

Request For Qualifications

For Architectural and Engineering Services for
Bus Barn and Transit Facility in Boardman, OR
For Morrow County, Oregon

Morrow County, Oregon
PO Box 788 / 110 N Court St.
Heppner, OR 97836
Attn: Darrell Green, County Administrator

ORS 279C.100 to ORS 279C.120
OAR 137 – Division 48
Consultant Selection:
Architectural, Engineering, and Land Surveying

Due Date:
October 20, 2021
3:00 pm

Morrow County is an Equal Opportunity Employer.

Contact

Interested bidders should submit their proposals to Morrow County c/o Darrell Green at 110 N. Court St. Heppner, OR 97836 no later than 3 pm on October 20, 2021 via hand delivery, FedEx, UPS, or by email. The Proposer is responsible to ensure their email and or digital files are delivered in a timely manner and all documents are accessible for review. At the request of the Proposer, the County can confirm your file opens if you transmit it before 9am on October 20, 2021.

Contact Darrell Green for more information regarding this process by email at dgreen@co.morrow.or.us or by phone at (541) 676-2529. If proposers have questions regarding this solicitation, questions shall be submitted in writing or via email to Mr. Green. All responses will be issued by email.

For reference, RFQ documents including Addenda will be posted on Morrow County website at, <https://www.co.morrow.or.us/rfps>.

Introduction and Background

Morrow County is located in the north-central part of the State of Oregon, east of the Cascade Mountains. The County is bounded by the Columbia River on the north, Umatilla County on the east, Grant County on the south, and Gilliam County on the west. The County contains 2,049 square miles. The Morrow County government consists of three County Commissioners, District Attorney, Assessor/Tax Collector, Clerk Sheriff, Surveyor, Justice of the Peace, and Treasurer. The population of Morrow County is approximately 11,500. The principal industries in the County include agriculture, food processing, utilities, livestock, recreation, and data centers.

Morrow County is seeking qualified consultants, or a team of consultants, to assist the County by providing Architectural and Engineering (A/E) Services for the Preliminary Planning, Final Design, and Construction Management of a new Bus Barn and Transit Facility to serve Morrow County. The County expects at least two phases of A/E Services for this project – Preliminary Planning and a combined Design/Construction phase. Preliminary Planning Phase is currently funded and the County is pursuing Section 5339 Funding through Oregon Department of Transportation and Federal Transportation Administration.

Morrow County desires to contract with licensed, professional team of Architects and Engineers that hold valid certificates to practice in the State of Oregon. The team should have experience designing, and managing the construction of, bus and mass public transit facilities. Specific experience with rural communities would be preferred.

The new facility may include: covered parking for busses with an office, enclosed vehicle storage with an office, or a complete maintenance facility, wash bay, office space, and covered parking operating as a transit center and hub for Park and Ride. This development will cover approximately 1.5-5.0 acres. Sites for the facility are in the process of being narrowed down and your input will be critical in evaluating the choices.

General Scope of Work

Provide Preliminary Planning Services:

- Site feasibility screening.
- Develop rough preliminary cost estimate.
- Assist with developing “scalability” for the construction project and multiple potential phases.
- Assist with the Section 5339 grant application, as needed. County Staff and another consultant will function as the leads on the funding.

Provide Architectural Services including, but not limited to:

- Interior and exterior design of a bus barn facility.
- Provide design alternatives for the aesthetics and function of the facility.
- Coordination with the engineering team on site work and the site plan.
- Develop 100% Contract Documents for use in bidding after completion of the Final Design phase.

Provide Engineering Services including, but not limited to:

- Design and construction engineering of a mass transit facility on a bare plot of land. Including, but not limited to:
 - Utility services to and around the site, roads and sidewalks on the site, fencing, foundation engineering, geotechnical engineering, on-site drainage and stormwater management, parking lots, and other paved surfaces.
- Develop 100% Contract Documents for use in bidding after completion of the Final Design phase.

