

REQUEST FOR PROPOSALS

Project Management Services for

City of Astoria, Oregon

Astoria Public Library

Renovation

2022 Bond Project

Submittal Deadline

September 29, 2023 | 3:00 p.m.

Astoria City Hall, 1095 Duane Street, Astoria, Oregon 97103

Background

On November 8, 2022, the City of Astoria (City) put forth an \$8 million construction bond that was approved by voters. Additional Grants, Carbon Credits and other funds bring the current resources to \$10,727,600. Projects in this bond include improvements and service expansion of the Astoria Public Library, 450 10th Street, Astoria, OR, 97103, including:

- **Improve Accessibility:** elevator to make both floors accessible, remove mezzanine, upgrade bathrooms, exterior ramp, widen bookshelf aisles.
- **Expand Children's Space and Programming:** larger, designated area for children's programming, literacy and learning opportunities.
- **Update Technology:** install modern wiring and technology.
- **Repair Aging Building:** heating, cooling improvements, electrical, roofing, flooring, lighting, and plumbing upgrades, add energy efficient windows.
- **Community Access:** add meeting rooms that can be used by study groups, clubs, and nonprofit community organizations.

The project will begin the formal planning and design phases in September 2023, with completion scheduled for fall 2025. The City of Astoria is seeking professional services to assist in the management and oversight of the Library Renovation Project.

It is the City's intention to engage one (1) individual/firm to oversee and perform, in conjunction with the City, Library leadership, Architects and consultants, administration of project development and delivery including permitting, design, construction, commissioning and occupancy for the project. The City anticipates contracting with the selected firm on a lump sum fee basis, plus reimbursable expenses incurred in the conduct of these services. The City will retain the option to negotiate extension of project management services as necessary to ensure the successful completion of projects.

Selection Process

The City is requesting Statements of Qualification from experienced individuals or firms interested in providing project management services for the above-described program of capital bond projects. The selection process will proceed as set forth below.

- The City will accept qualifications by the submittal deadline set forth in this notice. Qualifications that do not address the minimum criteria will not be considered.
- Submittals will be reviewed and scored by a selection committee, and two or more of the highest scoring firms may be selected for interviews, based on the criteria to be provided to the short-listed firms.
- Final selection will be made upon completion of interviews (if required), after which time the City will enter into scope and fee negotiations with the selected firm, with final approval of the contract subject to approval by the City Council.
- The City reserves the right to select a firm directly from written qualifications, seek clarification from proposers after the submittal closing date and/or waive minor irregularities at its discretion.

Right to Reject

The City reserves the right to reject any or all qualifications and/or reissue a Request for Qualifications for this work at any time prior to City Council approval of the recommended firm and negotiated agreement if deemed appropriate and in the best interests of the City.

Selection Schedule

September 1, 2023	Advertisement for RFP
September 18, 2023 at 10 AM	Non-mandatory on-site pre-proposal meeting at Astoria Public Library, 450 10 th Street, Astoria OR
September 22, 2023 by 3 PM	Questions Re: RFP Due
September 22, 2023	Addenda Published on Library Website
September 29, 2023 by 3 PM	Qualifications Submittal Due
September 29-October 3, 2023	Screening of Qualifications
October 3, 2023	Notification of Shortlist Individual/Firms
October 10, 2023	Interviews (if required)
October 10, 2023	Notification of Selected Individual/Firm
October 10-20, 2023	Contract Negotiations
November 6, 2023	City Council Approval

Submittal Requirements

To facilitate review, information should be organized and presented as follows:

1. Letter of Interest (maximum of 2 pages)

Please describe your interest in working with the City of Astoria and summarize the key strengths you will bring to this work.

2. Executive Summary (maximum of 2 pages)

Summarize your firm's qualifications, experience and expertise to provide the services described in this Request for Proposals. You may choose to include information in this section that is not discussed elsewhere in this submittal.

3. Company Profile (maximum of 2 pages)

Please identify your firm including the contact person for your submittal, address, telephone number, email address and date firm was established. If proposer is an association or joint venture encompassing two or more firms, please describe the nature of your association.

4. Experience and Past Performance

Provide a summary of at least five (5) facility projects and/or bond programs your firm has completed in the last (10) years which most closely relate to the firm's qualifications for this work, including at a minimum:

- Client name, reference contact name and phone number

- Dates service was provided (Month/Year – Month/Year)
- Brief description of scope and services provided
- Key personnel from this submittal who served this work
- Total construction value of project/program

Briefly discuss your experience and familiarity with state, county and municipal agencies and personnel typically encountered in capital project development and delivery.

5. Project Approach

Briefly summarize your approach to providing project management services of this nature and how you will communicate with the City and all parties involved in project development and delivery.

6. Key Personnel & Team Organization

- Identify via organizational chart all key personnel you will assign to this work and define their roles and responsibilities.
- Provide a resume for each team member (maximum of one page per team member) that includes their current position with your firm, total years of experience, number of years with your firm, previous relevant experience, licensure, certification and education.
- Discuss the availability of the key personnel you will assign to this work for the scheduled time frame of the project. Identify their office location during provision of services and indicate what proportion of their total time will be allocated to this work through all project phases from design through final completion.

7. Client References

Please provide four (4) client references that can speak to your firm and key personnel's past performance and qualifications for this work. Please include reference name, title, district/firm, telephone number and email contact information.

Evaluation Criteria – (100 points possible)

Submittals will be reviewed, scored and ranked by a selection committee according to the criteria below.

- Demonstrated past performance on similar contracts including project management, communication, quality of services and compliance with schedules (25 points)
- Professional qualifications of the firm and assigned key personnel for the satisfactory performance of required services (25 points)
- Experience in the management of facility capital construction projects (20 points)
- Capacity and availability of key personnel for all project phases (15 points)
- References (10 points)
- Proximity of key personnel to the City of Astoria (5 points)

Submittal Format

Submittals are limited to a maximum of fifteen (15), 8-1/2" x 11" pages, not including front and back covers, the cover letter, table of contents and resumes. Submitting firm name and the Request for Proposals must appear on the front cover. To be considered, submittals must be emailed in PDF format to

both sharold@astoria.or.us and anngyde@gmail.com, and received by no later than 3:00 PM September 29, 2023. Faxed submittals, or submittals received after the closing date and time will not be considered.

Questions

Please submit any questions or need for clarification regarding elements of this Request for Proposals to Ann Gydé and Suzanne Harold via email at anngyde@gmail.com and sharold@astoria.or.us by 3:00 PM on September 22, 2023. No telephone or in-person inquiries. Questions will be addressed in addenda to the RFP.

End of Request for Proposals