



City of Tualatin

CITY OF TUALATIN - REQUESTS FOR PROPOSALS PROFESSIONAL SERVICES

**Project Manager/Owner's Representative (PM/OR)
Design/Construction Management**

**Tualatin Services Center
New Building/Remodel w/Site Improvements**

INTRODUCTION

The City of Tualatin (Owner) is seeking the services of a qualified Project Management/Owner's Representative (PM/OR) with demonstrated experience in working with public buildings for design and building construction for the proposed, Tualatin Services Center building and parking lot expansion.

The PM/OR working with the Owner, shall serve as a principal point of contact providing administrative, management and related services for project management and coordination of the Communication Team, Executive & Design Task Force teams, the Architect, the General Contractor ("GC") and other consultants, contractors, and vendors throughout the project.

The PM/OR shall advocate for the Owner's interests of quality, timely and cost-effective construction of the Tualatin Service Center project while maintaining professional relationships with contractors. The PM/OR will be responsible for monitoring progress on all aspects of the project in every phase and ensuring the project is completed at the lowest possible cost and the highest degree of functionality and quality.

PROJECT GOAL / DESCRIPTION

The Tualatin Services project goal is to combine all Community Development and Maintenance Services at one location. The project goal is to expand the Operations Facility allowing space for the relocation of Community Development, Engineering, and Building Division from City Offices. Space may also include relocation of Municipal Court from the Police building.

- Budget is 6.5 to 8 million dollars.
- The City's Conceptual plan is 90% complete, final completion due in December.
- The Conceptual Plan consists of an initial space needs programming assessment, site survey- analysis, a traffic study, conceptual site - building programming drawing. Current cost estimates will be included.

- The current proposed concept recommends construction of a 15,000 square foot, two story building, teardown/remodel of existing building, a demo of 2,400 square foot metal shed and expansion of parking lots and site access.

ANTICIPATED SCOPE OF SERVICES

Phase I - Pre-Design

1. Schedule and conduct meetings to discuss such matters as procedures, progress, staffing issues, consultants and contractors and other vendors throughout the project.
2. Create a project schedule, defining stakeholders, decision points, and milestones.
3. Prepare a preliminary project budget including detailed soft costs. Develop spending projections through all project phases.
4. Coordinate communications and documentation of the Project activities keeping the Owner informed of progress, issues, and solutions of the work of the Project. Monitor project budgets, schedules, correspondence, and other tools to communicate and document the progress of the work of the Project.
5. Review Conceptual Plan and project to date. Collaborate with staff and advise project delivery system traditional design/bid/build, modified design/bid/build with prequalified construction firms, Construction Manager/General Contractor (CM/GC), or design/build.
6. Create RFP design documents and manage the Architectural selection process.
7. Assist Owner in the Architect and CM/GC negotiation process. Tasks include, but are not limited to, assisting Owner and Owner's legal counsel in development/refinement of Architect and CM/GC contract language and assist in contract negotiations and contract completion and notice to proceed on the Owner's behalf.
8. Provide review comments to Architect, Owner, Communications Team, GC etc.
9. Enrollment of building with the Energy Trust of Oregon, when appropriate.
10. Evaluate aspects of the proposed building related to sustainability.

Phase II Design – Construction Documents- Bid- General Contractor Selection

1. Coordinate with Owner, Architectural team, City Staff the design phase process. Update the project schedule accordingly.
2. Coordinate with Communications Team on keeping communications plan updated.
3. Work with Owner and other stakeholders to ensure that the project design and technical specifications meet user and stakeholder needs.
4. Advise Owner on the potential costs associated with sustainability benchmarks. Assist in identifying any available financial incentives for sustainability measures.
5. Facilitate document review sessions with project team after Schematic Design, Design Development, and Construction Document plan sets are produced. Review and comment on the design deliverables relative to functionality, constructability, budget conformance, operating and maintenance performance and other applicable criteria. Track all design issues and resolutions in a detailed log.
6. Work with Project Team to analyze cost estimates at key milestones of the Project—after Schematic Design, Design Development, and 50% Construction Documents—and identify strategies to align the costs with the building program and project budget. Work with contractor to develop a Value Engineering (VE) log that details proposed VE items, identifies potential cost savings and summarizes the analysis and decision points.
7. Facilitate Owner directives. Assist the Owner in seeking, gaining, and coordinating required decisions.
8. Working with the Owner, Architect, and Contractor; update the project budgets for all hard and soft costs anticipated for the project based on design plans and specifications prepared by Architect and cost estimates prepared by Contractor. Utilize the budget for continued monitoring of costs.
9. Refine a detailed schedule for completion of the Project using input from the Owner, Architect, and Contractor. Consistently monitor progress against the schedule, identify opportunities to improve the schedule, and encourage all parties to maintain the schedule.
10. Assist Owner and Communications Team with outreach to stakeholders as needed. Plan and attend community outreach meetings as requested.
11. Act as key liaison between the Owner and the Project Teams for all matters related to the Project involving the Owner, Architect and Consultants, and the Contractor and Vendors.
12. Assist the Owner in soliciting proposals for third-party contractors specifically related to the design and construction of the Project If required. Project Manager will draft Agreements and monitor the activities of any third-party contractors.
13. Review and approve for payment all invoices directly associated with the design of the project, including Architect, Contractor, Consultants, etc.

