

CITY OF WOODBURN, OREGON

Request for Proposals

For

***Construction Management/ General Contractor
(CM/GC) Services***

For

Woodburn Community Center

DATE & TIME DUE: FEBRUARY 28, 2025 AT 4:00 PM

SUBMIT PROPOSAL TO CITY OF WOODBURN:

Jim Row

Assistant City Administrator

270 Montgomery St.

Woodburn, OR 97071

503-982-5265

jim.row@ci.woodburn.or.us



PROPOSAL ADVERTISEMENT

***Request for Proposals
Construction Management/ General Contractor (CM/GC) Services
Woodburn Community Center***

The City of Woodburn requests proposals from qualified Construction Management/ General Contractors (CM/GC) for the Woodburn Community Center Project. The project will renovate & expand the Woodburn Aquatic Center by adding 16,000-18,000 square feet, bringing the total facility size to approximately 31,000-33,000 square feet. The project would add a 3,400 sq. ft. dividable event space with commercial kitchen, cardio, weights and group fitness facilities, new locker rooms, reception area and staff offices, existing aquatic center upgrades and an expanded parking lot.

The City of Woodburn invites firms to submit proposals outlining their experience and qualifications in performing work as described in the Scope of Services. The City will receive sealed proposals until **4:00 PM on February 28, 2025**. These should be delivered to Jim Row, Assistant City Administrator, City of Woodburn, 270 Montgomery Street, Woodburn, Oregon 97071 or via email at jim.row@ci.woodburn.or.us. The City will make the Solicitation Document available for viewing at the above email address and on the city website: <http://www.ci.woodburn.or.us/?q=blog-categories/bids-and-rfps>. A mandatory pre-proposal conference has been scheduled for **February 12, 2025 at 10:00 AM** at Woodburn City Hall, located at 270 Montgomery St, Woodburn, OR 97071.

The City **will not accept** facsimile proposals. The City **will not accept** any proposals after the stated closing date and time. The City recommends that firms submitting proposals via email request that a “read receipt” be issued to confirm the City’s receipt of your proposal. The City will return all late proposals unopened to the submitting firm. Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120. Pre-qualification of proposers is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the City of Woodburn Public Contracting Rules.

The City of Woodburn reserves the right to:

- To reject any or all proposals not in compliance with all public procedures and requirements;
- To reject any proposal not meeting the specifications set forth herein;
- To waive any or all irregularities or informalities in proposals submitted;
- To reject any or all proposals upon a finding that it is in the public interest to do so:
 - Postpone award of the contract;
 - To award any or all parts of any proposal;
 - Select the proposal that is in the best interest of the City; and
 - To request references and other data to determine responsiveness

A successful firm will be selected based upon the criteria identified in the RFP.

A complete copy of the Request for Proposals (RFP), proposed contract terms and conditions and a detailed description of services required are available by contacting: City of Woodburn, ATTN: Jim Row, Assistant City Administrator, 270 Montgomery Street, Woodburn, OR 97071, ph. 503-982-5265, jim.row@ci.woodburn.or.us, or at the City website <http://www.ci.woodburn.or.us/?q=blog-categories/bids-and-rfps>

Questions pertaining to this RFP should be directed to Jim Row, Assistant City Administrator, at 503-982-5265 or jim.row@ci.woodburn.or.us.

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Attachments:

- Attachment “A” Sample CM/GC Services Contract
- Attachment “B” Certificate of Non-Discrimination
- Attachment “C” Proposer Residency Statement
- Attachment “D” Addendum Acknowledgement
- Attachment “E” Draft Community Center Floor Plan & Program Space Document

PART 1

RFP PURPOSE

The City of Woodburn seeks proposals from qualified Construction Management/ General Contractors (CM/GC) for the Woodburn Community Center Project.

The Woodburn Community Center project involves a comprehensive renovation and expansion of the existing facility, adding 16,000-18,000 square feet, bringing the total building size to approximately 31,000-33,000 square feet. This expansion aims to better serve the needs of the growing Woodburn area community by providing updated spaces and amenities. A draft floor plan and space program document are enclosed as Attachment “E”.

Key features of the expanded facility include:

- **3,400 Square Foot Dividable Event Space:** Equipped with a fully functional commercial/ teaching kitchen to support instructional, catering and food service needs. This versatile space will accommodate a variety of multi-generational programs for youth, adults, and seniors, as well as cultural celebrations, large community events and meetings.
- **Fitness Facilities:** The new fitness facilities will feature a variety of equipment and dedicated spaces for both individual cardio and weight workouts, in addition to group fitness programs.
- **Locker Rooms:** New locker rooms will be designed to improve accessibility and accommodate the increased usage the expanded facility will experience.
- **Reception Area and Lobby:** A redesigned reception area and lobby will improve accessibility and provide a more functional entryway for visitors.
- **Expanded Parking Lot:** A larger parking lot will be constructed, featuring EV chargers, enhanced accessibility, and increased capacity to support the expanded facility’s diverse uses.
- **Aquatic Center Upgrades:** The existing aquatic center will undergo significant upgrades, including structural repairs and equipment replacement. These improvements will extend the center’s lifespan for decades, ensure compliance with modern safety standards, enhance accessibility and enable it to support a wide range of aquatic programs and services.
- **Designed for Expansion:** The facility will be designed with growth in mind, including the potential to incorporate a gymnasium as additional funding becomes available in the future.

