



P.O. Box 788 • 110 N. Court St.  
Heppner, OR 97836 • (541) 676-2529

Darrell J. Green  
County Administrator  
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## Morrow County Courthouse Feasibility Study

### REQUEST FOR QUOTES

Morrow County is seeking proposals from qualified professional architectural and engineering firms to provide a feasibility study of the historic courthouse located in Heppner Oregon. The feasibility study is the first step in the process to renovate the nationally and state registered historic building, bring the courthouse up to current building code and into compliance with state's requirements for courthouse facilities. Interested parties should submit a proposal that includes all information described in this RFQ.

### CONTACT

Interested bidders should submit their proposals to **Morrow County c/o Darrell Green** at 110 N Court Street, Heppner, OR 97836 no later than **2 p.m., August 5, 2021** via hand delivery, FedEx or UPS.

Contact Darrell Green for information regarding this process by email at [dgreen@co.morrow.or.us](mailto: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 to Mr. Green. All responses will be issued by email.

### 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 2049 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.

The courthouse has been the symbol of Morrow County for almost 120 years. Completed in 1903 by the famed Architect Edgar M Lararus who is also known for Apperson Hall (1898-1899) on the Oregon State campus and Vista House (1916-1918) in the Columbia River Gorge. This iconic structure is one of the oldest continuously used courthouses in the state and served as a shelter during the famous Heppner flood in 1903. It is very important to the County to recognize the historical significance and maintain the character of the building throughout all phases of the project. The Morrow County Courthouse was listed in the National Register of Historic Places in 1985

In May of 2018, Morrow County worked with Crow Engineering to do a gap analysis with the current courthouse building and the JCF Adopted Assessment Criteria of the Interim Committee on Court Facilities Final Report issued February 2009 See Appendix A This study identified multiple areas that

required more focused evaluation to determine the construction needs to bring the courthouse into compliance. This feasibility study looks to build on the effort put forth to date to identify actual construction scope, engineering and architectural recommendations along with a cost summary of proposed modifications so the county can proceed with the renovation.

## PROJECT SCOPE

In general, the scope of the work includes creating a collaborative project team to complete a full Building Feasibility Study & Assessment as well as identifying the scope for the rehabilitation and remodel of the existing courthouse in alignment with the county's conditions of satisfaction. This includes:

- A comprehensive building evaluation consisting of the building structure and type, structural systems, and building envelope.
- Creation of current detailed architectural floor plans.
- Propose layout modifications to accommodate more county personnel for future growth as well as an analysis to address layout & design concerns to alleviate any configuration and functional issues between county staff / clientele and courtroom, jury, and attorney interactions.
- Address accessibility, elevators and ADA compliance concerns within the building and address ADA concerns involving the interactions with the jury selection and assembly area in the adjacent building.
- Assess the buildings HVAC system, plumbing system, fire protection, electrical system, fire alarm, IT infrastructure, security features, and surveillance for statute compliance for court facilities.
- Provide guidance for optimal space utilization and address the privacy and acoustics issues that accompany shared spaces such as those for judge's chambers, size and compliance of the jury deliberation room and overall personnel flow for the courtroom area.
- Understand all the components, systems, surveillance, traffic flow, public transactions, public & private access, security screening measures, and safety protocols for compliance with state and federal court facilities.
- Provide accurate and reliable feedback to what needs to be changed, remodeled, and its costs associated with the proposed renovations.

## SUBMISSION REQUIREMENTS AND FORMAT

All proposals must be received at **Morrow County c/o Darrell Green** at 110 N Court Street, Heppner, OR 97836 Darrell Green by **2 p.m. (PST) on August 5, 2021**. Consultants mailing proposals should allow for normal delivery time to ensure timely receipt. **A signed original plus three (3) copies and one (1) electronic pdf copy on a flash drive or similar of the proposal must be submitted.**

### Proposal Format

Proposals must include the items listed below.

- **Cover Letter:** 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 study. Proposals must be signed by a

principal member of the proposing company capable of binding the company.

