

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

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

Virtual Meeting on Zoom: https://us02web.zoom.us/j/88138389568
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

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

Tuesday January 3rd, 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

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.

MINUTES

1. CALL TO ORDER

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

2. ESTABLISH QUORUM

PRESENT

Ann Gawith, Scott Asla, Andrea Hine

STAFF

Agency Director Geoff Wullschlager SLED Executive Director Patricia Lucas Administrative Assistant Stacie Skeeters Administrative Assistant Amanda Metcalf

3. PLEDGE OF ALLEGIANCE

4. 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.

None.

5. APPROVAL OF MEETING MINUTES

The December 6, 2022 Meeting Minutes were unanimously approved.

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6.OLD BUSINESS

1. Storefront Improvement Program (Dermatology Health Services)

The Urban Renewal Agency proposed an application fee which would cover the cost of legal review. Staff has drafted the proposed amendments for review. Dermatology Health Services must enter into a contractual agreement with the Agency, ensuring that they will follow the program provision and complete the project within a year of contract execution.

Motioned made by Ann Gawith to approve the agreement. Seconded by Scott Asla. The agreement was unanimously approved.

2. Urban Renewal Archway Project (Update)

Wullschlager updated the Urban Renewal Agency on the archway project. He stated that the project is a difficult RFP due to the break down in three different cost categories of design, fabrication and installation. The RFP will be ready by the third week in January.

3. Storefront Improvement Program (Application language – proposed amendment)

The Agency discussed the following updates for the grant application:

"If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel)." This puts the financial burden of any the associated legal review of a corporate or formal entity on the agency, for action initiated by an applicant.

During the December meeting several concepts were discussed in addressing this expense and the solution of an application fee, of \$250.00 was proposed. This fee can be utilized for up to 1 (one) hour of legal expense. It was further suggested that this expense can be folded into the reimbursement funds upon the date of project disbursement, to not create a hardship for any applicant, and any additional legal fees would be at the sole expense to the applicant.

As such, within the project application the following language will be added at the terminus of the application form (proposed).

"Application Fee of \$250.00 will be assessed at disbursement of award funds and can absorbed as a reduction of overall award. This fee, when appropriate, will be used for up to 1 (one) hour of Agency legal counsel review. Any legal costs in application review incurred by La Pine Urban Renewal Agency in excess of this expense will be born solely by applicant and assessed as a reduction of overall award."

Motion was made by Ann Gawith to approve the application language-proposed amendment. Seconded by Andrea Hine. The proposed amendment was unanimously approved.

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4. NEW BUSINESS

None.

5. OTHER MATTERS

None.

6. PUBLIC COMMENTS

None.

STAFF COMMENTS:

Patricia Lucas announced that Mark Miller will submit two applications for his project. There has been no new information from the new Mexican restaurant.

BOARD MEMBER COMMENTS

Vicki Russell thanked the lighting company and Ann Gawith for the tree lighting ceremony.

ADJOURN MEETING

Colleen Scott adjourned the meeting at 3:29 p.m.

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LA PINE URBAN RENEWAL AGENCY

STAFF REPORT

Meeting Date:	February 7, 2023					
TO: FROM:	Urban Renewal Agency Geoff Wullschlager, URA	Urban Renewal Agency Geoff Wullschlager, URA Manager சிரிமரி மேல்கள்				
SUBJECT:		Urban Renewal Archway				
[]	Resolution	[]	Ordinance			
[]	No Action – Report Only	[]	Public Hearing			
[]	Formal Motion	[X]	Other/Direction:			

Agency Board Members:

Please find attached, the following draft documents in relation to the URA Archway Project:

1. Draft RFP

This draft RFP will require a twostep refinement process before publication.

- a. URA Agency staff will work with engineer of record to define project elements and deliverables.
- b. URA Agency Board should review the following sections:
 - a. Anticipated RFP Schedule pg. 3.
 - b. Proposal Evaluation Criteria and Scoring pg. 6.

The Agency Board in encouraged to review the whole draft RFP but should take note that the substantive question(s) to be considered are the evaluative standards. Once these are agreed upon, the formalization of the remaining document will commence. Please have your individual comments and notes prepared for the upcoming Board review.

2. Draft Site Conditions Survey

This has been provided to demarcate the current infrastructure and property boundaries of the project area and is for informational purposes only.

Action: Please discuss the proposed criteria and project awarding schedule to develop timeline and standards for project solicitation and award processes. The intent is for the Board to conclude upon both elements to move the project calendar forward and to initiate the project from concept to an official Agency development.



Request for Proposals

Design, Engineering and Construction – Huntington Arch City Project No.23-XX Solicitation No: 23-XX

Proposal Due: June 25, 2023, 2:00 PM Pacific Time

Deliver to:

City of La

Pine 16345 Sixth Street, 2nd

Floor La Pine, Oregon 97703

Attention: Dan Galanaugh, Senior Purchasing Analyst 6 Copies Required

CITY OF LA PINE REQUEST FOR PROPOSALS

Introduction

The City of La Pine requests proposals for the design of the Huntington Arch project. The project consists of construction of Project elements include

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

Issuing Office

The Senior Purchasing Analyst 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.

