

SHERMAN COUNTY
Request for Qualifications
Design and Engineering Services

Sherman County (County) requests written proposals from qualified firms or individuals to provide design and engineering services for construction of a bus barn in Moro, Oregon.

INTRODUCTION AND BACKGROUND: The County operates a Community Transit service to provide public bus transportation services throughout the County and to The Dalles, Portland and other cities. Currently, there is no shelter to park buses while not in use. A parking facility would provide a secure location to house buses and provide drivers with a location that is out of the elements to clean and inspect vehicles. The County has received a grant from the Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Fund (STIF) to design and build a bus barn on County-owned property at 409 Hood Street, Moro, Oregon.

PROJECT DESCRIPTION: The County would like to construct a six (6) bay insulated pole-barn style bus barn with a wash bay and restroom. The purpose of this facility is for vehicle maintenance and storage. The selected consultant will be tasked with working with County staff to develop plans and specifications for the facility, as well as a preliminary construction budget and project schedule. The consultant will be responsible for complete site design, architecture and engineering, and securing land use and environmental permits. The site plan shall document consideration of design elements that would improve the building's energy efficiency and reduce environmental impacts of construction, such as energy efficient lighting, choice of building materials, water-saving design, or other design elements.

Four bays will be dedicated parking, one bay will be for parking and storage, and one bay will be a wash bay that has a water connection. The facility will also have a restroom. The facility will be located on two 50' x 100' lots (100' x 100' total lot size). The building will be approximately 2,576-square feet and will need to be insulated, have heat where needed, and have a concrete floor. The approximate dimensions of the bays are as follows:

- 4 parking bays: 14' wide x 28' long,
- 1 parking/storage/restroom bay: 14' wide x 36' long, heated
- 1 wash bay: 14' wide x 36' long

The selected consultant will be tasked with ensuring all applicable federal, state and local environmental and regulatory permitting requirements have been met, including but not limited to land use and building permits, inspections, and occupancy permits, as applicable.

The selected consultant will also be responsible for preparing and advertising bid packages, including documentation of complete plans and specifications, to find a construction contractor, reviewing bid proposals, recommending contractor selection,

general construction oversight, including coordination of change order process, review of construction contractor pay application, submittal procedures, inspections and testing, as necessary, and providing final details to County on project close out, including operations and maintenance information, warranty information, and as built drawings.

The proposed project schedule is for a final design to be complete no later than August 1, 2022, final construction bid packet advertised no later than October 1, 2022, bidding and award of construction contract no later than January 1, 2023, and construction to start no later than February 1, 2023.

REQUIREMENTS/CRITERIA: Proposers responding to this request for qualifications do so solely at their expense and the County is not responsible for any Proposer expenses associated with the Request for Qualifications.

Proposers are required to identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposers is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Moro zoning ordinances.

EVALUATION & SELECTION: The County will form an evaluation committee to review proposals. Evaluations will be based on the following factors. The maximum points available for each factor are included in parentheses:

1. Proposer's capability, experience and past performance history and record in providing similar engineering services, including but not limited to quality of work, ability to meet schedules, price and cost data from previous projects, cost control methods and contract administration practices (30 pts);
2. Ability to commit qualified staff and resources to the project (25 pts);
3. Proposer's approach to Engineering Services described in this request (25 pts);
4. Ability to comply with contracting requirements for State or Federal funding sources (15 pts);
5. Geographic proximity of the office leading the study and familiarity with the physical location of the Project (5 pts).

The proposals shall include responses covering these specific items:

1. Description of the Proposer's history as well as Proposer's philosophy for approaching projects similar to this project.
2. A brief summary of Proposer's experience in energy-efficient building design and control strategy optimization.
3. Proposer's organizational chart showing staff to be assigned to this project and a description as to how Proposer will maintain stability in assigned project staff during the project.
4. A summary of lead staff professional qualifications and relevant experience, including but not limited to education, years of experience in design field, years in proposed project capacity, industry licenses, and certifications.
5. A description of how the project team members will interact effectively with each other, with the County, and with all other project participants including funding agencies and contractors.

