

**MORROW COUNTY  
REQUEST FOR PROPOSAL**

**FOR**

**PROJECT MANAGEMENT SERVICES FOR  
FACILITY PLANNING  
(BOC17-2)**

**Issued by:**

Morrow County  
110 N. Court Street  
P.O. Box 788  
Heppner, OR 97836

August 18, 2017

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### Section 1. RFP Timeline

The Request for Proposal timeline is as follows:

	Date
Request for Proposal Issuance:	August 18, 2017
Request for Proposal Due Date	September 21, 2017 at 1:00 PM
Public Bid Opening – Morrow County Bartholomew Building, Room 201, 110 N. Court Street, Heppner, OR 97836	September 21, 2017 at 1:00 PM
Board of Commissioners Selection of Top Proposer	October 4, 2017 (approx.)
Contract Negotiations	October 4, 2017 (approx.)

### Section 2. Introduction and Project Description

Morrow County is seeking separate sealed proposals for **“Project Management Services for Facility Planning (RFP No. BOC17-2).”**

Morrow County, a local county government, is evaluating its facilities in the Irrigon and Boardman, Oregon area and is seeking Project Management services to assist with this project. Morrow County is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide Project Management services.

The objective of this Request for Proposal is to locate a service provider that will provide the best overall value to Morrow County. While price is a significant factor, other criteria will also form the basis of our award decision, as more fully described in the Proposal Evaluation and Contractor Selection section of this Request for Proposal below.

The purpose of this project is to identify the County’s facility needs in the Irrigon and Boardman area. Morrow County is seeking to contract with a project manager to assist on an hourly basis for all phases of this project.

The project may include, but is not limited to:

- Facility needs analysis
- Development and evaluation of options
- Consider options for construction or remodel of new County building(s)

Throughout this project there will be a need to maintain quality control and management of cost and expenses. The selected Project Manager will be expected to ensure that all applicable land use and development laws are followed as well as all Bureau of Labor and Industries (BOLI), Department of Environmental Quality (DEQ), building codes, and other local and state requirements. The project will require the gathering of input from County staff and the general public throughout the project.

The motivation for the issuance of this RFP is to move forward a project to evaluate County facilities in the Irrigon-Boardman area and to assist the County in reaching a solution. The County has experienced crowding at the Irrigon Annex (205 Third Street NE, Irrigon, OR 97844) which houses the Irrigon Justice Court, Planning, and Parole and Probation offices. The County also leases offices for Veterans Services and the County Clerk in Irrigon. Additional County offices, including Public Health, District Attorney, and Juvenile Departments are also located in Boardman. The County is seeking proposals for project management services in order to assist with evaluating facility needs in the Boardman-Irrigon Area, to assist with the development of options, and to assist with implementation of the selected option(s) as described in the project scope. This effort should take into consideration all county facilities in north Morrow County.

Based on preliminary planning work, the County would like to more closely evaluate the space requirements, construction costs, and options for better accommodating the following number of employees:

a.	Planning Department	5 employees
b.	Justice Court	3 employees
c.	Sheriff’s Office	3+ employees
d.	District Attorney	2 employees
e.	Juvenile	2 employees
f.	Veteran’s Services	1 employee
g.	County Clerk	1 employee
h.	Transportation	1 employee
i.	Additional shared offices	2 employees
j.	Future Expansion	2 employees
	Total:	22+ employees

These numbers are estimates only, but are provided in order to provide additional context to the project.

The primary buildings to be evaluated are:

1. Irrigon Annex: 205 Third Street NE, Irrigon, OR 97844
  - a. Currently houses: Justice Court, Planning, Parole and Probation
  - b. Contains approximately 2,800 square feet.
2. Boardman Clinic Building: 101 Boardman Ave. NW Boardman, OR 97818
  - a. Currently houses: Public Health, Juvenile Department, and District Attorney's Office.
  - b. Contains approximately 4,000 square feet
3. Also of note, Veteran's Services leases an office at the Irrigon City Hall (one office), 500 NE Main St, Irrigon, OR 97844. The County Clerk also currently leases one office at the Irrigon Boardman Emergency Assistance Center: 290 NE Main Ave, Irrigon, OR 97844
4. Note: The selected project manager may find it advisable to evaluate other County facilities as well. There are two additional Sheriff's Office facility locations in the Boardman and Irrigon area that may warrant evaluation. Square footages cited above are approximate.

