

**CITY OF SCAPPOOSE
REQUEST FOR PROPOSALS (RFP)
for
Facilities Master Plan
RFP #2023-07**



SCAPPOOSE
Oregon

Issue Date: August 15, 2023

Proposal Due Date: September 18, 2023

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SECTION 1 – GENERAL INFORMATION

1.1 Background

The City of Scappoose, Oregon, invites qualified consultants to submit responses to this Request for Proposals (RFP) for a Public Facilities Master Plan. The City of Scappoose – population 8,058 – is located 23 miles northwest of Portland, in Columbia County, Oregon. The City has experienced steady growth over the past ten years and continues to grow, with a resultant increase in demand for services. The public facilities to be studied in this master plan are not able to fully and efficiently serve the City's growing needs.

The Public Facilities Master Plan will include a detailed analysis of current and future needs, recommendations to meet these needs, and conceptual designs and cost estimates for the recommended improvements. The Public Facilities Master Plan shall include recommendations for City Hall/Police Department and the Public Works Department. The Community Development Center is in a leased space and will need to move into a City owned space, likely incorporated into City Hall.

Additionally, this plan will incorporate and consider findings from the City's 50-year Plan process and review the possible use of the Scappoose Middle School as a location to house most, if not all, City departments and provide spaces that are available for general community use.

The objective of the Public Facilities Master Plan is to develop working documents for planning, programming, and financing improvements to the community's public facilities. Essential to this goal is a plan that accurately reflects current facility needs and demands, identifies future needs, and recommends specific improvements to meet those needs for a 20-year planning horizon.

1.2 Invitation

The City of Scappoose invites qualified firms to submit proposals to this Request for Proposals (RFP) for a Public Facilities Master Plan.

This RFP contains the necessary information to understand the desired qualifications, the consultant selection process, and the required documentation in submitting a proposal. Procurement documents may be obtained from the City's website at: <http://www.scappoose.gov/rfps>.

1.3 Schedule

Action	Location	Date	Time
Solicitation Advertisement	Business Tribune, Spotlight, City Website	8/15/2023	8:00 AM
Optional Pre-Proposal Meeting	City Hall	8/21/2023	2:00 PM
Pre-Proposal Questions Due	Email	8/23/2023	3:00 PM
Responses to Pre-Proposal Questions Distributed by City	Email, City Website	8/28/2023	3:00 PM
Proposals Due	Email	9/18/2023	4:00 PM
Interviews (if held)	City Hall	9/25/2023 – 9/26/2023	TBD
Selection Committee Recommendation	Email	9/27/2023	TBD
Contract Negotiations with Successful Proposer(s) Conclude		10/9/2023	-
Notice of Intent to Award Contract		10/9/2023	5:00 PM
Challenge Period Expires		10/16/2023	5:00 PM
City Council Approval of Contract	City Council	10/16/2023	7:00 PM
Begin Contract (Estimated)		10/17/2023	
Desired Project Completion Date (prior to possible extension)		4/30/2024	-

These dates are approximate and subject to change at the sole discretion of the City

1.4 Contact

All correspondence pertaining to this RFP should be directed to:

Isaac Butman, Assistant to City Manager, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, ibutman@scappoose.gov, (503) 543-7146, ext. 250.

1.5 Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and the time specified in **Section 1.3 Schedule**, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future solicitations. Proposals may not be withdrawn within thirty days (30) after the proposal due date.

1.6 Rejection or Acceptance of Proposals

The City may reject or accept any or all proposal or parts thereof, submitted in response to this RFP.

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals
- b. Reject any or all proposals or portions thereof upon finding it is in the public interest to do so
- c. Base award with due regard to the quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances
- d. Reject all proposals and re-advertise at the City's sole discretion.

1.7 Evaluation and Selection of Consultant

An evaluation committee of at least three members will be appointed to evaluate the proposals received. For scoring proposals, each member will evaluate each proposal in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 3. The evaluation committee may seek outside expertise, including but not limited to, input from technical advisors, to assist in the evaluation process.

