

REQUEST FOR PROFESSIONAL SERVICES
And
Respondent Acknowledgment

SUBMIT PROPOSALS TO:

Crook County Parks and Recreation District
296 S Main St., Prineville, Oregon, 97754

Attn: Steve Waring, Executive Director

Phone: 541-447-1209

steve@ccprd.org

Bid Proposals for the Crooked River Park and Gary Ward Park Parking Lot Paving

Respondent Name:

Mailing Address:

Type of Entity: *(Circle one)* Corporation, Partnership, Proprietorship, Joint Venture

Incorporated in the State of:

Telephone Number:

Fax Number:

Email:

THIS FORMAL NOTICE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

The Respondent is expected to completely analyze the information contained in this Request for Proposals as guidance for the preparation of the proposal. The Respondent's submittal shall be specific, detailed, and complete in order to clearly and fully demonstrate the Respondent's understanding of the proposed work requirements and display a logical plan to accomplish the tasks of the scope of work.

Purpose: The Crook County Parks and Recreation District [CCPRD] is seeking a qualified firm experienced in paving and lining parking lots to provide professional services with respect to paving and lining parking lots at Crooked River Park and Gary Ward Park.

X _____
Authorized Signature (Manual)

Typed Name:

Title:

Date:

Proposal Due Date: October 15, 2024

Proposal Due Time: 2:00 P.M.

INSTRUCTIONS TO PROPOSERS

Part 1

CLOSING:

Proposals shall be received at the above referenced address by the specified time and date.

DELAYS: CCPRD, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of CCPRD to do so.

PROPOSAL SUBMISSION AND WITHDRAWAL: CCPRD will receive proposals at the above address. The envelope/container must include the Proposer's name and return address.

Receipt of the proposal after the time and date shall result in the rejection of the proposal.

Proposals received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. CCPRD will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the CCPRD offices shall serve as the official authority to determine lateness of any proposal. CCPRD cautions Proposers to assure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (541) 447-1209, before the 2:00 deadline.

Proposers may withdraw their proposals by notifying CCPRD in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of CCPRD and will not be returned to the Proposers. No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the CCPRD Board.

INQUIRIES: All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the Executive Director in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision.

SELECTION PROCESS AND AWARD: All proposals will be evaluated by CCPRD staff in accordance with the criteria set forth in the documents. If needed the CCPRD Board may conduct interviews or require presentations of any or all Proposers prior to selection. CCPRD will not be liable for any costs incurred by the Proposer in connection with such presentations.

CCPRD anticipates award to the Proposer who submits the proposal judged by CCPRD to be the most advantageous. The Proposer(s) understands that this RFP does not constitute an agreement or a contract with the Proposer.

CCPRD reserves the right to reject all proposals, to waive any formalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety.

INSTRUCTIONS FOR PREPARING PROPOSALS

Part 2

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information will result in disqualification of response.

Please submit an original proposal in response to this RFP.

The proposal must be divided into six (6) sections with references to parts of this RFP done on a section number basis, with headings on the divider page of the section. The six (6) Submittal Sections shall be in the following order and named:

1. Required Submittals
2. Project Approach and Understanding
3. Innovative/ Cost Savings Approach
4. Qualifications of Proposed Project Personnel
5. Similar Project Experience
6. Location of the Firm

SUBMITTAL SECTION 1:

Required Submittals

A. *Formal Notice:*

This completed first page of this solicitation package will serve as the title page.

- 1) Type of Business: The Proposer shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The Proposer shall identify whether the business entity is incorporated in Oregon, another state, or a foreign country.
- 2) FEIN: Provide the Federal Employer Identification Number of the Proposer **OR** SSN: In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners.
- 3) Principals: The proposal must name all persons or entities serving, or intending to serve as principals in the Proposer's firm.
- 4) Corporate Information: If a Proposer is a corporation, it must be certified with the Oregon Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of Oregon upon request.