Issuing Officer:	Technical Questions:
City of La Pine	City of
Staff	LaPine
PO Box 2460	PO Box 2460
La Pine, Oregon 97739	La Pine, OR 97739
Phone:	Phone: .
E-mail: <u>.</u>	E-mail: .

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

May 24, 2023

Mandatory Pre-submittal Meeting

Deadline for Proposal Submission

Notice of Intent to Award

Commencement of Contract

May 24, 2023

June 12, 2023

June 25, 2023

July 3, 2023

August 21, 2023

Mandatory Pre-submittal Meeting

A mandatory pre-submittal meeting will be held at City Hall Council Chambers, 16345 Sixth Street on **March XX**, **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)** <u>23-XX.</u> The proposals must be physically received by the City by 2:00 PM on June 25, 2023.

Submission Location

If by mail: City of La Pine Dan Galanaugh, Sr. Purchasing Analyst PO Box 431	16345 Sixth Street, 2 nd Floor
La Pine, Oregon 97709	La Pine, Oregon 97703

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, Ste. #100, La Pine, Oregon. 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 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.

† I	interviews are conducted, there will be an a	aditional 200 points available).			
•	Project Understanding and Approach	Max. Points: 400	Score			
	Evaluate the consultant's project und accomplish the tasks set forth in the methodologies proposed to accomplish tinformation or data required. Review compliance with stated milestone date enhancements or deviations.	Statement of Work. Cons he work, including the types the proposed schedule	ider s of for			
•	<u>Project Team</u>	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 an Evaluate the firm's recent projects experience work, technologies, level of complexity proposed project. Consider the quality of quality of service the firm provided on propine.	rience, specifically for this ty , and comparable size wit f the completed projects ar	ype of th the nd the			

• 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.

- 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:

Provide design, engineering and construction services for the Huntington Arch project. This project consists of this work includes:

• Project elements include...

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.

Background

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Design and Engineering Services – Primary Tasks:

Task 1: Contract Administration & Project Management Support

This task consists of:

- attending, providing agendas for and minutes from, regularly scheduled weekly project progress meetings;
- Preparing a project preconstruction schedule and providing regular monthly updates;
- Providing support for the development of, and updates to, living project management documents such as the: project Communications Plan, Stakeholder Register, Issue Log, Requirements Traceability Matrix & Risk Register.

Task 2: 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. Some Known City documents /resources for this project are:

TBD

Task 3: Preliminary Scoping and Cost Estimate Update.

Following the project review efforts from Task 2, 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 4: Permitting Support

Provide support for preparing permits needed by the City.

Task 5: Project Survey

Perform a complete topographic survey...

Task 6: Geotechnical Investigation & Recommendations

Perform a geotechnical investigation within the project area as needed...

Task 7: Right of Way Support

Provide full support for acquiring the ROW needed for the project; no permanent acquisitions are currently anticipated; however, Temporary Construction Easements and Temporary Construction Access Agreements are expected.....

Task 9: Utility Coordination

Multiple franchise utilities exist within the project area and will likely result in the need for franchise utility relocations...

Task 10: Detailed Design

This task consists of the detailed design of project improvements using the current City, regional and all other relevant design standards. This task includes design for...

Task 11: 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 costs.

Task 12: Public Involvement Coordination

Develop a plan for an effective public Involvement (PI) process. Lead PI efforts with input from the City. Provide materials for public outreach efforts conducted via the web, postal mailings, door hangers and public meetings. Coordinate public meetings and attend to represent the design of the project. Coordinate and provide, when applicable, responses to questions from the public.

Task 13: 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 14: 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.

Note:

Potential work that may be added by amendment includes:

- Support for Environmental Review, cross-cutting requirements, etc.;
- Preliminary Design Report (potential CWSRF Requirement);
- Structural Engineering services for Retaining Wall design;
- Engineering support for ROW condemnation proceedings.

Work that is excluded from this contract and will be provided by the City to the firm awarded this design contract includes:

- Sizing for the City water and sewer replacement lines;
- Traffic Study and crash analysis to provide options for safe pedestrian mobility (primarily street crossings), congestion/delay reduction and safety improvements within the corridor.

Schedule and Budget:

The total current budget for the Huntington Arch project is....

Key project schedule dates are as follows:

- August 2023: award contract for Design & Engineering Services.
- December 2023: award CMGC contract.
- September 2023: complete Final PS&E.
- December 2023: Council approval of amendment to the CMGC contract for the Guaranteed Maximum Price for construction of the project, in whole.

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 statues, 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_defined by ORS 279A.120 has paid unemployment immediately preceding sustated in the bid whether the first of a Resident Bidder as residence:	. As defined taxes or industrial bmission of he bidder is	I in ORS come to the bid a "Resi	S 279A axes in d, has ident Bi	.120, "R this sta a busin dder".	esident ate in tl ess add	Bidde he twe dress i	r" means elve cale n this st	a bidder ndar mo	that onths
Contractor(Authorize	d Official)			Da	te				

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):

