

Community Action Team

125 N. 17th Street
St. Helens, OR 97051

REQUEST FOR PROPOSAL

Elevation of Blue Heron Hollow Apartment Complex
600 California Avenue
Vernonia, OR 97064

MANDATORY PRE-BID MEETING:

Thursday, August 25, 2011
@ 10:00 AM
600 California Avenue
Vernonia, OR

PROPOSALS DUE:

Tuesday, September 6, 2011
by 5:00 PM @
125 N. 17th Street
St. Helens, OR 97051

Refer questions to:

Casey Mitchell
SF Development Director
125 N. 17th Street
St. Helens, OR 97051
503-366-6550
cmitchell1@cat-team.org

Submit proposals to:

Dianne DuBach
Asset Manager
125 N. 17th Street
St. Helens, OR 97051

Date Issue: August 22, 2011

Community Action Team
REQUEST FOR PROPOSALS (RFP)
Blue Heron Hollow Apartment Complex Elevation

Issued Date: August 22, 2011
Proposal Due: September 6, 2011

Community Action Team Incorporated of Columbia County, Oregon (CAT) is seeking proposals from qualified Elevation Contractors (Contractor) to elevate the Blue Heron Hollow Apartment complex located at 600 California Ave, Vernonia, Oregon (the Project). Phase One of the Project must be complete by November 1, 2011 and Phase Two of the Project must be complete no later than 120 days after Office of Emergency Management declares the end of the flood season and lifts flood season building restriction.

BACKGROUND

The severe winter storms in December 2007 resulted in flooding of the Blue Heron Hollow apartment complex in the City of Vernonia. The six-building project was substantially damaged and therefore qualifies for elevation under FEMA Recovery Policy 95261.1. CAT is seeking proposals from qualified contractors to prepare the buildings for elevation, to elevate the structures approximately four feet (5'), to install a foundation system including supports, and to set the buildings down and secure it to the new foundation system, raise the elevation of the center courtyard and install sidewalks, stairs, rails, decking, ADA ramps and landscaping per plans and specifications.

A **mandatory pre-proposal meeting** will be held on August 25, 2011 at 10:00 a.m. at the Project located at 600 California Avenue, Vernonia, Oregon. All Contractors intending to submit proposals under this RFP must attend this meeting. Pertinent Project information will be discussed and distributed at the meeting.

SCOPE OF SERVICES

The primary purpose of this Project is to raise the elevation of the six-building Blue Heron Hollow apartment complex to protect it from the effects of future flooding. For detailed plans and specifications see Attachment "A" and "B". In general, the scope of work is to:

Phase One:

- Secure all necessary permits for the elevation of buildings A and B
- Temporarily disconnect utilities
- Raise buildings to new elevation and temporarily reconnect to utilities
- Construct and install temporary stairs and railing to allow tenants continued access to their units
- Construct new foundation system
- Backfill crawl space with crushed aggregate to 0.50 feet of the lowest adjacent grade
- Attach buildings to new elevated foundations
- Permanently reinstall utilities
- Install siding on top of new foundation system

- Install permanent sidewalks, stairs, decks, decking, ADA ramps and railings per plans
- Return land around the building to finished grade
- Deliver a certificate of occupancy for buildings A and B to CAT

Phase Two:

- Secure all necessary permits for the elevation of buildings C, D, E and F
- Temporarily disconnect utilities
- Raise buildings to new elevation and temporarily reconnect to utilities
- Construct and install temporary stairs and railing to allow tenants continued access to their units
- Construct new foundation system
- Backfill crawl space with crushed aggregate to 0.50 feet of the lowest adjacent grade
- Attach buildings to new elevated foundations
- Permanently reinstall utilities
- Install siding on top of new foundation system
- Raise courtyard area to grade elevation specified in plans
- Install permanent sidewalks, stairs, decks, decking, ADA ramps and railings per plans
- Return land around the building to finished grade
- Deliver a certificate of occupancy for buildings C, D, E and F to CAT

PROJECT COORDINATION

The Project is located at 600 California Ave, Vernonia, Oregon. The elevation must comply with all applicable local, state and federal law and regulations, including without limitation those of Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), the Americans with Disabilities Act (ADA) and the Vernonia Flood Plain Ordinance.

CAT will be requesting reimbursement of a portion of the proposed Project costs from FEMA, and therefore all services and work provided under this proposal must meet all pertinent Federal and State law and regulations to assure that all costs associated with the project are reimbursable.

Phase One of the Project must be complete by November 1, 2011 as evidenced by a Certificate of Occupancy for Buildings A and B. Phase Two of the Project must be complete no later than 120 days after Office of Emergency Management declares the end of the flood season and lifts flood season building restriction as evidenced by a Certificate of Occupancy for Buildings C, D, E and F. Failure to meet these deadlines will result in liquidated damages in the amount of \$300 per day as provided in the Construction Contract.