B. *Letter of Transmittal*: This letter will summarize in a brief and concise manner, the Respondent's understanding of the scope of work and make a positive commitment to perform the work in a timely manner. This letter shall serve as acknowledgement by the Respondent that the requirements of this Request for Proposal can be met, including but not limited to Insurance Coverage. The letter shall name all of the persons authorized to make representations for the Proposer, including the titles, addresses and telephone numbers of such persons. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.

C. *Summary of Litigation/ License Sanctions*: Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Proposer in the past five (5) years which is related to the services that Proposer provides in the regular course of business. List any regulatory or license agency sanctions. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved. If no litigation, please state, "No Prior Litigation".

D. *Taxpayer Identification Number and Certification (W-9 Form)*

SUBMITTAL SECTION 2: Project Approach & Understanding

A. The content and form of the Proposal shall present a clear, comprehensive and well-documented representation, demonstrating understanding and commitment of how the Proposer intends to implement and fulfill the requirements of the scope of the project. Delineate the firm's understanding of the project including special considerations and technical aspects of the project.

B. Provide quality control approach and understanding for the project.

C. Provide a project schedule.

SUBMITTAL SECTION 3: Innovative/Cost Savings Approach

A. Provide multiple innovative and/or cost saving ideas for the project that include "outside of the box" thinking. This may include alternate approaches to the project such as value engineering and/or other cost saving measures.

SUBMITTAL SECTION 4: Qualifications of Proposed Personnel

A. Provide an Organizational Chart depicting the team for this project to include roles and responsibilities in relation to the scope of this project. The organizational chart should **include the location** of each staff member that is proposed.

B. Provide qualifications and experience for proposed staff and sub-consultants for this project. Resumes of key individuals may be included to demonstrate the skills necessary to complete this project. It is preferred for the sub-consultant to have worked

with the prime consultant on previous projects and demonstrated their ability to be part of the team.

SUBMITTAL SECTION 5: Similar Project Experience

A. Provide a list of similar projects, for which services have been successfully completed within the past five [5] years which most closely match the scope of work within this project. Ensure that basic descriptions of any similar project, including all required performance requirements are identified and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description may negatively impact the evaluation of the proposal. A contact person, phone number and email address should be listed for each similar project.

SUBMITTAL SECTION 6:

Location

A. Provide the location of the firm's office that will support the activities under this Agreement.

EVALUATION OF PROPOSALS

Part 3

INITIAL EVALUATION CRITERIA

CRITERIA

Project Approach and Understanding 40%

Innovative/Cost Saving Approach 20%

Qualifications of Proposed Project Personnel 20%

Similar Project Experience 15%

Location of Firm 5%

OTHER ASSESSMENTS

CCPRD reserves the right to evaluate, prior to making an award, current financial statements and data from the Proposers, the ability to comply with required schedule, equitable distribution of contracts among qualified firms, past record of integrity and past record of performance.

Crook County Parks and Recreation District, Oregon
Crooked River Park and Gary Ward Park Parking Lot Paving and Lining
Scope of Services



1.0 Crooked River Park-

- 1.1 Provide proposal for paving the parking lot and lining parking spaces (including the appropriate number of ADA parking spaces).
- 1.2 All utility services and infrastructure requirements by state and local codes, utility connections to existing services, and those infrastructure required for the construction and operation of the facility are all included.
- 1.3 Replace and repair any landscaping after paving.
- 1.4 Laborers must be paid applicable prevailing wages.
- 1.5 Secure all permits (city, county, any other needed)

2.0 Gary Ward Park-

- 2.1 Provide proposal for paving the parking lot and lining parking spaces (including the appropriate number of ADA parking spaces).
- 2.2 All utility services and infrastructure requirements by state and local codes, utility connections to existing services, and those infrastructure required for the construction and operation of the facility are all included.
- 2.3 Replace and repair any landscaping after paving.
- 2.4 Laborers must be paid applicable prevailing wages.
- 2.5 Secure all permits (city, county, any other needed)