The successful Consultant(s) shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals
- b. The committee will score proposals according to the evaluation criteria
- c. A short list of Consultants, based on the highest scores, *may* be selected for interviews
- d. Final scores, based on the same evaluation criteria, will be determined

Content and Evaluation Criteria	Maximum Pages if applicable	Maximum Score
1. Introductory Letter	2	10
2. Mandatory Exhibit A	1	Pass/Fail
3. Organizational Structure and Experience (include at least three relevant examples)	8	30
4. Project Management and Quality Control		35
5. Project Team	4	35
6. Project Understanding and approach		45
7. Schedule		15
8. Proposal Clarity		30
Appendix: Key Staff and Team Member Resumes (No more than two pages per resume)		
Proposal Totals	20 pages maximum, not counting resumes	200
Interviews		200
Maximum Total Points		400

Qualifications-Based Selection

As a matter of a Qualifications-Based Selection (QBS), the City will attempt to reach a final agreement with the highest scoring proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached.

Review

Following issuance of the Notice of Intent to Award, Consultants that were not selected for contract award may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized by the evaluation committee.

Protest of Contract Awards

Protests may be submitted to the City Manager only from those Consultants who would receive the contract if their protest was successful.

Protests must be in writing and received by the City Manager within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the issue date of the City's Notice of Intent to Award. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest and a statement of the form of relief requested. Protests received later than specified or from other than the Consultant who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The City Manager may waive any procedural irregularities that had no material effect on the selection of the proposed Consultant, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any proposal or cancel the solicitation and begin again to solicit new proposals. The City Manager shall create a written opinion on the protest and forward that opinion to the City Council for further action. Should the City Council return the matter to the evaluation committee, the City shall issue a notice cancelling the Notice of Intent to Award.

Decisions of the City Council are final and conclude the administrative appeals process.

1.8 Insurance

The City's insurance requirements are described in the Sample Contract.

1.9 Execution of Contract

It is anticipated that the total cost for the services contemplated by this solicitation will require authorization by City Council. The contract should be signed within a week of Council award of the contract.

1.10 Public Records

Any materials submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of the RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS." The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer's expense.

1.11 Recycled Products Statement

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

1.12 Federal/State/Local Requirements

The selected proposer shall comply with all Federal, State, and local laws, as well as all regulations, executive orders, and ordinances applicable to the work under this contract. In addition, the proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The Americans with Disabilities Act of 1990 and ORS 659.425;
- d. All regulations and administrative rules established pursuant to the foregoing laws and;
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations.

Proposer is subject to the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker's Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability, or political affiliation.

1.13 Payment

The City will pay the Consultant(s) under contract for services performed based on the approved rates, the scope of work completed, and anticipated reimbursement expenses. The City will make monthly progress payments within thirty (30) calendar days following receipt of properly itemized invoices.

Payment for extra work not described in the scope of services will only be made when authorized in advance and in writing by the City's Project Manager prior to such work being performed by the Consultant.

If the Consultant anticipates that the fee is going to surpass the not-to-exceed figure because a task has changed and is outside the agreed upon scope, the Consultant shall notify the City in writing of the

circumstances with an estimated amount that the fee is to be exceeded. The Consultant shall obtain written permission from the City before exceeding the not-to-exceed fee amount. If the consultant does work that exceeds the maximum fee amount prior to obtaining the written permission, the Consultant waives any right to collect that exceeding amount.

1.14 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals or interviews (if held).

SECTION 2 – SCOPE OF WORK

2.1 Scope of Work

Executive Summary. The executive summary summarizes the findings, assumptions, and recommendations of the Public Facilities Master Plan in simple, direct, and concise language.

Technical Review Committee. The Consultant will work with a Technical Review Committee (TRC) established by the City consisting of City management staff and Consultant staff to provide review and consensus concerning study recommendations, improvement options and strategies. The Consultant shall submit technical reports to the TRC at key milestones. Reports shall be submitted to City Staff two weeks ahead of all meetings, and to the TRC one week ahead of all meetings. The Consultant shall set the TRC meeting schedule, in consultation with City staff, notify all members, prepare agendas, and document decisions/outcomes of the meetings.

