

**CITY OF ST. HELENS OREGON**  
**REQUEST FOR QUALIFICATIONS**

**DESIGN-BID-BUILD OF A NEW PUBLIC SAFETY FACILITY**

**DEADLINE FOR SUBMISSION OF PROPOSAL**      **3:00 PM Friday, August 20, 2021**



**Project Manager**

Matt Brown, Deputy City Administrator  
mbrown@sthelensoregon.gov  
503-366-8227

265 Strand Street  
St. Helens, OR 97051

**CITY OF ST. HELENS  
NOTICE OF REQUEST FOR QUALIFICATIONS  
DESIGN-BID-BUILD OF A NEW PUBLIC SAFETY FACILITY**

The City of St. Helens invites submission of proposals to provide architectural and engineering services for a new public safety facility for the City of St. Helens Police and Municipal Court Departments.

**Deadline for Submission of Proposal: 3:00 PM Friday, August 20, 2021**

Submissions received after this time will not be reviewed.

**Obtain Request for Proposals:**

1. Online. Visit <https://www.sthelensoregon.gov/RFPs> to download the RFQ. If you have website questions concerning this request, please contact Matt Brown at [mbrown@sthelensoregon.gov](mailto:mbrown@sthelensoregon.gov).
2. In Person. Deputy City Administrator's Office, 265 Strand Street, St. Helens OR 97051

**Submission of Proposal:** See Request for Proposal, Section 4, Proposal Submittal Requirements

All communication and correspondence pertaining to this Request for Proposal should be directed to Project Manager Matt Brown at 503-366-8227 or by e-mail at [mbrown@sthelensoregon.gov](mailto:mbrown@sthelensoregon.gov). **(Note that a proposal submitted by email will not be accepted)**

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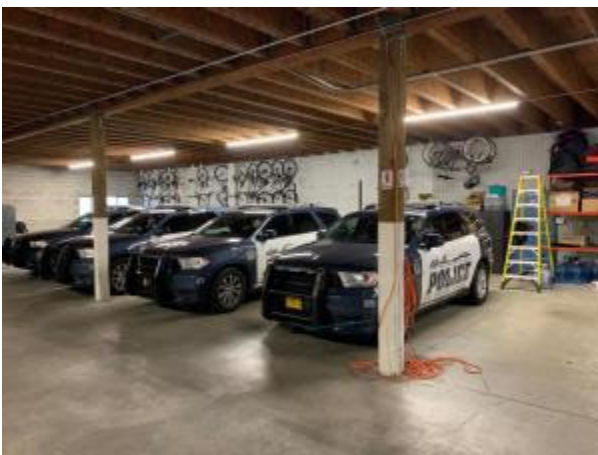
## SECTION 1: INTRODUCTION AND BACKGROUND

St. Helens, Oregon, is located on the western bank of the Columbia River approximately 30 miles northwest of Portland and has a growing population of over 14,000. The City is growing rapidly, and the police department and municipal court are straining to provide high quality services.



Built in 1971 and now 50 years old, the St. Helens Police Station has approximately 2,200 square feet of office space with a wood-framed detached garage. The population of St. Helens back in 1971 was 6,200 people, less than half the size of our city today. Not only was the station built for a smaller police force, but it was built for a police force that did not handle digital data, face active shooters, school shootings, online child pornography, or the opioid and mental health crises of today.

In 1988, Chief Reggie Bowles built the garage that is currently attached to the Police Station, with an agreement of the City Council at that time that the police were already rapidly outgrowing their 1971 building. A second story was originally thought of and planned for. It was intended to add an additional 7,300 square feet of office space, but never came to fruition because of budget constraints.



In the early 1990s, Chief Roger Roth undertook the project to add a second floor to the garage. In 1996, the City moved forward to receive an estimate of around \$300,000 for the construction. The project faltered and Chief Roth left the position. It is believed that when the proposal was shown to the City Council, it was at a time when the economy was not the best and the City again was looking to trim its budget.

Once again, in 2000, Chief Mike Cocklin took on the project. Faced again with shrinking workspace due to growth of the city and the police force, Chief Cocklin hired an architect to look at the building and come back with a new plan. The results of the updated plan added square footage to total 13,300 square feet based on the current department size and anticipated growth. Plans for a second, adjacent building was drafted. It moved away from the second-story idea because it was believed that the garage would not seismically support a second story. The cost estimate for the new addition was estimated to be around \$3 million. Staff and City Council reviewed the proposal but again decided not to pursue the project due to the high cost and worrisome future of economic trends at the time.