General Scope of Services

FIRM RESPONSIBLITLY

1. The Firm shall provide project renderings to depict intent of design to be used by CCPRD for explaining the Project. Traditional design is divided into 30%, 60%, 90% and final documents. Each submission may require multiple revisions and reviews as a Basic Service before approval by CCPRD.
2. The Firm shall provide all the labor, materials, supplies, furnishings, services, shop drawings review, supervision, equipment, expertise and supervision to develop plans and specifications and construct the lighting project. The Firm shall at its expense obtain any required permits, environmental clearances, inspections, and testing as well as pay any fees for the purpose of a lighting project.
3. The Firm shall be responsible for survey, geotechnical investigation, environmental investigation, design, acquisition of all permits not acquired by CCPRD, any required modification of permits acquired by CCPRD, maintenance of traffic, demolition, and construction on or before the date indicated in their proposal.
4. The Firm shall furnish plans and specifications that comply with, among others, the latest edition of the Oregon Building Code. The Firm shall be responsible for removing and disposing of all demolition material, contaminated soil, any and all contaminants on site, and contaminated groundwater at their expense.
5. The Firm shall coordinate all utility relocation and hook-ups with the utility companies and/or municipality.
6. The Firm shall demonstrate good project management practices while working on this Project. These include communication with CCPRD and others as necessary, management of time and resources, and documentation.
7. The Firm shall facilitate review meetings and/or workshops of design options and space plans for CCPRD consideration. The firm should anticipate a minimum of one presentation to the CCPRD Board for consideration/discussion of design issues and options. Review meetings with CCPRD staff should be anticipated prior to the CCPRD Board meeting.
8. The Firm shall be responsible for mitigation of any environmental impacts to the site including wetland impacts, endangered and/or threatened, or species of special concerns (Oregon Fish and Wildlife Conservation Commission (FWC) and United States Fish and Wildlife Service (FWS.) The firm shall also investigate, permit, and coordinate mitigation and/or removal of any site groundwater and/or soil contamination.

WARRANTY AND INSPECTION OF DEFECTS

The Firm will warranty all items that were designed and constructed as new, or rehabilitated as part of this Project for a minimum period of two (2) years from the date of CCPRD's final acceptance of completion of the project ("Final Completion").

SITE INVESTIGATION

The Firm shall be required to visit the Project site and to acquaint themselves with existing conditions (environmental issues, flooding/existing drainage issues, adjacent facilities, and existing utilities (above and underground), measurements, etc.

1. Firm agrees that the price specified on Price Proposal Form ("Contract Price") in Exhibit 1 herein is based on the Firm's examination of the site and that no claim for additional compensation shall be made if the conditions encountered differ from those anticipated by such examination.
2. By execution of the Contract, the Firm specifically acknowledges and agrees that the Firm is contracting and being compensated for performing adequate investigations of existing site conditions sufficient to support the design developed by the Firm and that any information is being provided merely to assist the Firm in completing adequate site investigations. Notwithstanding any other provision in the Contract Documents to the contrary, no additional compensation will be paid in the event of any inaccuracies in the preliminary information.

SPECIFICATIONS, PLAN AND DRAWINGS

1. The work shall be performed in strict accordance with the approved specifications, plans, and drawings.
2. All drawings (including sketches and shop drawings) and specifications, including all copies thereof, furnished by the Firm for the work to be performed shall be reviewed and approved by CCPRD prior to commencement of work and shall be delivered to CCPRD at the completion of the work.

ARCHITECTURAL AND ENGINEERING SERVICES

1. The Firm shall be responsible for developing the plans, specifications and drawings and obtaining approval from all permitting and regulatory agencies having jurisdiction on this Project prior to commencement of any work. Additionally, the Firm shall be responsible for:
 - A) Shop drawing reviews and approval.
 - B) Responding timely to Request for Information from Sub consultants, Subcontractors, state and local agencies.
2. All services required to complete the Project as specified in these Contract Documents shall be provided by the Firm.
3. Review and/or approval by CCPRD or its representative of such drawings or schedules shall not be construed as a complete check but will indicate only that the general method of construction and detailing is satisfactory. Approval of such drawings or schedules will not relieve the Firm of the responsibility for any errors and/or omissions which may

exist. Firm shall be responsible for the dimensions and design of adequate connection, detail, and satisfactory performance of the Work. Firm shall deliver to CCPRD all necessary building components for a complete facility as designed and approved.