Council & Public Involvement.

- Conduct two open houses during the master planning process to provide an opportunity for the public to comment on the master planning. Consultants may be asked to conduct additional open house meetings to share the designs and cost estimates with the public and answer questions.
- Present a status update of the master planning effort to Council two times during the duration of the project.
- Additional meetings with School District depending on recommendations for Middle School.

Study Area Characteristics and General Scope of Work.

- Review needed data from the State and the City Planning Department.
- Utilize future population projections from Portland State University within the service areas for each facility.
- Based on population projections, work with Department heads to development staffing projections at 5-year, 10-year and 20-year increments.

Land use considerations.

- Describe the existing and projected land uses at five-year, 10-year and 20-year increments within the urban growth boundary (UGB), based on information and maps provided by the City.
- Summarize the environmental and social impacts as required by regulatory agencies, and those accepted in practice for master planning.

For each City Building included in part of the study:

1. Assess the existing structure, including roofing, ADA compliance, etc.
2. Evaluate maintenance needs and procedures.
3. Assess the HVAC, electrical, and telecommunications systems to determine deficiencies and inefficient energy usage.

4. Review site compliance with all applicable City and State codes, including parking requirements, building codes, fire/life safety, zoning requirements, etc. The City will provide the current City codes.

Develop a phased plan for construction of the recommended improvements:

1. Summarize and prioritize all existing and future deficiencies determined.
2. Receive input on the various improvement alternatives from the TRC.
3. Develop options for possible combination of City Hall, Police Department, Planning Department, and Public Works administrative offices into one facility.
4. Prepare conceptual maps and architectural drawings showing the locations and phasing of these improvements.

Provide detailed cost estimates for all of the recommended public facility improvements.

1. Calculate future operation and maintenance costs.
2. Define, in detail, the portion of individual project costs attributable to existing customers and the portion attributable to growth. Provide documentation for the basis and methodology used to allocate costs.

Scappoose Middle School Assessment Recommendations:

1. In consultation with the School District, assess the Scappoose Middle as a potential site for a combined City Hall, Community Development Center, Public Works Offices, and Police Department.
2. Assess the need for improvements/remodeling to use the space for intended City purposes, including any required seismic updates.
3. Assess potential for the addition of a Community Center.

City Hall Assessment Recommendations.

1. Assess the City Hall facility to determine existing deficiencies and make recommendations.
2. Determine if the existing facilities provide adequate workspace and environment for staff duties and projected staffing levels.
3. Develop options for possible expansion and/or relocation of City Hall.
4. Prepare order of magnitude cost estimates for all improvement options and the purpose of the improvements. These cost estimates should include the impact to the annual City budget.

Police Department Assessment and Recommendations.

Assess the Police Department facility to determine existing deficiencies.

1. Define adequate facilities for administrative, supervisory staff patrol staff, investigation services as well as temporary holding, security, video monitoring systems, interview rooms, training/conference room area, locker rooms, equipment storage, and parking etc. based on current and projected staffing and needs.
2. Assess the need for a small emergency command center within the training/conference area.
3. Calculate police response times to existing and future service areas.

Develop improvement alternatives to solve existing and future Police Department deficiencies to allow the Department to adequately serve the community.

1. Develop options for possible expansion and/or relocation of the Police Department.
2. Develop options for possible combination of City Hall, Police Department, Planning Department, and Public Works administrative office into one facility.
3. Prepare order of magnitude cost estimates for all Police Department improvements options and the purpose of the improvements. These cost estimates should include the impact to the annual City budget.

Public Works Assessment and Recommendations.

Assess the Public Works office facility to determine existing deficiencies.

1. Determine if the existing Public Works facilities provide adequate workspace and environment for staff duties based on projected staffing.
2. Evaluate existing storage and parking for equipment, based on current and projected equipment and vehicles.
3. Develop improvement alternatives to solve existing and future deficiencies in order for these facilities to adequately serve the community.
4. Develop options for possible expansion and/or relocation of these facilities.
5. Prepare order of magnitude cost estimates for all improvements options and the purpose of the improvements. These cost estimates should include the impact to the annual City budget.