In 2007, the City once again revisited the idea of expanding the station and challenges with overcrowding and growth continued. At this time, a similar detached building concept was developed that was even smaller than before which would add only an additional 5,300 square feet. The estimated cost of the project was just over \$2 million. The timing, however, was marked by another economic recession and the addition did not come to fruition.

It was not until 2019 that the endeavor to expand or replace the St. Helens Police Station was reopened. Pressed by current conditions of dealing with an inadequate, aged police station which was bursting at the seams with critical administrative staff and police officers needing to keep up with the rapidly growing community, current Chief Brian Greenway and Deputy City Administrator Matt Brown started reviewing the ideas again. City Council and community members know that waiting is not an option, we must act now to keep our community safe and invest in the future. A new Public Safety Facility will significantly enhance the City's ability to meet the rapidly increasing safety needs of our community as the St. Helens community continues to grow.



The City worked with Mackenzie Architecture to complete a Needs Assessment for the next 20+ years with the anticipation of combining facilities with the Municipal Court. Mackenzie Architecture also provided program development, site evaluations, visioning, concept development, and a preliminary cost development. Mackenzie Architecture's final report is included at the end of this RFQ as an exhibit for reference. The preliminary concept of the new facility is a one-story building with secured parking in the back. The property location is owned by the City and is located at the corner of Old Portland Rd and S 18<sup>th</sup> Street. The preliminary construction cost estimate of the facility is \$15 Million.

## SECTION 2 – SCOPE OF WORK

This Scope of Work (SOW) is intended to be a general outline of the work and not an all-inclusive description of the professional and technical services that may be required to undertake and complete the Project. The Consultant may expand upon these tasks as needed to prepare a complete proposal based on their experience. In addition, if there are tasks which the Consultant believes should be part of the SOW, these tasks shall be included in their proposed SOW. The city intends for this project to be a Design-Bid-Build project with completion in 2023.

### A. GENERAL REQUIREMENTS

The City of St. Helens is seeking consultants, hereafter called “Proposer(s),” with demonstrated experience in projects of this type, size, and complexity to provide Architectural and Engineering services for the construction of a new Public Safety Facility (Project) located on the site of the corner of Old Portland Rd. and S. 18<sup>th</sup> Street. In St. Helens. The successful Proposer shall provide pre-design, schematic design, design development, construction documentation, and assistance in the process of a Design-Bid-Build project of this nature.

The consultant’s work shall be performed based on the following general expectations for the Project:

1. The new facility will be approximately 45,000 square footage in total (13,000 Building) as described in and generally consistent with the Needs Assessment report (See Exhibit A).
2. The design will be to “essential facility” standards as defined in the Oregon Structural Specialty Code, to remain operational following a significant seismic event.
3. City codes, regulations and requirements will be met such that the Project can be permitted and constructed.
4. The design may need to comply with the “critical facility” standards of the National Flood Insurance Policy given proximity of both 100 year and 500 year floodplains associated with nearby Milton Creek. This will depend on the hydrological analysis and potential amendment to the Flood Insurance Rate Maps, an effort currently in process.

### B. PROJECT MANAGEMENT AND DESIGN-BID-BUILD SERVICES

1. Review all available documents regarding previous studies and program needs assessments.
2. Create a proposal Program of Spaces for building interior, including basic information such as sizes, space requirements, workflows, activities and special uses.
3. Facilitate meetings with City as needed to develop basic components of building program, including City’s standard building systems, equipment and materials.
4. Set up a schedule for coordination meetings to review project progress, discuss project challenges and findings, and review designs.
5. Prepare all project related agendas and meeting minutes. Agendas and supporting information shall be emailed to the City’s Project Manager at least three (3) business days prior to a meeting.
6. Participate in presentations to citizen groups at least once, but no more than twice to present Public Safety Facility.
7. Prepare a Design-Bid-Build schedule for the Project. Schedule to include all requirement meetings with departments, City Council, and community with anticipated completion date.

8. Prepare materials for and participate in presentations to City Council and community meetings as mentioned above.

#### C. SCHEMATIC, PRELIMINARY DESIGN, & COST ESTIMATING

1. Facilitate meetings with City and project team to develop Schematic Design documents.
2. Obtain and review applicable City standards and guidelines for design and provide design that meets City codes.
3. Prepare and submit five (5) sets of site plan program of spaces and adjacencies layout for review and approval.
4. Provide conceptual drawings of the exterior design that meet applicable City and State codes and preliminary design documents.
5. Provide an estimated project cost.
6. Attend and participate in presentations to the City Council and Planning Commission as needed.
7. Attend and participate in presentations to the community at least once, but no more than twice.

