



**MAUPIN CIVIC CENTER CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)
REQUEST FOR PROPOSALS**

Final 2-28-18

Four (current & three former) Mayors, a community and a library district all supporting a new Maupin Civic Center in downtown Maupin, Oregon.

INTRODUCTION:

The City and community of Maupin, Oregon and the Southern Wasco County Library District have been moving toward a new Maupin Civic Center project for some time. Our new Civic Center will replace older and undersized and inefficient Library and City Hall facilities on another site. A new Southern Wasco County Library, New City Hall, Common Meeting Space, other shared facilities and a park-side Civic Terrace/entry and certain other site improvements on our 12,500 square foot, clear and unencumbered site will comprise our new Maupin Civic Center. Initially a 6,000 square foot single story structure, our new Civic Center is designed and structured to be expandable through the addition of a future second floor, potentially doubling its size.

We have been working with skilled development/funding consultants and our contracted A&E project team on the Civic Center. A spirited community-based fundraising effort has provided us significant initial/matching monies. We've recently presented our project to key legislators in Salem with much encouragement, and we anticipate legislative and then other foundation funding will allow our project to move expeditiously forward from this point.

At this time we are initiating the search for a qualified and skilled **Construction Manager/General Contractor (CM/GC)** who can work with the owner (City of Maupin) and our A&E to provide pre-construction project & constructability input, cost estimating, and upon request, a guaranteed maximum price (GMP) for our new Civic Center construction. Then to sub-bid and build our new Civic Center through construction and completion.



View of New Civic Center from Kaiser Park, Seder Architecture + Urban Design LLC

OUR NEW MAUPIN CIVIC CENTER:

We have been working for some time with our contracted Design & Engineering Team (A&E team) on our Civic Center project and through the CM/GC process, desire to add the contractor to our team for pre-construction advice and input and then for the most advantageous construction to meet our goals and needs.

OTHER RELATED ADJACENT PROJECTS AND IMPROVEMENTS IN MAUPIN:

- **Grant Street Re-Paving:** Grant Street, bordering our Civic Center on the uphill (i.e. neighborhood) side, has been bid and will be re-paved in the near future. This re-pavement will closely coordinate with our Civic Center planned head-in parking directly on Grant, as well as an on-site continuation of new City sidewalk work and the Civic Center upper side entry.
- **City Alley re-paving and other improvements:** The City-owned gravel alleyway between Deschutes Avenue and Grant Street bounds our Civic Center site on what is designed to be our front side, facing downtown and Kaiser Park. The alley will need to be paved, with striped parallel parking on one side, and associated utility work. We are moving toward securing funding for the alley improvements,

hopefully in coordination with the Civic Center construction.

- **Kaiser Park Improvements:** Our Park committee is currently working with our consultant on design improvements to Kaiser Park, our town square city park directly across the alley and the front piece to our new Civic Center. Among other Kaiser Park improvements will be a civic walkway from our main street (Deschutes Avenue) up along the park east edge to the alley and new Civic Center. If possible and funding allows, we may attempt to integrate some Kaiser Park improvements into the Civic Center project.

ANOTHER COMMUNITY PROJECT IN PROCESS:

- **Deschutes Rim Health Clinic Expansion Facility:** The White River Health District is planning to expand their existing facility with an approximately 8,600 square foot new building. Some funding is already in place, and the Clinic may or may not also choose to select a Construction Manager/General Contractor, through a separate process. The Clinic is less than a mile from downtown and our Civic Center.



MAUPIN IS A GREAT PLACE FOR A CONSTRUCTION TEAM TO WORK:

We are a small rural community (433 population) with a laid-back lifestyle, but with an active Downtown and Deschutes Riverfront. These active areas of Maupin include several restaurants, a very complete and upscale market/grocery/deli, a tavern, several motels from economy to upscale, camping & R/V hookups, bank, post office, recreation outfitters and other businesses. Our parks include Kaiser Park downtown, our City Park right on the river and numerous BLM recreation and river access sites both up and down-river from town.

- We're in the middle of boundless recreation. World class whitewater rafting and fresh water fishing on the Deschutes River at our doorstep in Spring thru Fall...the river flows right thru town. Snow sports at four ski/boardng areas (including night skiing/boardng) 40 miles away on Mt. Hood Fall thru Spring and even Summer. We're a great place to cycle as well, and we're just 40 miles from the Columbia Gorge and river recreation including world-class wind water sports.
- Easy transportation connections: We're just 40 minutes to The Dalles and Madras, and less than 2 hours to Portland, all on paved highways.
- We have a great climate: 17 inches of rain a year, less than half that of Portland.