Community Development Center

Assess the Community Development Center office facility to determine existing deficiencies.

1. Review the current lease to determine any costs that may occur for breaking the lease if a cost effective option for moving the facility is determined.
2. Determine if the existing Community Development Center facilities provide adequate workspace and environment for staff duties based on projected staffing.
3. Develop options for expansion and relocation of facilities (including combination with City Hall).
4. Prepare order of magnitude cost estimates for all improvements options and the purpose of the improvements. These cost estimates should include the impact to the annual City budget.

Funding Review. Thoroughly review all possible funding sources for the proposed City facility improvements and develop a funding mechanism for the proposed improvements.

1. Review all funds available and the status of capital improvements, operation, and maintenance funds for public facilities.
2. Identify different funding sources including State, Federal, and private sources.
3. Include a discussion of potential incentive programs for energy efficient projects.

Implementation.

Prepare draft and final copies of the Public Facilities Master Plan.

1. The review process will involve City Staff review of the Public Facilities Master Plan as deliverables, chapters, and/or sections are drafted and compiled.
2. Reviewed and revised chapters shall be consolidated into a draft document for the City's final review.
3. Prepare two (2) final copies of the master plan. The final report will be spiral bound, and the drafts will be 1.5-spaced, hard-copy format and in electronic format.
4. Prepare indexed project notebooks including key decisions, cost estimates, technical evaluations, and related information developed for the master plan. Also provide indexed copies of all electronic files.

Obtain final review and approval.

5. Present final report to Council for final review, approval, and adoption.

SECTION 3 – PROPOSAL REQUIREMENTS

Adherence to these requirements will ensure a fair and objective analysis of the proposals. To receive consideration, proposals must be in accordance with the following instructions:

3.1 Proposal Submittal

Consultants are required to submit five hard copies of their proposal and one electronic copy—to be submitted on a portable USB drive, or sent to the below email address: ibutman@scappoose.gov.

Hardcopy proposals will be received by the City of Scappoose until **September 18, 2023 at 4:00 pm**, local time at Scappoose City Hall in sealed envelopes marked with the following:

33568 E. Columbia Ave., Scappoose, Oregon 97056

Attn: Isaac Butman, Assistant to City Manager

RE: RFP #2023-07

Proposals will not be received after the date and time indicated above, this includes mail that is received after this deadline but postmarked before this deadline.

The City recognizes that in the submittal of proposals, certain information is proprietary to the consultant and that the safeguarding of information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any consultant where the consultant identifies those portions of its proposal that are proprietary (see Section 1.10).

3.2 Proposal Format

To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The proposal must be organized in accordance with this section. Brevity is appreciated by the evaluation committee. Proposals may not exceed **26 pages**; font size should be 11 or 12. When using double sided printing, each side of the page is counted as one page. Proposals exceeding the specified number of pages in Section 1.7 may be deemed non-responsive.

3.2.1 Introductory Letter and Mandatory Statement of Qualifications

(3 pages, 10 points; pass/fail)

Provide an overview of the Proposer's submittal, highlighting key points, understanding of important or critical issues and considerations and the approach to them, key personnel capabilities and expertise, and the experience that qualifies your firm to successfully complete the project.

- a. Describe any specialties or unique strengths your firm or team has that relate to the requested services and/or project.
- b. Discuss the unique or special benefits that your firm or team brings to the City and project.
- c. The name of the firm, as well as, the signature, printed name and title, telephone and fax number, and email address of the officer authorized to represent the Consultant in any correspondence, negotiations and sign any contracts that may result

- d. The address of the office that will be providing the service, a project manager's name, telephone number, fax number, and email address
- e. The Federal and State tax identification numbers, and the state of incorporation
- f. Indicate whether the proposer is a "Resident Bidder" as defined in ORS 279.120
- g. Provide a statement that the proposal is valid for sixty (60) days after the submission deadline.