#### D. DESIGN DEVELOPMENT

1. Facilitate meetings with City staff to develop Design Development Documents.
2. Prepare and submit five (5) sets of Design Development Documents including Detailed Specifications to the City for review and approval.
  - a. 60%, 95%, and 100% Plan Review – Components include:
    - i. Detailed floor plans.
    - ii. Building sections and details.
    - iii. Interior elevations, casework, and millwork elevations.
    - iv. Interior design including materials and color palette.
    - v. Report addressing all City's design criteria and other Code requirements.
    - vi. Report addressing all Essential Facility requirements.
    - vii. Site Improvements
    - viii. Public Improvements
3. Respond in writing to all City comments on plans.
4. Provide an updated project cost estimate.
5. Review design development cost estimate and provide value engineering with Project Manager (as/if needed).
6. Participate in presentation to the City Council once every 4 months to update City Council with staff.
7. Attend and participate in presentations to Community groups no more than 3 times until completion of project.
8. Coordinate with Project Manager and coordinating staff in preparing land use application and providing needed program information.
9. Prepare a draft development review permit application for city staff review.
10. Finalize development review permit application.
11. Prepare all presentation materials for the Planning Commission and participate in Commission presentations.

12. Additional services may be needed to prepare materials for an appeal of the development review permit if an appeal is made. This would require a contract amendment for the additional work.

#### E. CONSTRUCTION DOCUMENTS

1. Prepare complete construction documents and specifications and submit five (5) sets to City staff for code and general review and approval.
2. Attend follow-up meetings with City staff.
3. Provide an estimated project cost.
4. Coordinate with Construction Manager/General Contractor and Project Manager to ensure design meets construction cost target.
5. Review cost estimate and provide value engineering options if needed.
6. Prepare and submit five (5) complete sets of Construction Documents, and Specifications to Building Department for review and approval (100% plan review) along with civil plans for public improvements to city engineering.
7. Correct plans to reflect issues noted by review for permit.
8. Participate in presentations to City staff and City Council as needed.

#### F. CONSTRUCTION ADMINISTRATION

1. Provide Construction Administration
  - a. Review, log and approve submittals, shop drawings, request for information etc.
  - b. Review Construction Materials Testing reports.
  - c. Review and approve applications for payment.
  - d. Coordinator with Project Manager, as needed, on all Requests for Change Proposals, Changes Orders, etc.
  - e. Provide direction for questions and concerns from the Project Manager in resolution of problems.
2. Provide Field Services for entire construction period.
  - a. Architect's Construction Administrator and attend weekly construction meeting and conduct site inspections.
  - b. Provide site inspection reports noting and issues as needed.
3. Conduct Substantial Completion Inspection and coordinate with Project to create punch list.



## SECTION 3 – INSTRUCTIONS TO PROPOSERS

### A. PROPOSER CONFORMANCE TO SOLICITATION REQUIREMENTS

Proposals must follow the requirements stated within this Request for Proposals. Adherence to these requirements will ensure a fair and objective analysis of your Proposal. All responses must be made in the format outlined in the sections below and Section 4 – Proposal Requirements. Failure to comply with or complete any part of this Request for Proposals may result in rejection of your proposal.

### B. ANTICIPATED SOLICITATION AND AWARD SCHEDULE (SUBJECT TO CHANGE)

ITEM	DATE
Advertise RFQ	07/22/2021
Deadline for written request for clarification	07/30/2021
Addenda Issued (if needed)	08/02/2021
Proposals Due	08/20/2021 at 3:00 PM
Interviews (if needed)	08/25/2021
Notice of Intent to Award Contract	08/27/2021
Award Service Contract	09/01/2021
Commencement of Services	09/02/2021

### C. PROPOSER QUESTIONS REGARDING RFQ

If discrepancies or omissions are found or there is doubt as to the true meaning of any part of this RFQ, a written request for clarification or interpretation shall be submitted no later than the date stated for “Deadline for written request for clarifications” in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above, to the Project Manager. Responses to requests for clarification along with any addenda to this RFQ will be issued in the manner provided for RFQ addenda, below.