OUR CM/GC SELECTION PROCESS & SCHEDULE:

March 7, 2018 : Release of this Request for CM/GC Proposals (RFP) and advertise for CM/GC submittals from interested, qualified and available CM/GC's. Interested CM/GC's and all other proposal holders need to register online and thus receive all further communications including addendums and otherwise.

March 14, 2018, 2 pm PDT : CM/GC candidates and any other interested parties, non-mandatory pre-submittal meeting in Maupin with tours of the site, question & answer session. Refreshments provided.

March 19, 2018 : Any amendments to this CM/GC RFP posted and communicated to all registered applicants and other parties, including answers to questions from the Pre-submittal Meeting and otherwise.

March 21, 2018, by 4 pm PDT : CM/GC applicants electronically submit responses to this RFP, by 4:00 pm Pacific Daylight Time.

March 28, 2017 : Maupin selection committee including City of Maupin, Southern Wasco County Library & A&E review and score submittals. Schedule interviews in Maupin with the highest scoring candidates. (We anticipate no more than three selected candidates for interviews).

March 29, 2018 : Notification to all submitting CM/GC applicants of selected candidates for interviews, and thanks to all submitters for their interest and efforts. Interview schedule, format and other interview particulars issued to the CM/GC selected finalists. We may issue certain further site and facility design drawings and information to the selected interview candidates.

April 4, 2018 : Interviews with selected CM/GC Finalist Candidates in Maupin. Interviews to include additional and focused questions from our selection committee.

April 5, 2018 : Notification of all interviewing candidates, of the preliminary final selection of CM/GC.

April 12, 2018 : Finalize and sign pre-construction services agreement with selected CM/GC, and schedule initial pre-construction meeting with owner and A&E.

TO BEST ACCOMMODATE OUR PROJECT AND OUR SELECTED CM/GC WE ARE PREPARED TO PROVIDE THE FOLLOWING:

- We're endeavoring to schedule the project remaining pre-construction activities and then the construction, to be as advantageous as possible to efficient construction. If possible, we anticipate a schedule with (outdoor) initial site and building construction occurring in the late summer through early fall of 2018, with construction work then moving inside for finishing during the winter/spring of 2018 to 2019.
- We're working to provide certain accommodations options specifically for the project construction team: During summer months, the city will provide dry (no water or electric hookups) mobile home and RV camping spots for construction team members that desire them at the school district parking area three blocks from the project site. During the Fall, Winter and Spring, the City will provide these spots with full water & electric hookups in City Park right on the river, and less than a mile from the Civic Center site.
- We will accommodate regular pre-construction and construction project meetings with owner, CM/GC and A&E team, with the City providing the location and refreshments/snacks for attendees.
- Our A&E will process all construction paperwork including project changes, ASI's, payment applications and submittals in a timely manner, and can provide base drawings including CADD files for construction team use for required submittals.
- We're prepared to make timely payments to the selected CM/GC for invoices for services (pre-construction) and for payment applications (construction). If desired, we're prepared to make these payments twice a month rather than the usual once a month.

FOR YOUR SUBMITTAL AS A MAUPIN CIVIC CENTER CM/GC APPLICANT, PLEASE PROVIDE YOUR CONCISE RESPONSES TO THE FOLLOWING:

Please provide the requested information in this order and with this numbering, limiting your response to 30 single sided pages or 15 double sided pages, with text fonts being no smaller than 11 point. Front and back covers, resumes, the Introductory Letter and any divider pages without information other than the name and number of the next section; do not count as pages. Please number your counting pages per above:

Introductory letter: On your company letterhead, provide your company name, address, phone, e-mail, company website address, and the name of the person responsible for your proposal. Indicate your receipt and inclusion of all proposal period addendums by number, and that your proposal is good for 90 days from the date of submittal. (Required, no points, single page limit, as a non-counting page per above)

- 1) **Provide a company general biography** including history of your firm, current ownership structure and owners, current size including employees, gross yearly billings/revenue range, work normally self-performed (vs. subcontracted) and your bonding capacity. Provide a letter from your bonding company stating your ability to bond on a \$2.1 million project. (10 points)

- 2) **Describe and list your company's experience** with CM/GC projects, with our project type and with our primary project components, i.e. community libraries, city halls/offices, and other relevant projects in your view. For instance and as just one example, you may view an office building you have constructed as being relevant to our project, in that a City Hall will also have office space. Provide a list of your previous CM/GC projects, if any. Provide photos and graphics of your selection, that you feel help show and describe any your projects.