Every public contract that is subject to ORS 279C must include a representation and warranty from the consultant that consultant has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a covenant from the contractor to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a contractor's failure to comply with the tax laws of this state or a political subdivision of this state before the contractor executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law.

By signing the cover letter, Consultant certifies compliance with the tax laws of the State of Oregon or a political subdivision of the State of Oregon and provides a covenant to continue to comply with the tax laws of this state or a political subdivision of this state for duration of this contract.

3.2.2 Organizational Structure and Experience

(8 pages, 30 points)

Provide a description of the proposer's organization and its history. An organizational chart (not included in page count) may be included.

Provide a list of three projects or contracts in which proposer provided (or continue to provide) hydrogeologic services similar to the tasks identified in the scope of work in Section 2.1. For each example, please provide:

- a. Client reference person including name, agency, phone number, and email address.
- b. Project costs (original and final)
- c. Project Duration

3.2.3 Project Management and Quality Control

(30 points)

Provide a description of the proposing firm's approach to managing municipal projects.

Describe the approach and methodology of managing work tasks and coordination, sequence, and control of field and office operations to accomplish the work in a timely manner. Indicate how the firm ensures project progress and quality control, particularly amid changing conditions that may be encountered.

Mention how and to what extent the need for utilizing City personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.

3.2.4 Project Team

(4 pages, 35 points)

Provide an overview of the consultant's project team highlighting their experience, qualifications, and technical capacities that are relevant to the project.

Briefly describe the team's key personnel and their experience, qualifications, and roles on this project. Full detail of key staff should be provided in the appendix – resumes will be scored within this section.

- a. Provide a simple chart of the proposed project team structure.
- b. Describe your team's communication methods; provide an example of how this method provides benefit to the consultant team, and ultimately the City.
- c. Indicate the number of other projects that will be managed by the Project Manager during the time they would be assigned to the City's project.

Key Staff Resumes

Provide resumes for the Consultant team's key staff and team members. Each resume should not exceed two (2) pages and must show the years of experience, licenses, certifications, and relevant project experience.

3.2.5 Project Understanding and approach

(8 pages, 45 points)

Proposal should provide clear and concise understanding of the project, major issues, and consultants approach to achieving the objectives and deliverables required. Proposers understanding and approach to the projects is a critical aspect of the RFP process. The proposer should describe their understanding of the project, the scope of services necessary to complete the scope of work, and the methodology and courses of action used to meet the goals and objectives of the project.

3.2.6 Schedule

(30 points)

Detailed project schedule, including complete accounting of all required check-ins, meetings, community engagement activities, and council meetings, as well as the timelines for taking deliverables from draft to final form.

3.2.7 Proposal Clarity

(no pages, 5 points)

Proposers do not need to provide a written response to this criterion.

The proposal must be organized in accordance with the list of Scoring Criteria categories in Section 1.8. Proposals will be scored by evaluators on the following factors: Proposal format; ease of finding clear, concise responses that correlate with the order of evaluation criteria in this RFP; and proposers' attention to detail. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of content.

3.2.6 Interviews

(no pages, 200 points)

Proposers do not need to provide a written response to this criterion.

- a. A minimum of three (3) evaluators shall score the interviews/follow-up questions.
- b. The interviews/follow-up questions will have a maximum score of 200 points.
- c. The number of Proposers selected for interviews/follow-up questions will be, to the greatest extent practicable, at least the two highest ranked Proposers based on Proposal scores.
- d. Follow-up questions will typically be sent via email to Proposer(s) as an alternative to face-to-face interviews. Proposers' responses to the follow-up questions must be received by the City via email by the deadline provided. However, City may conduct face-to-face or virtual interviews if determined necessary after conducting written follow-up questions.
- e. Interviews normally require physical attendance at City offices; however, the City may elect to conduct interviews virtually via teleconference or video conference. Further details will be included with notification of time and date of interviews.

SECTION 4 – APPENDICES

Attachment 4.1 Mandatory Statement of Qualification (SOQ) Form

Attachment 4.2 Sample Contract