### D. MODIFICATION OF REQUEST FOR QUALIFICATIONS / PROPOSER’S OBLIGATIONS REGARDING DISTRIBUTION OF RFQ ADDENDA / RFQ WITHDRAWAL

City may modify, revise, or withdraw this Request for Proposals. Any change to this document shall be made by written addendum by Project Manager.

Addenda shall be issued no later than the date stated for “Addenda Issued (if any)” in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above. Addenda shall be distributed to Proposers as follows:

- Posted on City of St. Helens website at <https://www.sthelensoregon.gov/rfqs>.
- Emailed to all Proposers that obtained the RFQ in person and signed the Proposer Registration List and provided their email address in legible form.

Any addenda so issued shall be considered part of this RFQ.

### E. SUBMISSION OF PROPOSALS

**Deadline for Submission:** The deadline to submit the Proposal is Friday, August 20<sup>th</sup>, 2021, at 3:00 PM as stated in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above.

### Manner of Submitting Proposal:

Proposals must be submitted in person or through mail. Please provide five (5) copies of the Proposal, plus one (1) proposal in electronic PDF format on a USB flash drive.

Proposals and USB drive can be delivered to:

Matt Brown, Deputy City Administrator  
265 Strand Street, St. Helens OR 97051

### F. PROPOSAL WITHDRAWAL

Any Proposal may be withdrawn at any time before the "Proposal Deadline" date and time specified in the Notice of Request for Proposals by providing written request for the withdrawal of the proposal to the Project Manager. The request shall be executed by a duly authorized representative of the Proposer. Withdrawal of a proposal will not prejudice the right of the Proposer to file a new proposal.

### G. REJECTION OF PROPOSALS / CANCELLATION OF SOLICITATION

City reserves the right to reject any or all Proposals. City may reject any proposal not in compliance with all prescribed public proposing procedures and requirements and may reject any or all Proposals upon a finding of City that it is the public interest to do so. However, City also reserves the right to waive any non-material irregularities or information in any proposal. Receipt and evaluation of proposals do not obligate City to award a contract.

### H. DURATION OF PROPOSAL

All Proposals shall be effective for sixty (60) days following the deadline for submission of Proposals.

### I. OWNERSHIP OF PROPOSAL MATERIALS

Any material submitted by a Proposer shall become the property of City unless otherwise specified.

### J. PUBLIC RECORDS

Proposal materials submitted are "public records" pursuant to ORS 192.410 et seq. and are subject to public disclosure following award of contract, except to the extent the material is exempt from disclosure by law. Proprietary information should be segregated on separate page(s) and each page marked "confidential / proprietary". This shall be deemed to be a request for confidentiality of the information on the designated page(s). If a request is made for disclosure of the material on the pages marked "confidential / proprietary," City shall notify the Proposer and provide an opportunity to defend against the request for disclosure, subject to the time limitations imposed upon City for review and response to requests for disclosure.

### K. NON-DISCRIMINATION STATEMENT

This solicitation is open to all persons without regard to race, relation, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.

#### L. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

By submitting this proposal, the Proposer certifies conformance to the applicable Oregon statutes and regulations concerning Affirmative Action toward Equal Employment Opportunities.

#### M. NON-COLLUSION REPRESENTATION

By submission of a Proposal, a Proposer certifies that no officer, agent or employee of City of St. Helens has a financial interest in this project or has participation in contract negotiations on behalf of City; that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same solicitation; the propose is completing solely on its own behalf without connection with, or obligation to an undisclosed person(s) or firm(s).

#### N. PUBLIC CONTRACT RULES

Except as modified by the terms of this Request for Proposal, the terms and procedures of the State of Oregon and City of St. Helens shall apply. A copy of contracting Municipal Code contracting rules can be found on the City's website at <https://www.codepublishing.com/OR/StHelens/#!/StHelens02/StHelens0204.html#2.04>

## SECTION 4: PROPOSAL REQUIREMENTS

These Proposal Requirements are used to demonstrate that the Proposer meets Section 5, PROPOSAL EVALUATION CRITERIA. Accordingly, the Proposer should additionally review the criteria in preparing the Proposal.