The project budget under the scope of this RFP has some level of flexibility to accommodate outreach to the local communities. We would request that at least three public meetings be held: one in Irrigon, one in Boardman, and one in Heppner. Additional outreach may be needed. For these reasons, this RFP asks for respondent's hourly rates for service and any other associated costs.

### **Section 3. RFP Submittal and Closing Date**

A total of six (6) copies (one original and five (5) copies) of the RFP clearly marked "Project Management Services for Facility Planning, Building Design, Construction, and Completion (BOC17-2)" must be received no later than **1:00 PM local time on September 21, 2017**. Neither late, faxed, nor emailed submittals will be accepted. Contractors submitting RFPs not in compliance with Section 4; Submission Guidelines and Requirements, will be considered non-responsive. RFPs must be addressed to the following:

Morrow County  
Attn: Roberta Lutchter  
P.O. Box 788  
110 N. Court Street  
Heppner, OR 97836  
(541) 676-5613

This Solicitation Document may also be reviewed at the above office.

### **Section 4. Inquiries and Addenda**

4.1 Questions that arise prior to the RFP deadline shall be addressed to the following:

Morrow County  
Attn: Kim Cutsforth, Interim Administrative Officer  
P.O. Box 788  
110 N. Court Street  
Heppner, OR 97836  
(541) 676-5613  
[gsorte@co.morrow.or.us](mailto:gsorte@co.morrow.or.us)

4.2 Proposers shall submit questions in writing to Kim Cutsforth no later than seven days prior to the submittal due date. Substantive questions and answers will be posted to the Morrow County website at [www.co.morrow.or.us/rfps](http://www.co.morrow.or.us/rfps).

4.3 Addenda to this solicitation, if needed, will be posted to the Morrow County website at [www.co.morrow.or.us/rfps](http://www.co.morrow.or.us/rfps).

4.4 The County may require any clarification it needs to understand the Proposer's Proposal.

## **Section 5. Submission Guidelines and Requirements**

The following submission guidelines and requirements apply to this Request for Proposal:

1. As described in Section 2, a total of Six (6) printed copies of the RFP must be received no later than 1:00 PM local time on September 21, 2017. Neither late, faxed, nor emailed submittals will be accepted.
2. Only qualified individuals or firms with prior, similar project management experience should submit proposals in response to this Request for Proposal.
3. Proposers must list at least four (4) projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. Proposals must include a technical proposal that provides an overview of the proposed approach as well as a list of qualifications for all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable; including the hours estimated for completion of each phase of the project.
5. Proposals must include a description of method of approach, strategy, and/or ability to understand, facilitate, and complete the tasks listed under Section 6; Project Scope below
6. A price proposal must be provided that is not more than two (2) pages. This price proposal should indicate the hourly rates for service and any other associated costs.
7. Proposals must be signed by a representative that is authorized to commit proposer's company.
8. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

9. Proposals must remain valid for a period of 60 days.
10. Morrow County anticipates selecting at least two individuals or firms with whom to have more in-depth discussions, and anticipates making an award to one of these “down-selected” individuals or firms.
11. Submissions must meet the Pass/Fail Criteria listed under Section 7.2, below.

## **Section 6. Project Scope**

The scope of the project entails the following.

1. Assist the Morrow County Administrative Officer to assess the County’s facility needs and assist with the development of a building plan for new construction and/or remodel of County office facilities in the Irrigon-Boardman area of Morrow County.
2. Assist and give direction and advice with regard to the County’s facility needs including but not limited to building capacity needs, siting and location of buildings, adherence to planning and development code requirements, all BOLI rules pertaining to the project as well as all building codes and other requirements.
3. Incorporate existing information that has been compiled by County staff on facility needs and gather additional data as required. Analyze the collected data and develop a focused need proposal for the Board of Commissioners to review and approve.
4. Assist to create facility development options that meet the County’s facility needs. Assist with providing cost estimates for each option. Assist with public outreach throughout the option development and evaluation processes.
5. Organize and manage public outreach meetings across Morrow County to receive input from the public.
6. The successful proposer will be responsible for an accurate accounting of time spent on this project including travel time and other costs incurred while performing these duties.
7. The Contractor shall meet the highest standards prevalent in the industry or business most closely involved in providing the Goods or Services that the Contracting Agency is purchasing (OAR 137-047-0260(D)).