Bidding Coordination and Construction Management:

- Integrate Contract Documents from A/E into Bid Documents and prepare for publication.
- Take lead on publication of the bids in regional newspapers. Answer questions about the bids from contractors, with input from the County.
- Evaluate bid packages for responsiveness and completeness.
- Manage the construction contract, inspect construction, and provide the County with evaluations and reports of construction quality and progress.

Either provide supplementary Survey and Geotechnical services, as needed, through subcontractors, OR provide the County with Topographical and Boundary surveys of the site and coordination with A/E team on requirements for the surveys and work products.

Construction Cost Estimate

Estimated at \$1,500,000 – \$2,500,000 by the County at this time.

Format for Proposals

The Proposal should be organized in accordance with the Evaluation Criteria. The Proposal should not exceed fifteen (15) pages, excluding Cover Sheet, any tabs or indexes.

One page is defined as: one side of a single 8-1/2"x11" page, with minimum 12-point font size for the substantive text. Proposer are encouraged to submit Proposals on recycled paper without binders. Cover stock is acceptable.

Proposal Requirements

The Proposer, and all firms, subsidiaries, and individuals providing professional services shall be licensed to practice in each of their respective areas of professional expertise in the State of Oregon, and shall comply with all of the State of Oregon Professional Engineer licensure requirements.

The submittal must include the following, in addition to what is required to comply with the Evaluation Criteria below:

- The firm's name, address, phone number, and fax number;
- The name of the contact person within the firm and their email address;
- A list of firm's key personnel who would be assigned to this Project, by discipline;
- The name and Oregon registration number of the Project engineer;
- The tasks required to complete the Scope of Work;
- The Proposal should include the firms' fee sheets and basic hourly costs of services;
- Insurance certificate(s) showing insurance for a minimum of \$1,000,000:
 - Worker's Compensation
 - Professional Service Liability/Errors or Omissions
 - Comprehensive General Liability

Any proposal that materially fails to satisfy the above stated Proposal Requirements will not be further evaluated.

Evaluation Criteria

Please indicate in writing the following information about your firm's ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in parentheses at the end of each statement below (100 Total Points).

- Cover letter (no points): Provide a brief statement of the proposer's experience and ability to meet the service objectives. Provide a brief statement of how the proposed team can provide value to the County on the project and meet the objectives of this project. Proposals must be signed by a principal member of the proposing company capable of bring the company. Identify office location and location of the project manager, contact information, size of the office, and the firm. List any collaborative experience and elaborate on any relationships with proposed sub-consultants.

- Ability to Perform All Services (20 points): Can your proposed team, including identified subcontractors perform all the services our project will require?
 - Architectural (7 points)
 - Civil Engineering (7 points)
 - Survey (4 points)
 - Geotechnical engineering (2 points)

- History & Experience (45 points): Demonstrate your prior experience on similar bus, mass transit, or public transportation facilities within the last five to ten years. Responses must list projects performed within the last three years, most comparable to the request services and include any projects that were in part or fully funded by ODOT and/or FTA. Also for each project, include information about timeline/completion date of similar projects. Specific if the experience is in rural Oregon or other Pacific Northwest communities.

- Available Resources & Team (25 Points): The amount and type of resources, and number of experienced staff (including sub-contractors), available to perform the Consultant Services required by this project. Provide a resume for each key team member indicating their experience relating to this project, and whether they are an outside consultant or an employee of your firm.

- References (10 Points): Provide three references demonstrating your ability to contribute to the success of the project completion. Include name, title, phone number and e-mail address.

Evaluation Procedure

- At the close of the submittal period, the Selection Committee will review all RFQ’s for required content and rank/score them for award by the Morrow County Board of Commissioners.

- The Selection Committee, at its discretion, may conduct interviews.

- The Morrow County Board of Commissioners will select Architectural and/or Engineering Services from the qualified proposals.