### A. PROPOSAL COMPONENTS

The Proposal shall include the following components:

1. Title Page: Proposer should identify the RFQ subject, name, and title of contact person, address, telephone number, and email address.
2. Cover Letter: Include a cover letter signed by a principal of the Proposer with the submitted proposal.
3. Proposer Background: The Proposal should include a brief history of the Proposer, and if a partnership of entities, the history of the entities.
4. Key Personnel and Qualified Staff
  - a. Key Personnel
    - i. The Proposal shall identify the name(s), experience, and information regarding similar work performed by the expected lead personnel for the performance of the work on this Project.
    - ii. Identify the project manager and lead personnel for the Project. Provide resumes relating to their experience on similar projects with an emphasis on police facilities.
    - iii. Identify the project manager's availability and commitment to the project for the project duration.
  - b. Qualified Staff
    - i. Provide a scope listing all staff that illustrates how the Project will be managed with sufficient detail for all phases of design, permitting, integration and coordination with the CM/GC for a Guaranteed Maximum Price (GMP), construction phase administration, Project closeout, and the preparation of as- built drawings.
5. Similar Work Experience, Specific Expertise and References
  - a. Similar Work Experience and Specific Expertise
    - i. Proposals should include experience in performing this type of work. This should include examples of similar Police Station projects completed in the last 5-10 years. Include projects that best demonstrate the Proposer's abilities to accomplish this work in a professional, timely, and cost-effective manner.
    - ii. Provide examples of the Proposer's experience in integrating and coordinating with the Project CH/GC for the design, guaranteed maximum price, scheduling, and facilitating the construction phases.

- iii. Describe and provide examples on the Proposer's experience on involving the public in the design and construction phases of the Project and how information can be made available to the public during the Project.
  - b. References
    - i. Proposals should include references for similar services. Specifically, the reference information shall include the name and address of the client, and the name, telephone number, and email address (if available) of the client's project manager for each reference.
6. Project Knowledge and Approach
- a. Describe your understanding of the Project and explain your process and methodology of approach to the design of the Public Safety Facility. Describe innovative design, quality control, or process options that could be applied to this Project.
  - b. Describe and provide examples of issues that could be a problem for building the Project within budget and techniques or recommendations to address those issues. Similarly describe potential schedule issues and provide recommendations.
  - c. Describe how the City of St. Helens facility could be designed to meet community and essential facility needs in a manner unique to the City of St. Helens.
  - d. Illustrate how a community meeting space could be integrated into the design without compromising security.
7. Schedule, Scope, & Cost
- a. Proposal should include an understanding of the scope required for this project and show an understanding with an anticipated outline of Scope related to the main anticipated areas: Schematic Design, Design Development, Construction Documents, Permitting, and Bidding.
  - b. Proposal should show an estimated timeline schedule of 7-A events with an anticipated date of Construction Bid Award
  - c. Based on the schedule and scope, please develop an anticipated fee schedule for services showing number of hours per scope item billing rate for each staff member.

## SECTION 5: EVALUATION OF PROPOSALS

### A. SELECTION EVALUATION COMMITTEE:

All proposals will be reviewed and evaluated by an Evaluation Committee.

### B. PROPOSAL EVALUATION CRITERIA:

Written Proposals will be evaluated based on the Proposer's response to the following criteria and proposal requirements (Section 4 requirements listed above):

1. Form of Proposal	MAX: 5 PTS
2. Key Personnel and Qualified Staff	MAX: 20 PTS
3. Similar Work Experience, Expertise, Reference	MAX: 25 PTS
4. Project Knowledge and Approach	MAX: 25 PTS
5. Schedule and Scope	MAX: 25 PTS
	TOTAL = 100 PTS

### C. METHOD OF SELECTION:

The Selection Evaluation Committee will review and evaluate all confirming Proposals received in response to this RFQ, based upon the above criteria. If awarded, City will award a contract to the Contractor whose proposal the selection team deems would be most advantageous to City, subject to resolution of Objections to Proposed Contract. During the evaluation process, City has the right to request clarifications needed to better understand the proposal. Any clarifications to the proposal of the successful propose will be reduced to writing and made a part of the Proposal prior to issuance of Notice of Intent to Award. Following the review and evaluation of Proposals, the Selection Evaluation Committee may decide to conduct interview with two or more Proposers with the most points.

### D. OBJECTIONS TO PROPOSED CONTRACT

Any objections to the form of the Contract shall be considered after a determination of the apparent highest ranked responsive, responsible Proposal is made, and the terms shall be subject to negotiation. The Project Manager shall determine if any proposed modifications to the form of Contract requested by the apparent successful Proposer are acceptable and 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 proposal and objections to form of Contract, if any, shall be considered, and so forth until a responsive, responsible Proposer agreeable to execution of a form of Contract acceptable to the City and to the Proper is ascertained.