PROJECT SCHEDULE

Following is the schedule of activities for the project:

Task	Date
RFP issued	8/22/11

Mandatory pre-proposal meeting	8/25/11
Proposals due to CAT	9/6/11
Selection of contractor (<i>approximate date</i>)	9/12/11
Issue notice to proceed (<i>approximate date</i>)	9/16/11
Complete Phase One and issuance of Certificate of Occupancy	11/1/11
Complete Phase Two and issuance of Certificate of Occupancy	120 day after OEM lifts flood season building restriction

TECHNICAL PROPOSAL REQUIREMENTS

At a minimum, the proposal must include the following:

- Cover letter that summarized key elements of the proposal
- Description of Contractor’s professional qualifications including resume
- Specialized experience including related experience with similar projects
- Experience and capabilities of key project team members, including resumes
- Description of your plan for tenant relocation
- Contact information for 3 references from similar projects completed in past 3 years
- Cost proposal, using cost form provided (see Attachment C)
- Construction Timeline
- Description of proposed Builder’s Risk, Liability, Property and Cargo/Transportation Insurance

The proposals shall address all items outlined above and shall not exceed ten (10) printed pages, including attachments, etc. Each proposal page is limited to 8.5 x 11 inches, and text is limited to single-spaced type, minimum 11 font size. Proposal pages may be double-sided but may not exceed the printed page limitation.

REVIEW OF PROPOSALS

Proposals will be reviewed and evaluated by CAT staff. Each proposal must clearly meet the pass/fail criteria, address all Proposal and submission requirements set forth in this RFP, and describe how the services will be provided. Proposals that merely offer to provide services as stated in this RFP will be considered non-responsive to this RFP and will not be considered further. Proposals will be evaluated on overall quality of content and responsiveness to the purpose and specifications of this RFP. Only Proposals that include complete information as required by this RFP will be considered for evaluation. Evaluation factors and maximum points are presented below:

Pass or Fail Criteria		
<input type="checkbox"/>	Proposal format and length	Pass/Fail
<input type="checkbox"/>	Completed proposal cover sheet	Pass/Fail
<input type="checkbox"/>	Description of insurance coverage included	Pass/Fail
<input type="checkbox"/>	Resumes of Contractor and key team members	Pass/Fail

Evaluation Criteria		Max. Score
<input type="checkbox"/>	Specialized experience in the type of work to be performed;	15
<input type="checkbox"/>	Demonstrated capacity and ability to complete Phase One by November 1, 2011 and Phase Two by within 120 of OEM lifting flood season building restriction	15
<input type="checkbox"/>	Educational and professional record, including past record of performance on contracts with governmental agencies, nonprofits and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration	15
<input type="checkbox"/>	Availability to perform the assignment and familiarity with the area in which the specific work is located; and	10
<input type="checkbox"/>	Tenant relocation plan	5
<input type="checkbox"/>	Overall Cost Proposal (including impact of tenant relocation strategy)	40
	TOTAL POINTS	100

EVALUATION CRITERIA

The technical proposal requirements provide the information that will enable the CAT to assign a score for the following:

- The extent to which the Proposal describes a Proposer that is capable of fulfilling the obligations under the Contract and experienced in elevating structures of similar size and complexity;
- The extent to which the goods to be supplied by the Proposer will comply with specifications and be defect-free;
- The extent to which the Proposal describes a tenant relocation strategy that minimized tenant disruption and cost of tenant relocation;
- The extent to which the Proposal describes a Proposer that will be capable of performing the required Services and insuring that all goods and services will meet the specifications set forth in Attachment A;
- The extent to which the Proposer's customer references indicate the Proposer's customer service, including quality of goods, accessibility and responsiveness to customers' needs, timely delivery, accurate and timely invoicing, and replacement or repair of goods and services under warranty; and
- The extent to which the Proposal describes that the Proposer has a satisfactory record of contract performance and record of integrity pursuant to OAR 25-247-0640(1)(F)(ii) and (iii).
- The reasonableness of the cost proposal based upon CAT experience with the elevation of other structures in Vernonia, including the cost impact of the contractor proposed tenant relocation strategy.
- The reasonableness of proposed AIA contract changes.

After selection, CAT staff may work with the Contractor to modify the scope of services, cost estimate and schedule to correspond with the established budget. It is anticipated the contractor's scope of services, cost estimate and schedule or modifications thereto will serve as attachments to CAT's standard Construction Contract.

DELIVERY OF PROPOSALS

An **original and five (5) copies** of the Proposal **must be submitted by 5:00 P.M. on Monday, September 6, 2011** to the individual and address below and clearly marked as follows:

Dianne DuBach
Asset Manager
Community Action Team
125 North 17th St.
St. Helens, OR 97051

RE: Blue Heron Hollow Elevation Project

Any proposal received after the above-specified date and time will not be considered. Electronic submittals will not be accepted. Proposals will be recorded by CAT staff.

MISCELLANEOUS

Contractors responding to this proposal do so solely at their expense. CAT is not responsible for any Contractor expenses associated with responding to this RFP. If awarded the contract, Contractor may not invoice for time or costs incurred prior to issuance of the Notice to Proceed.

CAT reserves the right to cancel this request in whole or in part at any time, or otherwise reject any and all submissions for reasons deemed by CAT to be in CAT's best interest.

ATTACHMENTS

- Attachment A: Blue Heron Hollow FEMA Upgrades – S1 to S3
- Attachment B: Blue Heron Hollow FEMA Upgrades – A1 to A8
- Attachment C: Blue Heron Hollow Cost Proposal Form