- **Basic Information:** Identify office location and location of the project manager, contact information, size of the office and the firm, year the firm began doing business, and verify that the professionals are licensed in Oregon. List any collaborative experience and elaborate on any relationships with proposed sub consultants.
- **Firms experience with SHPO and Courthouse facilities:** Identify experience renovating and working with national and state historical buildings or how your firm plans to meet the requirements for working with them. List any relevant or similar project expertise. Provide a minimum of five projects within the last seven years with at least two of these projects in Oregon. Indicate which members of the project team worked on the project, when the project was completed, where it is located, the size of the project, similar components to the Morrow County Courthouse project, and lessons learned.
- **Project Team:** Identify the key staff members who will be assigned. Describe their roles and provide a description of their pertinent professional experience. Please include their years of experience, where they are licensed (if applicable) and where they are located.
- **Understanding and Approach:** Demonstrate your understanding of the project and describe what you consider to be the critical issues. Describe your approach to the project with regard to the project scope, critical issues, schedule, cost control, change management, and communication. The County's approach is to create an integrated team to jointly meet the owner's objectives mentioned above. Project lead and sub consultants and any trade partners are expected to participate in a collaborative manner.
- **References:** Provide three references that are familiar with the project manager and provide a minimum of three additional references for the project team. This should include: name, contact information (email and phone), position, who they work for, and the project they worked on. Please note that the references will be contacted.
- **Resumes:** Provide two-page resumes of key staff in an appendix.

Provide any other information that supports the scope of services to be provided in this RFQ in an appendix.

## SELECTION AND EVALUATION PROCESS

- **Cover letter (No points)**
- **Basic Information (No Points)**
- **Team/Firms experience with Courthouse facilities (30 points)**
  - Emphasis here will be placed on experience and expertise in performing substantive work on projects that are "similar scope and complexity" to this project within the last seven (7) years. Priority will be given to successful projects in which Proposer and/or its consultants, subconsultants, subcontractors and/or individual Key Team Members had substantial responsibility for their respective scopes of work with regards to Courthouse facilities. The Owner reserves the right to conduct reference checks and/or verify the information provided in the RFP. The Owner also reserves the right to use the information obtained during the reference checks in scoring the Proposer.

- **Project Team (15 points)**

- Provide an organization chart (showing Key Team Members and their firm affiliation) for all sections of the project. Be certain to identify specific individuals for key functions and show interrelationships and reporting hierarchy. Note that the same individual can perform multiple functions. Typical functions could include
  - Person responsible for the overall management
  - Person responsible for the layout and design including architectural drawings, ADA compliance, and space planning.
  - Mechanical lead for HVAC, Plumbing, and fire protections studies
  - Electrical lead for general power, security, surveillance, and IT infrastructure.
  - Person responsible for cost controls and budgeting; and
  - Person responsible for scheduling if necessary.
- Provide a resume for all Key Team Members. Resumes should be no longer than 2 pages and should include the following information:
  - Description of the key individual's proposed project role.
  - Identification of employer and number of years employed by the firm.
  - Educational background, professional licenses, and/or certifications.
  - Experience relevant to their proposed role on the Project and how their experience will benefit this project.
  - Proposed percentage of time that the individual will be assigned to the project.
- Provide a narrative describing the benefits of the team structure and the benefits that each Key Team Member provides to the project. Explain how the team and Key Team Members will achieve design excellence and exceed the project goals. Describe the Team's past performance working together and/or describe the steps the Team has taken to promote integration and a collaborative working environment. The Owner reserves the right to award more points to those teams who have worked together in a collaborative delivery model. If the Team has not worked together, describe the efforts the Team has or will be undertaken to create a collaborative teaming environment.

- **Team/Firms Experience with Historical buildings (30 points)**

- Emphasis here will be placed on experience and expertise in performing substantive work on projects that are similar in scope and complexity to this project within the last seven (7) years. Priority will be given to successful projects in which Proposer and/or its consultants, subconsultants, subcontractors and/or individual Key Team Members had substantial responsibility for their respective scopes of work with regards to historic buildings and working with SHPO. Describe Team's experience in successfully renovating historically registered buildings of similar scope and complexity. Highlight experience with SHPO and demonstrate how the proposed team achieved excellence for those projects and will add more value to exceed the counties conditions of satisfaction. Include a description of any issues or problems that arose on

the projects and how those issues or problems were resolved.