6. A detailed description as to how the Proposer would approach the project in order to minimize project costs, provide services in a timely manner, ensure project quality, and compliance with state and funding agency requirements.
7. An outline of the tasks to be performed and a schedule.
8. Examples of similar projects completed by your firm in the last five years. Details of previous projects may include price and cost data, construction contract amounts, and contract administration practices.
9. At least three references.

NOTE: Proposals submitted by any interested firms or individuals shall **NOT** include prices or any pricing information for the proposed services.

The evaluation committee will review and assign a score for each factor of each proposal and assign a final score out of 100 possible points. The top proposals (up to five) will be asked to submit a pricing proposal for the project, including a preliminary salary and fee schedule. The County will subsequently rank these top proposals in terms of qualifications and cost. The highest scoring proposal will be deemed the apparent successful proposer, and the County will undertake contract negotiations. After the County has reached mutually agreeable contract terms with the apparent successful proposer, the selection and agreement will be presented to the County Court for review and approval. If the County and Proposer cannot reach an agreement in the negotiation, the County will terminate negotiation and, at its option, negotiate with the next-ranked Proposer.

The County reserves the right to reject any or all proposals, to postpone making the award for a reasonable length of time (no later than 90 days from the date proposals are due), issue a subsequent RFQ, amend the RFQ or cancel the entire RFQ, waive informalities and irregularities, remedy technical errors in the RFQ process and to accept the proposal deemed the best in the interest of the County considering the experience of the proposer and the time required for completion.

This RFQ and the review process shall in no way be deemed to create a binding contract or agreement of any kind between the County and the Proposer, nor does it obligate the County to pay any costs incurred in the preparation and submission of proposals or in anticipation of a contract. By submitting a response to this RFQ, the successful Proposer agrees to negotiate in good faith to agree to and execute an agreement with the County. The County intends to utilize a contract supplied by the Proposer for services. The County reserves the right to negotiate any and all items of the agreement, including the Term, Scope of Services and Compensation.

PROPOSAL SUBMITTAL

1. One (1) copy of the proposal shall be submitted no later than **5:00 p.m. on February 18, 2022.**
2. All proposals must be submitted by the closing date and time. Late proposals will not be accepted. Proposals may be mailed, emailed or hand delivered.

Mail to: Marnene Benson-Wood
Sherman County STF/STIF Facility Advisory Committee
P.O. Box 365
Moro, OR 97039

Email to: treasurer@co.sherman.net

Deliver to: Marnene Benson-Wood
500 Court Street
Moro, OR 97039

1. An authorized employee must sign proposals.
2. All proposals, whether selected or rejected, shall become the property of the County.
3. The County will not be responsible for proposals delivered to a person or location other than specified herein.

ADDITIONAL COVENANTS: The selected Proposer will be required to comply with all applicable state and federal laws, regulations, policies, guidelines and requirements with respect to funding sources.

The successful applicant will hold harmless and indemnify the County with regard to any claim made against Proposer during performance of the contract. The successful applicant will also maintain Professional and General Liability policies in amount of \$1,000,000 and any other additional policies as may be required.

Prospective Proposers may submit a written protest of anything contained in the RFQ and may request a change to any provision, specification or Contract term contained in the RFQ, no later than seven (7) calendar days prior to the Proposal deadline set in the RFQ. Protests shall follow the requirements set forth in OAR 137-048-0240(1).

ASSIGNMENT: Any contract resulting from this request and any amendments or supplements thereto shall not be assignable by the successful Proposer either voluntarily or by operation of law, without the written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

CONTACT: Any questions regarding this RFQ may be addressed to:
Marnene Benson-Wood
Email: treasurer@co.sherman.net, cc: jacque@mcedd.org