

Community Action Team

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

REQUEST FOR PROPOSAL

Elevation of Vernonia Head Start Facility
500 California Avenue
Vernonia, OR 97064

MANDATORY PRE-BID MEETING:

Thursday, August 18, 2011
@ 10:00 AM
500 California Avenue
Vernonia, OR

PROPOSALS DUE:

Monday, August 29, 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 15, 2011

Community Action Team
REQUEST FOR PROPOSALS (RFP)
Elevation of Vernonia Head Start Facility

Issued Date: August 15, 2011
Proposal Due: August 29, 2011

Community Action Team Incorporated of Columbia County, Oregon (CAT) is seeking proposals from qualified Elevation Contractors (Contractor) to elevate the Vernonia Head Start Building located at 500 California Ave, Vernonia, Oregon (the Project). The scope of work for the Project must be complete by November 1, 2011.

BACKGROUND

The severe winter storms in December 2007 resulted in flooding of the Vernonia Head Start Facility. The building was substantially damaged and therefore qualified for elevation under FEMA Recovery Policy 95261.1. CAT is seeking proposals from qualified contractors to prepare the building to be elevated a minimum of five (5') feet, to elevate the structure, to install a pony wall system including supports, and to set the building down and secure it to the new foundation system and install stairs, ramps and lifts as per plans and specifications.

A **mandatory pre-proposal meeting** will be held on Thursday, August 18, 2011 at 10:00 a.m. at the Project located at 500 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, including the form of Construction Contract with attachments to be used on this Project.

SCOPE OF SERVICES

The primary purpose of this Project is to lift the Vernonia Head Start Building and protect it from the effects of future flooding. For detailed plans and specifications see Attachment A entitled "Vernonia Head Start Building (FEMA upgrades)." In general, the scope of work is to:

- Secure all necessary permits
- Temporarily disconnect utilities
- Raise building to new elevation and temporarily reconnect to utilities
- Construct new foundation system
- Backfill crawl space with crushed aggregate to one foot of the lowest adjacent grade
- Attach building to new elevated foundation
- Permanently reinstall utilities
- Construct sidewalks, decking and ramps to meet all necessary code requirements
- Return land around the building to finished grade
- Deliver a certificate of occupancy to CAT

The Construction Contract for this work will be comprised of the AIA Documents A101-2007 and A201-2007 as modified by CAT and will be available at the August 18, 2011 pre-proposal meeting. Contractors are urged to review the terms and conditions in the Construction Contract in advance of submitting a proposal and offer in

writing any proposed modifications and/or objections to the terms and conditions as a part of the proposal submitted.

PROJECT COORDINATION

The Project is located at 500 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.

The Project must be completed by November 1, 2011 as evidenced by a Certificate of Occupancy. Failure to meet this deadline 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:

<u>Task</u>	<u>Date</u>
RFP issued	8/15/11
Mandatory pre-proposal meeting	8/18/11
Proposals due to CAT	8/29/11
Selection of contractor (<i>approximate date</i>)	9/2/11
Issue notice to proceed (<i>approximate date</i>)	9/9/11
Complete work and issuance of Certificate of Occupancy	11/01/11

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
- Contact information for 3 references from similar projects completed in past 3 years
- Cost proposal, using cost form provided (see Attachment B)
- Construction Timeline
- Description of proposed Builder’s Risk, Liability, Property and Cargo/Transportation Insurance

- Outline of any changes to proposed Construction Contract

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 project by November 1, 2011	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	15
<input type="checkbox"/>	Cost Proposal	40
	TOTAL POINTS	100

EVALUATION CRITERIA

The technical proposal requirements provide the information that will enable 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 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 B;

- 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.
- 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 August 29, 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: Vernonia Head Start Elevation Project
 RFP for Elevation of Head Start Building

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

RFP Attachment A: Vernonia Head Start Building (FEMA upgrades) Plans and Specifications
 RFP Attachment B: Cost Proposal Form