Provide selected projects of yours including photos and project descriptions with construction costs, name of owner and A&E, method of project delivery (i.e. traditional design/bid/build, design-build, CM/GC, or other) and date completed. Please provide references and their contact information (phone & e-mail) for at minimum, three of your most recent projects (within the past five years). (30 points)

- 3) **Describe how you propose to staff and manage our project.** Provide resumes for your key personnel you propose to assign to our project, with resumes indicating their relevant and recent experience. (30 points)

- 4) We will contract with our selected CM/GC based on a **Guaranteed Maximum Price (GMP)** for the construction of our project, with the GMP including your **overhead & profit** for your services during construction. This has sometimes been termed “cost plus a fee”. Our selected CM/GC will be asked to provide their GMP at an appropriate point of your/our pre-construction work with our A&E and owner’s representatives. Provide, as either a fixed amount or conversely, as a percentage of the future GMP, your CM/GC fee for your overhead and profit during the construction of our project. List the categories and items that will comprise your overhead during construction. (30 points)

- 5) **Describe how you envision your role during pre-construction on our project.** How will you integrate your pre-construction input into our ongoing work on the project with our contracted A&E team? How do you propose to structure your pre-construction services, including your fee structure for pre-construction services? (20 points)

- 6) **What is your availability for our project?** Please list your other current construction projects, their locations, their current stage of their construction, scheduled completion dates (if known) and any anticipated or already committed future projects. (20 points)

- 7) **Describe how you will insure the availability and interest of sub-contractors and suppliers for our project,** given the current economy, large amount of general construction activity at this time, and our location. Please list any proposed and/or probable key sub-contractors as appropriate, who you anticipate may be a part of the pre-construction process as well as the construction. We encourage the use of local sub-contractors and suppliers where possible. (30 points)

- 8) **Are there any other specifics** we should know about your company and proposed CM/GC team, that you feel would make you our most valuable choice as the CM/GC on our project? Indicate your most challenging and most successful recent projects, and why in each case? (10 points)

Total 180 points maximum possible

We thank you for your interest in our Maupin Civic Center project and in working with our team and in our community.

OTHER TERMS & CONDITIONS OF THIS SOLICITATION AND OF OUR PROJECT:

- 1) Owner retains the right to act in their individual and collective self-interest in all manners at all times. This includes cancelling or postponing this RFP, the project, and the waiving of minor and non-consequential informalities in the process of proposal solicitation and resulting proposals.
- 2) Owner is not responsible for costs of proposing and interviewing.
- 3) Official contact person for all questions and information during proposal period will be Mark A Seder, Seder Architecture + Urban Design LLC, 503-209-5596, markstudiopdx@gmail.com. All questions and clarification requests, no matter how submitted, will be answered in writing to all registered proposal holders via addendum. All other answers are considered non-binding on the owner.
- 4) To be considered qualified and responsive, proposers must register with the contact person, and acknowledge all addendums in their response, as well as submit a complete response to this RFP by the due date and time.
- 5) Proposals must be submitted electronically, to the contact person at the listed e-mail. The owner is not responsible for any delays and irregularities in the internet infrastructure that may delay electronic submittals.
- 6) Withdrawals & Modifications. A proposer may amend or withdraw its proposal any time prior to the time and date established for submission of proposals. At any time prior to execution of the engagement agreement, the City of Maupin reserves the right, in its sole discretion, to terminate negotiations and begin new negotiations with another proposer or terminate the project. Any contract will provide for termination of the project by the City of Maupin
- 7) A sample of a preliminary version of a contract that may be used in contracting with the successful proposer is attached as exhibit "A".
- 8) Complaints & Protests procedures. The form of Contract that the successful Proposer will be expected to execute if awarded the contract shall be specified by the City of Maupin in response to the proposal of the chosen provider. The Proposer should provide any objections to the form or terms of the Contract. Any objections shall be considered after a determination of the apparent highest ranked responsive, responsible proposer is made, and the terms shall be subject to negotiation. The Project Manager, in consultation with the City Attorney, shall determine if any proposed modifications to the form of Contract are acceptable to the City and that they do not present material risk to the City or increase the City's costs. If the final negotiated terms are not acceptable to the apparent highest ranked responsive, responsible proposer, that proposer shall be declared not to be responsive, and the next apparent highest ranked responsive, responsible proposer's proposal and objections to form of Contract, if any, shall be considered, and so forth in order, until a responsive, responsible proposer agreeable to execution of a form of Contract acceptable to the City and to the proposer is ascertained.

End of RFP