- **Understanding and Approach (15 points)**
  - Demonstrate your understanding of the project and describe your approach to the project with regard to the project's goals, critical issues, schedule, cost control, change management, and communication. The County's approach is to create an integrated team to jointly meet the owners objectives mentioned above. Project leads, sub consultants and any trade partners are expected to participate in a collaborative manner. This building is of extreme significance to the county and its community. The path that leads us to the final result is important.
- **References and Partners (No Points)**
  - The information provided in this section will not be scored. Rather, the information will be used to obtain basic information regarding the projects and determine whether projects identified in the RFQ are within the definition of projects of similar scope and complexity. Please also list any firms, if chosen, you have worked well with in the past and why. Describe what value these relationships could bring to the overall project if they were on our team.
- **Cost (5 points)**
  - Cost is definitely a concern for the overall success of the project, yet the country wants to ensure that the historical significance, the overall character of the building and the culture in which the project is executed is more important. The county feels that a collaborative approach and culture along with strong selected partners that take pride in ownership with us will merit more success in meeting our conditions of satisfaction. Please include a Rate Sheet for the anticipated team members and fill out Attachment D.

## LIST OF RFQ ATTACHMENTS

ATTACHMENT A: JFC Adopted Assessment on Court Facilities Final Report issued February 2009.

ATTACHMENT B: Engineering Summary Report

ATTACHMENT C: Morrow County Proposed Contract Terms and Conditions

ATTACHMENT D: Cost Proposal Worksheet

ATTACHMENT E: Proposer Representations and Certifications

## EVALUATION CRITERIA

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the County. Proposals will be evaluated in accordance with the point system above. At the discretion of the selection committee, finalists may be invited to an oral interview. If there is an interview, the ranking and points from the RFQ will be carried forward and the interview will be worth upto an additional 10 points.

## ECONOMY OF PRESENTATION

Statements should be prepared simply and economically, providing a straightforward, concise presentation of the information requested. Fancy bindings, colored displays, promotional materials, etc. are not important. Emphasis should be on completeness and clarity of content.

## SCHEDULE FOR SELECTION PROCESS

RFP Advertised	7/12/2021
Pre-Proposal Meeting	7/23/2021
Last Day to Issue Addenda	7/26/2021
Last Day to Protest RFQ Content	7/29/2021
<b>Proposal Due</b>	<b>8/5/2021</b>
Proposal Evaluation	8/10/2021
Interviews (If Necessary)	8/12/2021
Recommendation to County	8/18/2021
Intent to Award	8/19/2021
End of protest period	8/26/2021
Project Start	9/01/2021
Project Completion	11/30/2021

## PROPOSALS NOT CONSIDERED

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

## ADDENDA

In the event that it is necessary to amend, revise, or supplement any part of the RFQ, addenda will be provided to all proposers who have requested the RFQ from Mr. Green. Any addenda so issued are to be considered part of the RFQ. The county is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued,

## PROPOSAL OWNERSHIP

All material submitted by the proposers shall be considered property of Morrow County and the County shall not be required to return same to any proposer. The material submitted by proposers will be treated in the same manner as County's own records. All proposals become part of the public record unless exempt under Oregon Public Records Law.

## EXCEPTIONS TO RFQ

If, for any reason, a proposer should find fault with the structure of this RFP or with the evaluation process, concerns may be submitted in writing to Darrell Green, Morrow County Administrator. Our team will make every effort to answer questions and, if warranted, to amend the RFQ. Proposers who are unable or unwilling to meet any of the requirements of this RFP should include, as part of their response, written exceptions to those requirements.

## PROTEST PROCEDURE:

All proposals will become part of the public record for this Project, without obligation to the County. The County reserves the right to reject any or all 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 Quotation shall be delivered in writing by 2:00 p.m. on July 26, 2021. Protests of the requirements, evaluation criteria, or contractual provisions in this Request for Quotation, shall be delivered in writing by 2:00 p.m. on July 29, 2021, as stated in the Calendar of Events and to the Contact Person. Protests of, and requests for, changes to technical or 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 requested changes and, if appropriate, amend the RFP. 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 selection of a competing proposal, shall submit a written selection protest to the Contact Person. Written notification must be received by 2:00 p.m. on August 26, 2021 as stated in the Schedule set forth in the Calendar of Events. No oral telegraphic, telephone, facsimile, or email protests will be accepted. No protest 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".

Upon receipt of a written protest, the County shall promptly consider the protest. The County may give notice of the protest and its basis to other persons, including Consultants involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the County, the County will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnish to the aggrieved person and any other interested.