



CITY OF COOS BAY

Request for Proposal Ped Way Design

The City of Coos Bay is accepting proposals from qualified consultants to develop and design the Ped Way consistent with the goal of making it a community gathering place. The successful proposer will have similar demonstrated experience designing and making recommended actions.

SUBMISSION OF PROPOSAL

To receive consideration, proposals must be submitted in accordance with the following instructions:

1. All proposals shall be sealed and delivered to the

City of Coos Bay
Attn: City Manager's Office
500 Central Avenue
Coos Bay, OR 97420
2. Submit five (5) copies of the proposal by 3:00 p.m. August 10, 2009
3. The envelope must be clearly marked Ped Way Design
4. If you have any questions, please contact Charles Freeman at (541) 269-8912 or email cfreeman@coosbay.org
5. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

July 8, 2009

Charles Freeman
City Manager
Phone: 541.269.8912
Fax: 541.267.5612
E-mail: cfreeman@coosbay.org

CITY OF COOS BAY PED WAY DESIGN INSTRUCTIONS TO BIDDERS

GENERAL INSTRUCTIONS

The City of Coos Bay invites qualified individuals or firms to submit proposals to provide Ped Way Design & Implementation Plan along with consultant support as described in the specifications set forth in this request for proposal. All bids are subject to the provisions and requirements of the Oregon Revised Statutes, the Attorney General's Model Public Contract Rules and local ordinances.

SECTION 1 - BACKGROUND INFORMATION

The Urban Renewal Agency of the City of Coos Bay, Oregon has decided to design and implement recommended improvement(s) and or action(s) to the City's Ped Way. The Agency is seeking proposals from qualified individuals or firms that have expertise in developing functional designs that create community gathering places.

The project area is approximately 8375 sq. ft in size. The parcel (project area) is bordered by U.S Hwy 101 to the east, 2nd avenue to the west and to the north and south by adjacent multi-storied buildings.

SECTION 2 – OBJECTIVES AND SCOPE

Objective 1: Prepare a design for the City owned parcel to create what will be a community gathering place that may include a stage, vendor carts, painted murals, wind breaks and other calming measures.

Objective 2: Proposers must design the layout, create architectural theme(s), recommend uses for the Ped Way foot print, and recommend construction materials and their uses.

Objective 3: Determine infrastructure requirements that include (but not necessarily limited to) water, sewer, electrical, storm drainage, street, sidewalk, lighting and landscaping.

Objective 4: Identify environmental and code constraints and make recommendations to the City regarding the constraints including rezoning, permit applications and code revisions required to achieve goals contained herein.

SECTION 3 – PROPOSAL REQUIREMENTS

Your proposal should include the following:

1. **Cover Letter.** All proposals must include a cover letter to the attention of Charles Freeman, City Manager, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of partners/principals and the number of local personnel, address, and telephone and FAX numbers of the Agency and email address of the person(s) who are authorized to represent the proposer. List five references of public entities where your firm provided Design / Planning Consulting Services similar in scope.

2. **Personnel.**

- a. The names of the partners, managers and other key staff persons who will be assigned to the City of Coos Bay's engagement.
- b. Provide resumes' and indicate their experience in each component of the Master Planning Process. Such as Urban Planning, Engineering, architectural design, and landscape design.
- c. Describe how you would propose to use city personnel, if at all, to assist you in providing consulting services.

3. **Relevant and Past Experience:** Each consultant shall submit a past and present performance section with its proposal containing past performance information. This information is required about the consultant and all subcontractors, team partners and or joint venture partners. Proposers are cautioned that the review committee will use data provided and other data obtained from other sources in the evaluations of past and present performance. For each contact submitted as a past performance reference, the consultant shall submit a client authorization letter authorizing release to the City information requested on the consultant's past and present performance.
4. **Relevant Contracts:** Submit past performance information on five (5) recent contracts that you consider most relevant in demonstrating your ability to meet the requirements of this RFP. If sub consultants will be used, each must be identified respective of their intended use.
5. **Staffing and Personnel Biographies:** Personnel qualifications and experience shall be detailed as part of the proposal. Include resumes for all personnel and subcontractors assigned to this project.
6. **Cost Proposal Requirements:** Include dollar amounts and time frames proposed. Work hour estimates and material kinds and quantities may be used in other sections only as appropriate for presenting rationale for alternatives or design and trade off decisions.
7. **Fees.** Provide a description of services and expenses that would be delivered by your firm; what expenses are covered under the schedule; and identify any fees and expenses that would not be covered under this schedule but may be required in order to implement the Consultant's plan.
8. **Length of Proposal:** The submitted proposal document shall not exceed 20 pages

SECTION 4 – PROPOSAL EVALUATION CRITERIA

General: Evaluations will be performed to determine the consultant's understanding of the work to be performed, overall approach to the project, potential for competing the work as specified in the Statement of Objectives and Scope, cost reasonableness, theme of overall design, efficient use of property, and probable uses. Award will be made to that reasonable consultant, whose offer, conforming to this RFP is considered most advantageous to the City, considering the

Evaluation Criteria in this Section.

Personnel Qualifications, Project Organization, Experience, and Commitment Criteria:

Proposals will be evaluated considering the consultant's technical and design experience, qualifications, and the availability of personnel who are proposed to work on the project along with prior experience with projects similar in type, size and complexity.

Relevant Past and Present Performance Criteria: Assessment of the consultant's past and present performance will be evaluated relative to the capability to meet the performance requirements. Additionally, quality of service, customer satisfaction, cost control and timeliness of past and present projects will be evaluated.

SECTION 5 - GENERAL INFORMATION

Interviews: Proposers may be invited to an interview with the City's Selection Committee. Selected agencies will be contacted regarding time and location of an interview.

Compliance with Rules: Proposers responding to this RFP must follow its procedures and requirements. Except as otherwise provided in the RFP, the applicable provisions of Oregon Administrative Rules shall apply. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

Schedule of Request for Proposal Events

RFP Advertised	July 11, 2009
Proposal Due	August 10, 2009
Notice of Intent to Award sent to City Council	August 25, 2009
Contract Finalized	<i>September 1, 2009</i>
Commencement of Services	September 7, 2009

Proposal Withdrawal: Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new Proposal.

Appeals: Bidders who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

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Coos Bay OR 97420

Ownership of Documents: Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

Confidentiality of Information: All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation

and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Public Record: All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Indemnity: The Risk Consultant shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the Consultant or any of its agents, employees or representatives. The indemnity applies to both active and passive acts or other conduct.