14. Facilitate and support Architect and Owner in efforts to secure land use and building permits for the project.
15. Review and prepare bidding documents for advertisement and manage the contractor selection process.

Phase III Construction, Closeout, and Commissioning

Maintain the overall project schedule; assist the Owner with resolving unexpected issues and challenges as they arise; and document the project critical path, deliverables, and milestones.

1. In coordination with the Architect and Contractor, assist and advise the Owner with evaluation of subcontractor bids and negotiation of the final Guaranteed Maximum Price proposal.
2. Conduct regular (not less than once weekly) Construction Coordination Meetings throughout construction and closeout phases. Prepare and promptly distribute minutes.
3. Provide project oversight and coordination, including acting as the Owner's liaison to the Architect and Contractor on the project; and assisting the Owner with confirmation that the Architect and Contractor are meeting Project milestones, quality, and budget goals.
4. Maintain the detailed project budget, including identifying risks to completion of the Project on budget. Issue a monthly project budget report. Review and approve for payment all invoices and expenses directly associated with the Project.
5. Assist with oversight of the performance of the Architect, Contractor, and other consultants, including reviewing and processing applications by the Contractor for progress and final payments; and monitoring the Architect's review and approval of shop drawings, product data, and samples.
6. Track progress of construction, including on-site observation to monitor the Contractor's maintenance of and adherence to the construction schedule and any potential delays.
7. Review Architect's responses to Contractor requests for interpretations of drawings and specifications and assist in the resolution of questions that may arise.
8. Review Supplemental Instructions, Requests for Information (RFI) prepared by Contractor, and responses to RFIs prepared by Architect. Work with Architect to prepare and issue Proposal Requests, Construction Change Directives, and Change Orders based upon technical documentation prepared by the design team and upon Owner authorization. Assist Owner with managing project contingency and completing project within available budget.
9. Advise the Owner on Special Consultants and testing, review results of tests required by the contract documents and invoices for third-party consultants to be paid by the Owner.

RFP Submittals

Summary

The deadline for submitting proposals is **December 26, 2018**. Proposers must be registered with the Bid Management System at <https://bids.tualatinoregon.gov/rfps> to view or print solicitation documents; registration is at no cost.

Provide four (4) copies of the proposal plus one (1) original marked "Original". Label the outside of the envelope or box "**Proposal – Tualatin Services Center Project**" and deliver to the address listed below. Proposals must be physically received by the City no later than 2:00 PM on .

Submission Location

City of Tualatin
18880 SW Martinazzi Avenue
Tualatin OR 97062
Attn: Clayton Reynolds

Point of Contact

Any communication with the City, whether by telephone, mail, email, or personal meetings, must be directed to:

City of Tualatin
Clay Reynolds, Maintenance Services Manager
18880 SW Martinazzi Avenue, Tualatin, OR 97062
(503) 691-3099 creynolds@tualatin.gov

Telephone, facsimile, or electronically transmitted Proposals will not be accepted. Proposals received after the specified date and time will not be considered.

Material submitted by the proposer shall become the property of the City unless otherwise specified. Proprietary information should be segregated and clearly identified so that it may be kept confidential, to the extent permitted by the Oregon Public Records Law. All other parts of the proposal are public records after the selection process is complete.

Evaluation of Proposals

The Owner's Selection Committee will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change needed to understand the PM's approach to the project. Each proposal shall be judged as a demonstration of the PM's capabilities and understanding of the project.

Proposal Evaluation Criteria/Weighting Factors

Proposals will be evaluated by content of the submission; including, but not limited to project team, relative experience, project management approach, and with an emphasis on the reference and past experience of the specific team members proposed to work on the project.

The Proposal will be rated on a 100-point scale and shall include, as a minimum, the following items:

- A. **Cover Letter (Pass/Fail):** The cover letter should indicate your understanding of the services to be performed and be signed by a person authorized to contractually bind your company to a contract with the City.
- B. **Organization and Project Team (up to 25 points):** Include a brief summary of your organization describing its ability, knowledge, and experience performing OR services for public agency capital projects, preferably for police or similar essential facilities. Include information regarding your company: its principals, size, and location(s); experience levels as they relate to this RFP; number of years in business; and what makes you stand out over your competitors. Identify the proposed project team and their roles to execute the proposed scope of services. Highlight team members with specific experience on large municipal police facilities and/or other similar essential facilities. At the end of the proposal, include resumes for key personnel who will provide the services requested in this RFP. Resumes should include general qualifications and other relevant information that demonstrates the ability to perform these services.
 - 1. State whether the firm is, or has been, named as a plaintiff, or defendant, in any mediation, arbitration, litigation, or other legal action with an owner, client or contractor, in the previous seven years, regardless of the outcome. State whether, during the last seven years, the firm has made a settlement, or been ordered to make a payment to a plaintiff or claimant, or has been found in violation of a regulatory statute which has resulted in a fine, disbarment or other action by regulatory agencies (information required to be kept confidential in any settlement agreement need not be disclosed in the proposal).
- C. **Support of City Staff (up to 10 points):**
 - 1. A brief summary of how you intend to interact with City staff in providing the required services.