COMMUNITY CENTER PROJECT BACKGROUND

The City of Woodburn owns and operates a 20,500 sq. ft. aquatic center, which was constructed in 1995 and currently provides swimming activities and a small number of other fitness options, including group exercise classes and exercise machines. The City desires to expand this facility into a more comprehensive 31,000-33,000 sq. ft. central gathering place by transitioning the existing Woodburn Aquatic Center into a more comprehensive community center.

The City has proceeded methodically with this project for more than 15 years. A feasibility study that explored costs and opportunities for developing two different community centers – an Arts & Cultural Community Center and a Recreation Center, was completed in early 2008. However, the onset of the Great Recession led the Council to slow work on the project until the economy and the community’s ability to accomplish the project recovered.

In early 2017, the City Council initiated an update of the 2008 feasibility study after local stakeholders and interested residents expressed a desire to move the project forward since the economic climate had improved. The decision was made to consolidate the project into one facility, which would be more financially and programmatically advantageous. The City Council affirmed its commitment to the community center project by adopting it as a 2019-2021 goal.

In 2017, the Oregon Legislature authorized the award of a \$1,000,000 Lottery Bond Grant to the City, which was utilized to initiate the architectural & engineering design for the community center project.

Design work for the project began in June 2019 and has been guided by a 22-person Citizens Advisory Committee (CAC). A significant amount of additional public involvement in the project has taken place, including numerous open houses, meetings with the Recreation & Parks Board and the City Council, online surveys, and a telephone survey of registered voters in Woodburn.

The phase 1 preliminary design work was completed in late 2020. During the 2021 Regular Session, the Oregon Legislature awarded the City a \$15 million Lottery Bond Grant toward completing the Community Center project. Additionally, the City will contribute an additional \$5 million in local funds toward the project, which fully funds the project’s anticipated \$20 million cost.

PROJECT TIMELINE

- **February 2025:** Update programming, concept design, and detailed cost estimate. Assemble RFP for CMGC contractor selection.
- **March-April 2025:** Complete Design Development phase of work. Select CMGC contractor.
- **May-September 2025:** Complete Construction Documents.
- **September-October 2025:** Secure permits and conduct project bidding.

- **November 2025-February 2027:** Complete Construction.
- **February 2027:** Grand Opening.

PART 2

SCOPE OF PROJECT

CM/GC SERVICE PHASES

The services requested of the CM/GC shall be provided in two phases:

1. Preconstruction Services: Consultation with City of Woodburn and its design and project management team during the planning and design of the project, including providing a GMP.
2. CM and GC Services: Management and completion of the construction work within the negotiated and accepted GMP (guaranteed maximum price) and project schedule.

CONSTRUCTION MANAGEMENT & PRECONSTRUCTION SERVICES

City of Woodburn is seeking a CM/GC who can best provide CM/CG services, including but not limited to the preconstruction services listed below:

1. Provide City of Woodburn and its architecture and engineering (A&E) design team with expertise and experience that will assist in selecting the most economical, cost-effective and timely construction solutions, in consideration of the project's scope, budget and schedule. Expertise shall include constructability reviews, value engineering and collaboration with stakeholders to meet budget constraints. The CM/GC shall advise, assist, and provide recommendations to the Owner and A&E Team on the planning, design and construction of the work and support a project tone of collaboration.
2. Strategize and implement means and methods to proactively manage the construction costs, schedule, and minimize risks related to the development of the site in and around existing facilities.
3. Prepare construction cost estimates for the Project at appropriate times throughout the design phases of the work, including at 100% Design Development and 50% Construction Document phases. Notify the Owner and Architect / Engineer immediately if their construction cost estimates appear to be exceeding the construction budget or the GMP.
4. Actively participate in Value Engineering reviews, cost studies and cost reconciliation efforts during the design process to ensure the project budget and design standards are maintained.
5. Provide a proposed GMP including a detailed estimate in a format approved by owner. Furnish a Guaranteed Maximum Price (GMP) in accordance with the CM/GC Agreement for the Owner's review and potential approval at 60% construction document completion.

6. Provide timely and accurate information and estimates. Advise owner regarding appropriate construction materials, methods, systems, phasing, and costs to assist in determinations which will provide the highest quality building within the budget and schedule.
7. Work with the Owner in identifying critical elements of the Work that may require special procurement processes, such as early procurement and/or prequalification of bidders or qualifications-based selection. It is also possible that a partial Early Work Amendment will be authorized to cover construction work in advance of the GMP.
8. Actively participate in constructability reviews as part of the QA/QC process. Review in-progress design documents and provide timely input and advice on construction feasibility, and alternative materials, and availability and as part of the design development QA/QC process. Provide final Constructability Review of 90% CD design documents and suggest modifications to improve completeness of the documents.
9. Provide input to the Owner and the Architect / Engineer regarding current construction market bidding climate, status of key subcontract markets, and other local economic and weather-related conditions that could affect the successful completion of this project. Recommend division of work to facilitate bidding and award of trade contracts, in consideration of bidding climate, weather, improving or accelerating construction completion milestones, minimizing trade jurisdictional disputes, and related issues.
10. Provide recommendations for adjustments in the design documents in consideration of construction bid packaging to ensure completion of the Project in the most expeditious manner possible.
11. By listing individuals in the Proposal, the firm affirms that these individuals will be available to work on the Project at the approximate percentages shown in the Proposal. The Owner reserves the right to approve or reject any changes to the proposed personnel. Owner further reserves the right to request a substitution of personnel if deemed to be in the best interest of the Owner.

During preconstruction, the CM/GC shall actively participate as a member of the Project team. The CM/GC will work collaboratively and proactively with the Owner and Architect/Engineer to proceed with planning, design and development of the work in a manner which supports the Owner's efforts to keep costs within the Owner's budget. The CM/GC shall provide Construction Management (CM) services throughout the project, from the preconstruction period through construction and shall closely coordinate such work with the Owner and the Architect. The CM/GC's CM Services shall include, but are not limited to:

1. Assistance in identifying work practices and requirements for construction.
2. Assessing and recommending site logistic requirements.
3. Recommending phasing, sequencing of work, and construction scheduling.
4. Providing cost estimating including GMP development and subcontractor procurement.
5. Determining and reconciling constructability issues prior to subcontractor bidding.
6. Assessing alternative construction options for cost savings.
7. Identifying products for Value Engineering (VE) and engineering systems based on life cycle cost, design considerations and recommending all work necessary to support their implementation.

8. Participating in Owner's Design Development, and Construction Document Phases and coordination reviews.
9. Critical path scheduling and site logistics planning.
10. Permit procurement assistance and agency coordination.

CONSTRUCTION SERVICES

The CM/GC shall provide full General Contracting (GC) services for construction of the Project in accordance with the requirements of the Contract Documents.

The CM/GC firm must be skilled in all aspects typical to a general contractor and construction manager, including, but not limited to developing Critical Path Method (CPM) schedules, preparing construction estimates, performing value engineering and life-cycle cost studies, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, understanding local climate conditions and requirements for weather protection during construction, performing constructability reviews, sequencing of work, and coordinating and communicating the activities of the team throughout the design and construction phases to all members of the Project delivery team.

In addition, the CM/GC must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives

The CM/GC firm will coordinate and manage the construction process as a collaborative member of a team with the Owner Architect, and other Project consultants and governmental agencies, including hazardous material survey and removal process, if required.

During the Construction Phase Services, the CM/GC services shall include but are not limited to:

1. Provide and pay for all materials, tools, equipment, labor, and professional and non-professional services.
2. Develop, monitor, refine and update the construction schedule, phasing and site logistics.
3. Advance materials procurement.
4. Advance construction (if approved via an Early Work Amendment)
5. Develop subcontractor bidding packages.
6. Quality control of the work in progress.
7. Ongoing management of the construction budget and monthly, or as requested by Owner, reporting of budget and work in progress status.
8. Overall construction management.
9. Perform all other acts and supply all other things necessary to fully and properly perform and complete the Work, as required by the Contract Documents.

PUBLIC CONTRACTING SPECIAL REQUIREMENTS

In order to implement the CM/GC method of construction with a GMP, the CM/GC shall comply with all applicable sections for ORS Chapter 279C, as well as the contracting requirements outlined below to ensure an adequate level of competition. Proposers shall note the following requirements concerning management of this GMP Project:

1. A full description of items that make up the proposed GMP is required from the CM/GC. A complete copy of the GMP estimates in a format approved by Owner, including all details, must be provided to the Owner. The CM/GC will cooperate with Owner's consultant/s to reconcile GMP estimates to Owner-approved limits.
2. The Contract awarded through this process will require the CM/GC to use an open competitive selection process for subcontracted components of the Project. The processes used to award subcontracts by the CM/GC will be monitored by the Owner. The CM/GC shall solicit bids or quotes from subcontractors unless otherwise authorized by the Owner in writing. Owner will review all bids at its discretion and reserves the right of prior written approval of any bids when fewer than three (3) bids are received in response to any solicitation. If the CM/GC intends to self-perform a scope(s) of work which exceeds \$10,000, the CM/GC shall notify the Owner in writing of this intent, post separate public advertisements identifying the specific scope of work being pursued by the CM/GC and the date/time/location of when their and other subcontractor bids will be due, solicit competitive bids from other subcontractors for the same scope of work intended to be self-performed, and the CM/GC will be held to no additional mark- up of fee beyond the contracted fee percentage for cost of the work. Self-performed bids shall be submitted directly to the Owner (4) hours prior to subcontractor bid deadline(s).
3. For this Project, the provisions of ORS 279C.800 to 279C.870, relative to prevailing wage rates, will apply. The CM/GC and all subcontractors shall comply with BOLI requirements. The actual prevailing wage rates applicable to this Project will be identified at the time the initial set of construction specifications are made available and are incorporated into the first Early Work Amendment, or, if no Early Work Amendment occurs, then at the time of the GMP Amendment. Those rates will then apply throughout the Project.

PART 3

PROPOSED PROJECT SCHEDULE

- **February 2025:** Update programming, concept design, and detailed cost estimate. Assemble RFP for CMGC contractor selection.
- **March-April 2025:** Complete Design Development phase of work. Select CMGC contractor.
- **May-October 2025:** Complete Construction Documents.
- **September-October 2025:** Secure permits and conduct project bidding.
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- **February 2027:** Grand Opening.

PART 4

PROPOSER & PROPOSAL REQUIREMENTS and EVALUATION PROCESS & CRITERIA

MINIMUM PROPOSER REQUIREMENTS

The City reserves the right to disqualify proposals failing to meet minimum requirements. To be considered for evaluation, each Proposal must demonstrate how the Proposer meets all requirements of this section:

1. Experience with providing CM/GC services for successful completion of public projects within the last five (5) years.
2. Successful public project experience of proposed staff.
3. Demonstrate understanding of effective project communications, collaboration and services required to successfully provide preconstruction services.
4. Knowledge and understanding of the required services as shown by approach to staffing and scheduling needs.
5. Availability to provide cost estimates, procurement/bidding strategies, cost control and management of the construction phase. The ability to provide prompt responses to City inquiries and concerns.

PROCUREMENT & SELECTION PROCESS

1. Public Notice

Notice of this RFP has been advertised in the Daily Journal of Commerce and on the City website.

2. Pre-Proposal Conference:

A mandatory pre-proposal conference has been scheduled for February 12, 2025 at 10:00 AM at Woodburn City Hall, located at 270 Montgomery St, Woodburn, OR 97071.

3. Selection Process

This Request for Proposals is being issued in accordance with ORS 279C. The selection process will be conducted in a fair and impartial manner, where several qualified individuals will evaluate proposals and presentations/interviews. The selection process has three parts: 1) Proposal evaluation & ranking, 2) Interviews & selection, and 3) contract negotiation.

PROPOSAL CONTENT REQUIREMENTS

Proposal Content

Proposers must respond to the following request for information, and in the order listed. Please begin each section on a new page.

- COVER LETTER:

Include a one page cover letter expressing the firm's interest and understanding of the City's request for proposal. The letter should name all of the persons authorized to make representations for the Proposer and be signed by an authorized representative.

- COMPLETED NON-DISCRIMINATION FORM (Attachment "B"):
The successful Proposer agrees that, in performing the work called for by this proposal, and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap. Proposer must certify on the appropriate form that they have not and will not discriminate against a subcontractor or the awarding of a subcontract because the subcontractor is a minority, women, or SBE certified under ORS 200.055. (Required form included as "Attachment B.")
 - COMPLETED BIDDER/PROPOSER RESIDENCY FORM (Attachment "C")
 - COMPLETED ADDENDUM, ACKNOWLEDGEMENT (Attachment "D")
 - FIRM BACKGROUND:
Please provide the following:
 - a. Construction Contractors Board License Number
 - b. Brief history of your firm
 - c. Current bonding capacity
 - d. History of claims: List all Liens/Claims that have been placed on projects completed in the last five [5] years. Include date the Lien/Claim notification was received and date claim was resolved. Provide background information related to why these occurred and how they were resolved, including who paid to clear the Lien/Claim. Describe the process your firm will apply to ensure that Lien/Claims will not occur on City projects.
2. PROJECT APPROACH:
- a. Describe your firm's approach for assisting the Project Team in controlling scope, budget, and schedule in this current market. Describe any value-added services your firm will provide.
 - b. The City is committed to providing opportunities for local contractors. Describe how you would provide outreach to keep local contractors informed of bidding opportunities.
 - c. Describe how the services under a CM/GC project delivery method differs from when your firm performs as a General Contractor on a design-bid-build contract.
3. EXPERIENCE with public projects and aquatics/ recreation projects in particular:
- a. Describe the relevant experience your firm has as it relates to the planning, design, and construction of public/recreation/aquatics facilities including

proposed staff's experiences.

- b. For these projects or most closely similar projects in terms of complexity and scale, please provide:
 - i. Name of Owner, contact person, and current phone number.
 - ii. The architect of record, contact person, and current phone number.
 - iii. Brief description and location of the project and role in the project
 - iv. Completion date
 - v. Initial construction contract amount, GMP and Final contract amount.
 - vi. Project related claims going to litigation/arbitration

Provide five (5) professional references from these listed projects, including the project name, the name of the design team members for whom this reference is relevant, a contact name and phone number. At least two (2) of these references must be subcontractors. At least two (2) of these references must be owners.

4. SCHEDULING/ EXPEDITING:

Describe how you will work to ensure the project schedule will be met, and identify key challenges, specific to this project, and any opportunities to mitigate these challenges. Identify any incentive you feel would be required to realize this expedited schedule.

5. KEY STAFF EXPERIENCE:

List the key individuals who will make up the team for this work. Identify their roles and describe their relevant qualifications and experiences with the CM/GC or negotiated or cost-plus fixed fee projects. This information is required in addition to any detailed resumes the proposer submits. The contract will require that the CM/GC commit these individuals to the project for its duration.

6. FEE and COST:

- a. Provide cost breakdown of Preconstruction Fees in a Not-to-Exceed format. Organize the cost breakdown by pre-construction task if applicable.
- b. State the total Construction Phase fee as a percentage of the cost of the work for services described in the RFP and attachments. Include the cost of general conditions, overhead, profit, bonding, and insurance for a project of this size and scope.
- c. Provide a breakdown of typical project staffing needs. Include field staff and office support staff that would be charged to the project general conditions.

Please note: Estimates for fees and costs shall be accompanied with a detailed breakdown. This fee information, while a critical element of

the evaluation & selection process, will also be used in the negotiation of the final agreement.

The Fee criteria will be evaluated based on clarity of the cost breakdown, the cost itself, and what is included or excluded in the breakdown of cost.

EVALUATION PROCESS

A. Responsiveness and Responsibility Determination

Proposals will be reviewed for Responsiveness to all RFP requirements, including timely submission, compliance with Minimum Requirements and Proposal Content Requirements. If the Proposal is unclear, the City may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the City finds the Proposal non-Responsive, the Proposal may be rejected, however, the City may waive mistakes in accordance with OAR 137-047-0470.

At any time prior to award, the City may reject a Proposer found to be not Responsive.

B. Evaluation Criteria

Proposals meeting Proposal Content Requirements will be evaluated by a Selection Committee using criteria and priorities as defined by the City. The Selection Committee will determine which Proposal/s taken as a whole, and in the City's sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below.

The City may request further clarification to assist the Selection Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

PART 5

EVALUATION & SELECTION CRITERIA

Each proposal will be judged on the completeness and quality of content, and as a demonstration of the Consultant's qualifications.

The selection will be made on a competitive basis, using scoring based on the evaluation criteria listed below, in combination with interview scores, if conducted.

The City will establish a committee (the "Evaluation Committee") of at least three individuals to review, score and rank proposals according to the criteria set forth below. Following evaluation of proposals and ranking of consultants, a short list of candidates may be selected by the Evaluation Committee to participate in a follow-up presentation/interview.

No prequalification will occur. The successful Proposal shall be selected in a single-tier competitive process.

Selection Criteria and Scoring:

1. Completed Non-Discrimination Form	Pass/Fail
2. Completed Bidder/Proposer Residency Statement	Pass/Fail
3. Completed Addendum Acknowledgement	Pass/Fail
4. Attendance at Pre-Proposal Conference	Pass/Fail
5. Cover Letter	5 Points
6. Firm Background	10 points
7. Project Approach & Pre-Construction Services	20 points
8. Public facilities project experience	15 points
9. Scheduling & Expediting Approach	15 points
10. Key Team members Experience & Availability	15 points
11. Cost Proposal	15 points
TOTAL POINTS AVAILABLE	100 points

PART 6

SELECTION PROCESS

The City shall use the following selection process:

- A. The selection committee, comprised of at least three members, will evaluate the proposals based on the submitted information.
- B. The Selection Committee, at its sole discretion, may choose to invite short-listed firms to participate in a presentation/interview prior to making their final recommendation.
- C. The Selection Committee will engage in negotiations with the highest ranked proposer with the objective of obtaining written agreement on:
 - Consultant’s performance obligations and performance schedule
 - Payment methodology and fees payable to the Consultant for services outlined in the Scope of Work. The City will make its own determination concerning the fairness and reasonability of the fee proposed by the Consultant.
(If negotiations with the highest-ranking Proposer fail to proceed to agreement on Contract terms, the Selection Committee will terminate negotiations with that candidate, and will begin negotiations with another candidate.)
- D. The Notice of Intent to Award shall be given.
- E. The City Council shall award the contract.

The City and the selected Consultant will enter into an agreement for the work.

PART 7

GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The General Conditions and Instructions set out below shall apply to all formal proposal solicitations and resulting contract awards issued by the City of Woodburn unless otherwise specified. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. Failure to do so will be at the proposer's own risk, and pleas of error or ignorance shall not be honored.

In the event there is a conflict between these General Terms and Conditions and any other terms and conditions that may be included elsewhere in this solicitation, the other terms and conditions shall prevail.

1. **Selection & Award.** Awards made in response to this RFP will be made to the most qualified proposer whose proposal is determined, in writing, to be the most advantageous to the City of Woodburn, taking into consideration the evaluation factors set forth in the RFP.
2. **Proposer's Responsibility.** The selected proposer(s) will be required to assume responsibility for all services offered in their proposal whether or not produced by them. If a successful contract cannot be completed after award, the City may conclude contract negotiations, rescind its award to that proposer, and return to the most recent RFP evaluation stage to negotiate with other proposer(s) for award.
3. **Form of Submission.**
 - It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive.
 - Emailed proposals shall be submitted to Jim Row, Assistant City Administrator, at jim.row@ci.woodburn.or.us.
 - Hard copy proposals shall be submitted in a sealed envelope marked "CM/GC SERVICES FOR WOODBURN COMMUNITY CENTER" and mailed or delivered in-person to Jim Row, Assistant City Administrator, City of Woodburn, 270 Montgomery Street, Woodburn, Oregon 97071.
 - Proposals submitted via facsimile will not be considered.
4. **No Late Submissions.** If received after the time specified for Public Proposal Opening, formal proposals, amendments thereto, or requests for withdrawal of proposals will not be considered. Late proposals will be returned to the proposer UNOPENED if the proposer's return address is shown.

6. Communications during the RFP Process. Proposers shall address all inquiries, if any, in writing to Jim Row, Assistant City Administrator at jim.row@ci.woodburn.or.us or (503) 982-5265, not later than ten (10) days before the proposal submission deadline.
7. Addendum and Supplement to Request. If it becomes necessary to revise any part of this RFP, or if additional data is necessary to enable an exact interpretation of provisions of this RFP, revisions will be posted electronically on the City website. It is the responsibility of the Proposer to frequent the City website to obtain and download addendums and any other applicable information prior to proposal submission.
8. Withdrawal of Proposal. Proposals may be withdrawn on written request from the Proposer at the address shown in the solicitation prior to the time of Deadline for Submission of Proposals. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.
9. Unless otherwise specified by the City of Woodburn, all formal proposals submitted shall be binding for City of Woodburn acceptance for ninety (90) days from the date of the proposal opening.
10. No employee of the City of Woodburn shall be admitted to any share or part of this contract or to any benefit that may arise there from.
11. All Proposals shall be prepared and submitted by and at the cost of the Proposer, hence all costs associated with preparation and submission of the Proposal shall be borne by the Proposer.
12. The City has the indisputable right to accept or reject any offer, or part of any offer, or to cancel the RFP without giving any justification.
13. Authority to Bind Firm in Contract. Proposals MUST give full firm name and address of Proposer. Failure to manually sign proposal may disqualify it. Person signing Proposal should show TITLE or AUTHORITY TO BIND HER/HIS FIRM IN A CONTRACT and include documentation showing such authority. Firm name and authorized signature must appear on proposal in the space provided in the lower right-hand corner.
14. Public Records. All Proposals shall become the property of the City and are public records unless otherwise specified. A proposal that contains any information considered a trade secret under ORS 192.345(2) shall be segregated and clearly identified as such. This information shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192
15. Form of Agreement. A copy of the standard Personal Service Agreement, which the City expects the successful firm or individual to execute, is included as “Attachment A.” The agreement will incorporate the terms and conditions from this RFP document and the submitted proposal.

16. Notice of Intent to Award. The City shall give written notice of Intent to Award the contract to all Proposers at least seven (7) days prior to the contract award.
17. Protest Process. Protests to this RFP must be in writing and must be submitted in the form and manner prescribed by the Oregon Attorney General’s Public Contracting Rules and the City of Woodburn Public Contracting Ordinance.

PART 8

PROPOSAL SUBMISSION

The City must receive proposals no later than **4:00 p.m. on February 28, 2025**. The City *will return* proposals received after this deadline, unopened, to the proposer. Proposals should be delivered to Jim Row, Assistant City Administrator, City of Woodburn, 270 Montgomery Street, Woodburn, Oregon 97071 or via email at jim.row@ci.woodburn.or.us. The City recommends that firms submitting proposals via email request that a “read receipt” be issued to confirm the City’s receipt of your proposal. The City *will not* accept faxed proposals.

Direct all correspondence pertaining to this RFP to:

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Woodburn, OR 97071
Phone: 503-982-5265
E-mail: jim.row@ci.woodburn.or.us

ATTACHMENT “A”

**CITY OF WOODBURN
SAMPLE CM/GC SERVICES AGREEMENT**

TO BE POSTED AS AN ADDENDUM

ATTACHMENT "B"

CERTIFICATE OF NON-DISCRIMINATION

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women or emerging small business enterprises in the awarding of contracts.

By signature of the authorized representative of the bidder/proposer, the bidder/proposer hereby certifies to the City of Woodburn that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Date: _____

Signature: _____

Printed or Typed Name: _____

Name of Firm: _____

ATTACHMENT "C"

BIDDER/PROPOSER RESIDENCY STATEMENT

Pursuant to ORS 279A.120, Oregon's Reciprocal Preference Law, public contracting agencies shall, for the purposes of determining the lowest responsible bidder/proposer and the awarding of a contract, add a percent increase on the bid of a non-resident bidder/proposer equal to the percent, if any, of the preference given to that bidder/proposer in the state in which the bidder/proposer resides.

As defined in ORS 279A.120, "Resident Bidder/proposer" means a bidder/proposer that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder/proposer is a "Resident Bidder/proposer". A "Non-resident Bidder/proposer" is a bidder/proposer who does not meet the definition of a "Resident Bidder/proposer" as stated above.

1. Bidder/Proposer IS IS NOT a "Resident Bidder/proposer" as set forth above.

2. If a Resident Bidder/Proposer, enter your Oregon Business address below:

3. If a Non-resident Bidder/Proposer, enter state of residency:

Bidder/Proposer hereby certifies that the information provided is true and accurate.

Signature: _____

Date: _____

Printed or Typed Name: _____

Title: _____

Firm: _____

Telephone: _____

ATTACHMENT "D"

ADDENDUM ACKNOWLEDGMENT

Addendum Acknowledgment

The undersigned proposer acknowledges receipt of the following Addenda, and any required adjustments have been included in the proposal sum:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

CONSULTANT

FIRM NAME

ADDRESS

ATTACHMENT “E”

DRAFT COMMUNITY CENTER FLOOR PLAN AND PROGRAM SPACE DOCUMENT

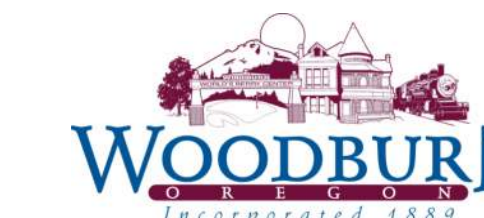
FLOOR PLANS SHEET NOTES

1. REFERENCE SHEET AXXX FOR MOUNTING HEIGHTS AND GENERAL INFORMATION
2. REFERENCE LIGHTING / ELECTRICAL FOR LIGHTING TYPES. NOT ALL LIGHTING IS SHOWN ON THE ARCHITECTURAL PLAN
3. REFERENCE EXTERIOR ELEVATIONS FOR EXTERIOR MATERIALS
4. ALL OUTSIDE INTERIOR CORNERS WITHOUT FRL WALL COVERING TO HAVE 4" HIGH S.S. CORNER GUARDS
5. ALL FURNITURE SHOWN FOR REFERENCE ONLY - OFOL
6. PROVIDE BLOCKING AS REQUIRED FOR ALL LOCATIONS TO RECEIVE FRP PANEL FINISH
7. PROVIDE BLOCKING AT LOCATIONS TO RECEIVE NEW TOILET ACCESSORIES