All drawings, specifications, and other documents furnished to perform work shall remain the property of CCPRD.

5. The Firm shall submit to CCPRD the design notes and calculations to document the design conclusions reached during the development of all the construction plans. The design notes and calculations shall be recorded in eight and one-half inches by eleven inches (8.5 x 11") sheets, fully titled, numbered, dated, indexed and signed by the designer and checker.

6. After CCPRD accepts the final plans, the original set of plans plus one record set shall be furnished to CCPRD. The Firm shall signify, by affixing an endorsement (seal/signature appropriate) on every sheet of the record set, that the record set, that the work shown on the endorsed sheets was produced by the Firm or its Sub-Contractor serving as the Engineer/Architect of Record. The original set of plans shall have the title block placed on each sheet, where approval may be a facsimile signature for each sheet within the plans, with an original signature placed in the key map.

CONSTRUCTION SCHEDULE

The firm shall submit a Projects schedule which supports the established contract duration submitted as part of the Proposal. After notification of award and as a condition precedent to executing the Contract, prior to the start of any work, the Firm shall submit their preliminary construction Schedule to CCPRD for approval which shall be consistent with the Schedule in its Proposal. The Schedule shall be written in sufficient detail to show the chronological relationship of all major aspects of the project, including estimated starting and completion dates of various activities, design phase, procurement of materials, scheduling of equipment, and construction phase with a level of detail commensurate with the level of detail in the Proposal. The schedule is subject to approval by CCPRD and will have to be revised upon design development.

PERMITS

Respondent shall obtain all necessary permits from Crook County, the City of Prineville, the State of Oregon and/or any other permits required for the Project consistent with the design and construction proposed by the Firm. The successful Respondent shall be responsible for the full payment of all impact and permit fees to authorities having jurisdiction. The Firm will be responsible for preparing designs and proposing construction methods that are permit able. All permits required for a particular construction activity will be acquired prior to commencing the particular construction activity. Delays due to incomplete permit packages, agency rejection, agency denials, agency processing time, or any permit violations, except as provided herein, will be the responsibility of the Firm, and will not be considered sufficient reason for time extension. If, as a result of design changes proposed by the Firm, additional environmental mitigation is required, it shall be the responsibility of the Firm to pay for the mitigation.

**PRICE PROPOSAL FORM - EXHIBIT I
SERVICES FOR A FIELD LIGHTING PROJECT at DAVIDSON FIELD AND RIMROCK
PARK
PER DEVELOPMENT PROGRAM SPECIFICATIONS**

Design

1. Design Development \$ _____

2. Permitting \$ _____

3. Construction Administration \$ _____

TOTAL DESIGN COSTS \$ _____

Construction

**1. Site Features (Environmental Compliance, Embankment, Grading, Drainage,
Landscaping, etc.)** \$ _____

2. Equipment Allocation \$ _____

TOTAL CONSTRUCTION COSTS \$ _____

TOTAL BID - Design & Construction Costs (proposed "Contract Price")

(IN WORDS)

\$ _____
(FIGURES)

1. The price listed in the Price Proposal Form shall include the total cost to complete the Work including but not limited to materials, labor, equipment, bonds, insurances, etc, as necessary to ensure proper delivery of the field lighting services and product requested by the Crook County Parks and Recreation District.

2. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of proposals; or, if I am selected as the Top-Ranked Offeror, for such further period as is necessary for obtaining sale contract signature and approval.

3. I understand and agree to be bound by the conditions contained in the Request for Proposal and shall conform to all requirements of the Request for Proposal.

Name: (Please Print)

Offeror Signature Title:

Date: