



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

Tuesday, January 2, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/81766833340>

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

REGULAR MEETING

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

November 7, 2023, Regular Meeting Minutes.....3.

PUBLIC HEARINGS

None

OLD BUSINESS:

- 1. RFP – Archway (Design)
 - a. Staff Report.....6.
 - b. RFP.....8.

NEW BUSINESS:

None

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
REGULAR MEETING**

Tuesday, November 7, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/88321656177>

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

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MINUTES

REGULAR MEETING

CALL TO ORDER

Vicki Russell Called the meeting to order at 3:06 p.m.

ESTABLISH QUORUM

Present

Vicki Russell

Ann Gawith

Andrea Hine

Scott Asla-Excused

Councilor Courtney Ignazzitto

Staff

Geoff Wullschlager, Agency Director

Patricia Lucas, SLED Executive Director

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Ms. Hine led the 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.

Mr. Wullschlager added a staff report supporting the Old Business subject.

APPROVAL OF MEETING MINUTES

October 3, 2023, Regular Meeting Minutes

Councilor Ignazzitto made a motion to approve the minutes, *seconded by Ann Gawith*. Motion passed unanimously.

PUBLIC HEARINGS

None

OLD BUSINESS:

1. Public Art Policy & Guidelines (Discussion)

Mr. Wullschlager presented a municipal art policy and guidelines from another local jurisdiction. He explained that he researched the statutory regulations that outline urban renewal agencies and the eligibility for art projects as agency expenditures. He also highlighted this element throughout the example art policy. Mr. Wullschlager read aloud the portions of the City’s policy and the steps the La Pine Agency would need to take to adopt an art policy. The Agency would also need to pass a resolution that does not conflict with any policy or law, and it is suggested that it go before the Council for review.

Mr. Wullschlager, with the Agency’s approval, will present it to the Council at their next meeting. Councilor Ignazzitto agreed with Mr. Wullschlager to have it presented at the next meeting.

Ms. Russell informed the Agency that she had sent the Archway RFP to a contractor, and encouraged other Agency members to direct any applicable contractors to the City’s website for consideration and response to the posted RFP.

NEW BUSINESS:

None

OTHER MATTERS:

None

PUBLIC COMMENTS

None

STAFF COMMENTS

Ms. Lucas informed the Agency that Dermatology Health Specialists had to postpone the tour event to show the Agency the improvements that were finished with the help of the Store Front Improvement Program. They were concerned that the cable internet installation was not going to be finished before winter. Ms. Lucas shared that the trenching for internet as occurred and it is projected to be finished this year.

Mr. Wullschlager informed the Agency that Mr. Miller, the latest recipient of the Store Front Improvement Program, asked for reimbursement for partial completion of his project. Mr.

Wullschlager explained that the Agency can amend their guidelines, but it can set a precedent for future projects. The Agency agreed that he will need to stay within the guidelines and wait until the project is completed before reimbursement is issued to him.

BOARD MEMBER COMMENTS

None

ADJOURN MEETING

Vicki Russell adjourned the meeting at 3:36 p.m.

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Date:
Vicki Russell, Chair

ATTEST:

Date:
Geoff Wullschlager, City Manager




**LA PINE URBAN
RENEWAL
AGENCY**

STAFF REPORT

Meeting Date: January 2, 2024

TO: Urban Renewal Board

FROM: Geoff Wullschlager, Agency Director 

SUBJECT: RFP Archway Design

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

Members of the Board:

Agency staff have received several inquiries following the solicitation of the RFP for the La Pine Archway project in November and December of last year. These inquires expressed interest in proposal submittal to the project but cited several concern; not concurrent.

The first area of concern was regarding the timing of the RFP period. It was asked by the interested parties if the submittal period could be prolonged to provide an extended period for response given the ensuing holiday season. Agency staff lengthened the period though January 19th of 2024 in response.

Secondarily to this, it was asked by several parties if the project budget was frozen at current levels. Staff informed the inquires by stating that while the project budget was not necessarily fixed, consultation with the Agency Board would need to take place prior to adjustment, as the potential project expenditures could surpass administrative discretionary spending amounts.

There are two areas of consideration moving forward that are each independently summarized below:

1. Suggested action (Project Response Period)

It is advised that the RFP response period be extended though the end of February to provide ample time for response, as the project budget has hastened proposal submittals.