## **Section 7. Proposal Evaluation and Contractor Selection**

### **7.1 Evaluation Process**

Proposals submitted on time will be reviewed against the Pass/Fail criteria (Section 7.2). RFPs meeting those criteria will be forwarded to an evaluation committee for scoring against the Evaluation Criteria (listed in Section 7.3 below) and ranking. The outcome of the evaluations may, at the County’s sole discretion, result in (A) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (B) further steps to gather more information for further evaluation. The selection process may be canceled if the County determines it is in the public interest to do so.

### **7.2 Pass/Fail Criteria**

- Submission Deadline Date and Time met
- Proposal is complete and addresses all Submission Guidelines and Requirements listed in Section 4.
- Correct number of Proposals included (Six (6) total copies)

**7.3 Evaluation Criteria**

Evaluation factors and maximum points will be as follows:

<b>Criteria</b>	<b>Maximum Score</b>
1. Fee Schedule	20
2. Qualifications,	25
3. Experience, Work Samples, References	25
4. Method of Approach	20
5. Timeline and Milestones	10
<b>Total Maximum Score</b>	<b>100</b>

Morrow County reserves the right to award to the proposer that presents the best value to Morrow County as determined solely by Morrow County in its absolute discretion.

**Section 8. General Information; Terms and Conditions**

1. The County may require any clarification or change it needs to understand the selected contractor’s project approach.
2. The successful contractor must have Worker’s Compensation Insurance covering work in Oregon. The successful contractor must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
3. The County reserves the right to reject any or all proposals, and is not liable for any costs the contractor incurs while preparing or presenting the proposal.
4. The County reserves the right to cancel this RFP upon a good cause finding.
5. The County may award a contract to the contractor whose proposal, in the opinion of the County, would be most advantageous to the County.
6. The selected contractor will be required to assume responsibility for all services outlined in the RFP, whether the contractor produces them.
7. This RFP does not commit the County to award a contract, nor to pay any costs incurred in the preparation of the response to the RFP. The County reserves the right to accept or reject any or all responses received as a result of this request or to cancel this RFP in part or in its entirety. The County may request additional information from responders.
8. Morrow County may cancel this RFP or reject any or all proposals in accordance with ORS 279B.100.

9. Protests: Any protests under this request for proposals shall follow the protest procedures set forth in OAR Chapter 137, Division 47.
10. Failure of the Contractor to perform the scope of work identified or to meet the performance standards established by the resulting Contract include, may result in the following:
  - a. Morrow County's reduction or withholding of payment under the Contract,
  - b. Morrow County's right to require the Contractor to perform, at the Contractor's expense, any additional work necessary to perform the scope of work or to meet the performance standards established by the resulting Contract; and
  - c. Morrow County's rights, which Morrow County may assert individually or in combination, to declare a default of the resulting Contract, to terminate the resulting Contract, and to seek damages and other relief available under the resulting Contract or applicable law. (ORS 279B.060(2)(h))



— ADVERTISEMENT —

**MORROW COUNTY  
REQUEST FOR PROPOSALS FOR**

**PROJECT MANAGEMENT SERVICES FOR  
FACILITY PLANNING  
(BOC17-2)**

Morrow County, Oregon, a local county government seeks requests for proposals for project management services to assist with County facility planning and development in the Irrigon and Boardman, Oregon area. Proposals will be considered based upon the following general evaluation criteria: Fee Schedule; Qualifications; Experience, Work Samples, References; Method of Approach, and Timeline and Milestones. Additional information, including a project description, the scope of work, submission requirements, and details on how the proposal evaluation criteria are weighted is included in the Request for Proposals solicitation document.

Copies of the Request for Proposals solicitation document may be obtained from Morrow County Board of Commissioners Office, Room 201, P.O. Box 788, 110 N. Court Street, Heppner, OR 97836 or online at [www.co.morrow.or.us/rfps](http://www.co.morrow.or.us/rfps). Complete proposals will be accepted at the same address no later than 1:00 PM on September 21, 2017. Questions or concerns may be addressed to Kim Cutsforth, Administrative Officer at (541) 676-2529.