2. Provide examples of demonstrated past experience in leading discussions with key internal stakeholders, elected officials and the public to share information and facilitate decision making for similar projects.
3. Assuming you are awarded the Contract, please indicate your earliest availability to begin the contracted services for the City.

D. **Technical Approach (up to 40 points):** This section of the Proposal should provide the information necessary to determine if the Proposer's work products will meet the City's needs. The Proposal must contain the following sections in the order indicated:

1. Describe your ability to provide the services requested in this RFP, your proposed plan to complete the work, and demonstrate your understanding of the Project.
2. Outline the number of staff to be assigned to the project and your approach to the daily construction management activities.
3. Describe your experience in providing similar construction management services for municipal capital projects and strategies you may have employed to increase the opportunity for success.
4. Describe your approach to communications and document management between the design team, City, contractors, and other agencies.
5. Describe your experience, overall approach, and ability to resolve project disputes involving the contractor, City, or other entities over unforeseen changes, utility conflicts, schedule delays, and other issues.
6. Describe your most challenging assignment for a similar scope of services and how you resolved the issues faced.

E. **References (up to 25 points):** Include a list of your clients and their contact information for services provided within the last five (5) years that are most closely related to the scope of services listed in this RFP.

Note engagements that involved the key personnel to be assigned to this project.

At least three (3) references will be checked.

PROPOSAL EVALUATION CRITERIA, SELECTION PROCESS AND FEE NEGOTIATIONS

A selection committee, comprised of City staff and a community stakeholder, will be used for the purposes of evaluating all responsive Proposals received by the closing date and time. Each of the criteria listed in Section 3—Proposal Submittal Requirements, will be evaluated by the Selection Committee for the purpose of ranking Proposals. The City reserves the right to conduct interviews, or ask follow-up questions, if they are necessary based on the City's sole determination. If interviews/follow-up questions are conducted, the Proposers selected will be notified by the City's Project Manager, at least five (5) business days in advance, and the following shall apply:

- The number of Proposers selected for interviews/follow-up questions is at the sole discretion of the selection committee.
- A minimum of three (3) evaluators shall score the interviews/follow-up questions.
- Interview/follow-up question scores (up to a maximum of 20 points) will be combined with the other criteria scores to obtain a total score. The total score will be ranked to determine the apparent successful Proposer.
- Interviews normally require physical attendance at City offices; however, the City may elect to conduct interviews via teleconference. Further details will be included with notification of time and date of interviews, if conducted.

Neither the City, nor its agents, shall be responsible for any costs incurred by any Proposer as a result of preparing a Proposal or presentation in response to this RFP.

EVALUATION CRITERIA

The evaluation criteria and points to be used for this Project are summarized in the following table:

SCORING CRITERIA SUMMARY		
ITEM		PERCENTAGE OF TOTAL
3. (A)	Cover Letter	Pass/Fail
3. (B)	Organization and project team	25
3. (C)	Support of City staff	10
3. (D)	Technical Approach	40
3. (E)	References	25
	Total	100

After ranking of proposals, the Owner may choose to interview the top-ranked Proposers from proposal. Upon completion of interviews, the firms will again be ranked.

The successful PM shall be invited to enter into a Professional Services Agreement with the City of Tualatin (See Exhibit B). **All contractors doing business with the City of Tualatin, City shall be in possession of a current business license with the City of Tualatin.*

Protests concerning the selection process must be in writing and delivered to Clay Reynolds at the address identified for submittal of proposals, no later than seven (7) calendar days after the date of the intent to award is provided to RFP respondents. Protests will be processed pursuant to the procedures set forth in OAR 137-048-0240. The protest must state the grounds upon which it is based. The City of Tualatin will review the protest and present a decision to all involved parties within forty-five (45) calendar days.

Fees for Services

Based on the anticipated Scope of Services outlined in this RFP, provide an estimated total project fee.

Submit the estimated fee in a separate sealed envelope clearly marked “**Estimated PM Fee.**” Fees submitted shall be outlined per service phase and include estimated total hours required (example format below).

Fees should assume all requirements outlined within this RFP. Estimated fee should be accompanied by an exhibit detailing all hourly rates and that may apply to this project, including sub-consultants.

The City will compensate the selected Proposer (Contractor) for services provided under a task-based actual cost contract, with not-to-exceed cost ceiling.

Task	Estimated Hours	Total Cost Per Task
Design Phase		
Construction Phase		
Total Costs		

Insurance Requirements

The PM must be prepared to demonstrate proof of insurance (workers compensation, automobile, and errors and omissions), including value limits, as required by the City’s Professional Services Agreement (see Exhibit B).

ATTACHMENTS

Attachment 1: City of Tualatin - Professional Services Contract

Attachment 2: Tualatin Services Center Conceptual Draft