1. Artistic design:

The City seeks consultation in the development of design aspects implementing local accents and existing city streetscapes into an Hwy 97 Eastside Sidewalks and Streetscape concept. The selected contractor will be given an artistic license to develop design copy to be reviewed by staff and City Council. Below are streetscape examples and current design elements, that have been designed and implemented in the City.

Hwy 97 Eastside Sidewalks and Streetscape – Overall design guidance.

Existing City Streetscapes





Design Elements – Landscaping



Design Elements – Sidewalk & Streetscape Design



Design Elements – Street Lighting



Design Elements - Miscellaneous

City Color Palette – La Pine, OR

The following color selections are indicative of current City application to city documentation and other physical applications around the community and should serve as a basis for design standards.



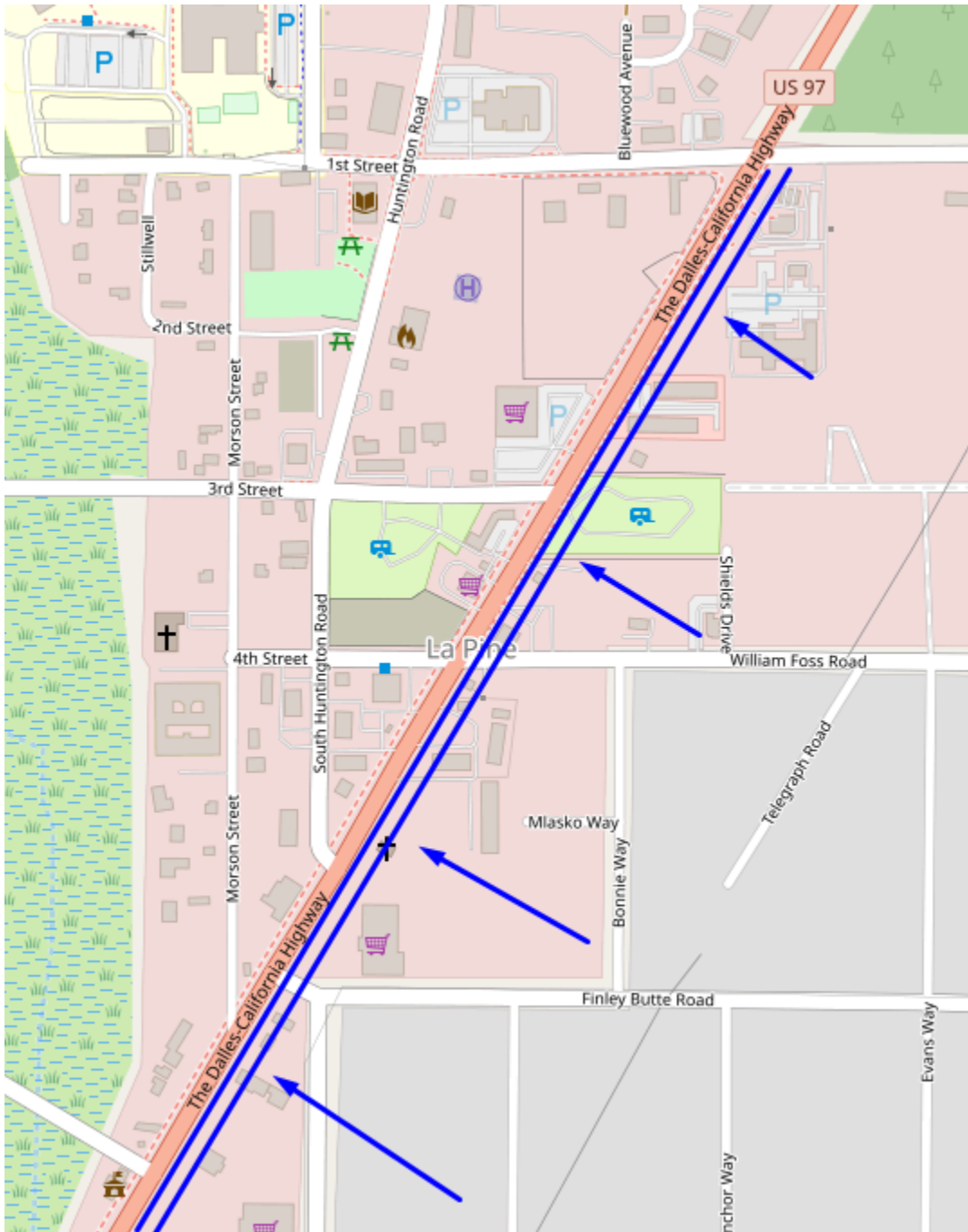
Rust brown and storm gray

City Branding/Logo – La Pine, OR



2. Area:

The project area is designated below and is located on the East Side of Highway 97 from Reed Road to Deschutes County Services Building (directly across from City Hall). Surrounding areas with blight are also included.



3. Existing Conditions



4. Right-of-Way Determinations:

The City seeks consultation in the determination of private property acquisitions and determinations about public right-of-way. This is included, but not limited to, understanding Oregon Department of Transportation driveway easements, driveway standards, and discussions with private property owners about these standards. The selected contractor will be responsible for partnering with City Staff in navigating conversations about public right-of-way.

Design, Engineering and Installation 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 project progress meetings.
- Creation and delivery of Preliminary, Advanced and Final plans to Oregon Department of Transportation staff.
- Implementation Strategy for Right-of-Way acquisitions and driveway reconstructions

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.

Schedule and Budget:

The total current budget for the Hwy 97 Eastside Sidewalks and Streetscape project is not to exceed \$375,000 for all elements of the project, including but not limited to the following phases:

1. Project planning, costing, scoping, and analysis
2. Design and development consultation including engineering

Key project schedule dates are as follows:

Commencement of Contract:

March 13, 2024

Initial meeting with ODOT:

within 45 days of
commencement of
contract

25% Project Completion, ODOT review:
50% Project Completion, ODOT review:
75% Project Completion, ODOT review:
Anticipated Design Phase Completion:

June 1, 2024
August 15, 2024
November 1, 2024
December 31, 2024

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 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):