2. Suggested action (Project Budget)

The current project budget for design was set at \$5,000.00, based upon estimates of design services. Upon outside consultation, it has been suggested that the design aspect of the project extend to a project budget of up to \$35,000.00-\$40,000.00 which could potentially include an architect, a structural engineer, a civil engineer, and potentially an artist and cost estimator. The original budget was only for graphic and architectural design. The total project budget during the adoption of the 23/24 budget was set at \$100,000.00 to include fabrication and installation, and the total capital project object classification for the Agency was set at \$250,000.00. This allowed for overrun and other projects (non-scheduled to date) to be developed. It is suggested that the Agency reconsider how it wants to allocate the original anticipated \$100,000.00 dedicated expenditure and contemplate expansion for the cost of the project into the additional capital project funds remaining for FY 23/24. It should be of note that the Agency should expect estimated Urban Renewal revenues of \$211,000.00 in FY 24/25.

If there is agreement (both items of consideration need support to move the project forward), please make a motion to approve **the amending of the RFP budget and deadline**, followed by second and a roll call vote of the Board.



L A P I N E

O R E G O N

Request for Proposals

Design – Huntington Arch

City Project No.23-01

Solicitation No: 23-01

Proposal Due: November 3rd, 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 have a city archway designed reflecting local accents and design elements indicative of the community, with illumination, to span Huntington Rd. at its intersection with US. Hwy 97 (entrance to the commercial corridor). The City of La Pine is seeking the services of a company to provide technical design for the project. The project consists of construction of a metal or composite material archway, and structural supports (2) over Huntington Rd., 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/Engineering and structural design meeting current UBC standards, 2021 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 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	October 4, 2023
Deadline for Proposal Submission	November 3, 2023
Notice of Intent to Award	November 8, 2023
Commencement of Contract	November 27, 2023

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 23-01**. The proposals must be physically received by the City by **2:00 PM on November 3, 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 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.

- Existing Conditions Map
- Project Specifications (RFP)

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. 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 firm's 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 planning 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 are 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.

DRAFT

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 archway examples and current design elements, that have been agreed upon by the La Pine Urban Renewal Agency as reflective of intended design concept and guidance.

Archways – Overall design guidance.

City of Weed, CA.



This application was selected as a model base as local elements adjacent to the Mt. Shasta area town are predominantly featured, Mt. Shasta, with conifer trees, representative of the Northern California community. The Board was also drawn to the substantial column bases with clean and contemporary features, lighting elements, true arch design, and color scheme reflective of the mountain town identity, granite, and forest green.

City of Troutdale, OR.



This model exhibits continuity with the desired true arch concept and provides further example of the substantive support pillars featuring enhanced design element illustrations representative of the Columbia River adjacent community(salmon), desired as an approach to be used in a La Pine focused application.

Taft District, Lincoln City, OR.



This simpler design was chosen as a model that continues to contain desired project outcomes in more modest application. The true archway concept is maintained while bringing focused attention on the metalwork and lettering in the center of the installation.

Design Elements – Color palate, material design, and detail guidance.

Cottonwood Canyon State Park – Wasco, OR



This design element was chosen to provide an example of both color palate (rust red) and potential material choice. The Cottonwood Canyon State Park entrance signage contains a metal background material that provides an earthtone feature that is desired by the Urban Renewal Board, and material application that “seasons” over time with exposure.

City Color Palate – 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



Natural Elements – La Pine, OR

Ponderosa Pine – Endemic to the area with close up of branches, pinecones, and full tree. These elements could be worked into silhouetted elements across the design platform as a feature/concept.



Jack Pine – Endemic to the area with close up of branches, pinecones, and full tree. This element should be secondary and complimentary to the use of Ponderosa Pine if a tree/flora design scheme is employed.



Deer and Elk Antler – As the area abounds in these species, and the community is inextricably tied to their presence, and migration(s), these elements are encouraged as possible complement to a mixed flora/fauna design.



2. Area:

The project area is designated below with an approximate anticipated width of 38ft. crossing over Huntington Rd. in La Pine, OR. Further dimensional aspects to be inventoried as a portion of overall project.



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.

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 Huntington Arch project is not to exceed \$5,000.00 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:

November 27, 2023

Anticipated Design Phase Completion:

January 15, 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):