FLOOR PLANS MATERIALS AND SYMBOLS

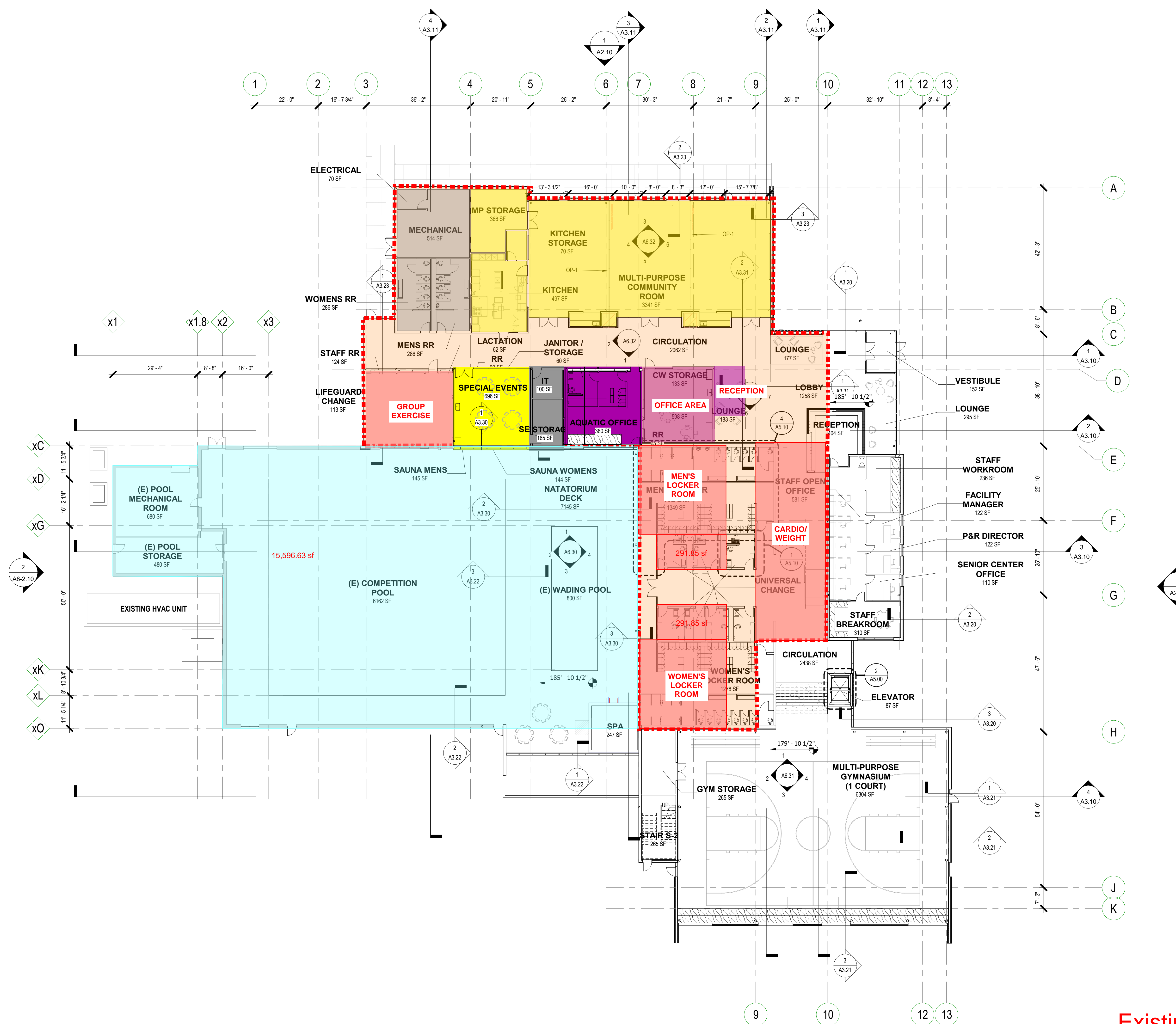
www.opsisarch.com

Project Owner:
City Of Woodburn Oregon



Project Name:
Woodburn Community Center

Project Address:
190 Oak Street
Woodburn, OR 97071
Key Plan



Existing to Remain 15,596 sf
 New Addition 18,319 sf
 Total Area 33,915 sf

10/01/2019

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Revisions to Sheet

No.	Revision	Date

Status: 25% DD

Date: 10.01.2020

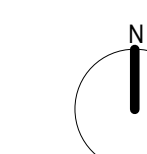
Sheet Title
FLOOR PLAN
LEVEL 01 - BASE

Sheet No.

A1.01

Job No.

4773-01



WOODBURN COMMUNITY CENTER DRAFT FACILITIES SPACE PROGRAM



Aquatics & Recreation Community Center		Program
A. Operations - Building Support		
A.01	Entrance / Lobby	1100
A.02	Reception / Access Control / Registration	400
A.03	Lounge Seating Areas (distributed)	200
A.04	Reception Storage	100
A.05	Concessions / Vending	0
A.06	General Locker Rooms (2 @ 1000 sf)	2000
A.07	Universal Shower Rooms (2 @ 110sf)	220
A.08	Universal Changing Rooms (3 @ 90sf)	270
A.09	Restrooms - Universal	0
A.10	Lactation Room	0
A.11	General Building Storage	150
A.12	Mechanical/Maintenance Room	600
Subtotal: Building Support Spaces		5,040 nsf
B. Operations - Facility Administration		
B.01	Rec Facility Offices (120sf each)	240
B.02	Rec Program Staff Open Office (80sf each)	320
B.03	Rec Staff Breakroom	200
B.04	Rec Staff Workroom/Copy/Mail & Storage	300
Subtotal: Facility Administration Spaces		1,060 nsf
C. Aquatic Spaces		
C.01	8 lane 25-Yard Pool (existing)	6162
C.02	Wading Pool (existing)	800
C.03	Pool Deck (existing)	6950
C.04	Spa / Whirlpool	250
C.05	Sauna (TBD)	0
C.06	Aquatic Office Suite	380
C.07	Lifeguard Changing / Restroom	237
C.08	Pool Storage (existing)	480
C.09	Pool Mechanical & Heater Rooms (existing)	680
Subtotal: Aquatic Spaces		15,939 nsf
D. Activity Spaces		
D.01	Multi-Purpose Group Exercise - Small	700
D.02	Multi-Purpose Small Storage	100
D.03	Cardio / Weight Room	1500
D.04	Cardio / Weight Storage	100
		2,400 nsf
E. Community Spaces		
E.01	Community Room - Large (Divisible) 300-person	3400
E.02	Community Room Storage	370
E.03	Commercial / Teaching Kitchen	500
E.04	Birthday Party / Meeting Room	700
E.05	Public Restroom - Men	286
E.06	Public Restroom - Women	286
Subtotal: Community Spaces		5,542 nsf
		29,981 nsf
Circulation		3,934 sf
		33,915 gsf
Parking Requirement (3.4 cars / 1000sf)		116 Stalls