Schedule of Events

- Direct Solicitation: October 6, 2021

- Voluntary Pre-Proposal Meeting: October 12, 2021, time to be determined

- Last date to issue addenda: October 13, 2021

- Last date to protest: October 15, 2021

- Responses Received: October 20, 2021

- Evaluation: October 21, 2021

- Interviews, if needed: 10/25, times to be determined

- Recommendation: 10/27
- Intent to Award: 10/28
- End of Protest: 11/4
- Contract signed: At the earlier convenience of both parties after award.

Proposals not Considered

Proposals must be received by the time specific at the addresses listed above. Any proposals received after the deadline will not be considered.

FTA Clauses

If the County receives Section 5339 Funding for the Design/Construction of this facility, the selected proposer and team must comply with all relevant FTA Third Party Contracting clauses and contract language. Further details can be provided upon request.

Selection Process

The Morrow County Board of Commissioners will review, score and rank the Proposers' RFQs. Interviews may be requested.

Contract negotiations with the highest ranked Proposer shall be directed toward obtaining written agreement on:

- The Consultant's tasks and a performance schedule;
- A contract which is consistent with the Proposer's RFQ;
- A contract which is fair and reasonable to the County, taking into the account the estimated value, scope, complexity, and nature of the Consultant Services.

Morrow County reserves the right to:

- Amend, modify, or withdraw this RFQ.
- Require supplemental statements or information from the Proposer(s) or selected highest ranking Proposer.
- Extend deadline for responses to this RFQ.
- Accept or reject any and all proposals pursuant to this RFQ.
- Waive or correct any irregularities in proposals after prior notice to the Proposer.
- Negotiate with alternate Proposers, if initial contract negotiations are unsuccessful.

This RFQ does not obligate Morrow County to award a contract, to pay costs incurred in preparing any proposal, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Proposer(s). Morrow County shall incur no liability or obligation to a Proposer except pursuant to a written contract for services, duly executed by the Proposer, and an authorized signatory for Morrow County.

Protest Procedure

All proposals will become part of the public record for this Project, without obligation to the County. Proposers must indicate if trade secrets or proprietary information is a part of the proposal. The County reserves the right to reject any of all of the proposals received as a result of this RFQ and, if doing so would be in the public interest, cancel this solicitation. The County reserves the right to consider a response or proposals in whole or in part, and to determine the responsiveness of a submittal by reference to the response taken as a whole. Architects will be held to the terms submitted in their proposals.

1. Requests for changes or clarifications of the Request for Qualifications shall be delivered in writing by 2:00 on October 13, 2021. Protests of the requirements, evaluation criteria, or contractual provisions in this Requests for Qualifications, shall be delivered in writing by 2:00 pm on October 15, 2021, as stated in the Calendar of Events and to the Contact Person. Protests of, and requests for, changes to technical of contractual requirements, specifications, or provisions shall include the reason for the protest and any proposed changes to the requirements. No such protests or requests shall be considered if received after the deadline. No oral, telegraphic, telephone, facsimile, or email protests or requests will be accepted. The County will consider all protests and requests changes and, if appropriate, amend the RFQ. Only amendments issued in writing by the County will change the requirements, specifications, or provisions of this RFQ.
2. Any proposer responding to the RFQ claiming to have been adversely affected or aggrieved by the selected of a competing proposal, shall submit a written selection protest to the Contact Person. Written notification must be received by WHAT DATE as state in the Schedule set forth in the Calendar of Events. No oral telegraphic, telephone, facsimile, or email protests will be accepted. No protests shall be considered if received after the established protest deadline.
3. In order to be considered, a protest shall be in writing and shall include:
 - a. The name and address of the aggrieved person;
 - b. The contract title under which the protest is submitted;
 - c. A detailed description of the specific grounds for protest and any supporting documentation;
 - d. The specific ruling or relief requested. In addition, in the event the protesting party asserts its responsibility as a ground for protest, it must address in detail each of the matters in its written protest;
 - e. The written protest shall be mailed or delivered to Darrell Green, County Administrator, 110 N Court St. Heppner, OR 97836; and
 - f. The label "Protest."