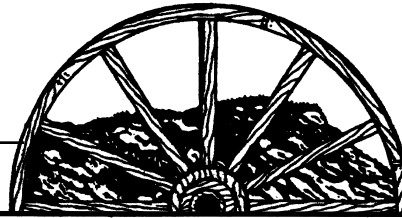


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CITY OF



LA GRANDE

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THE HUB OF NORTHEASTERN OREGON

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**CITY OF LA GRANDE REQUEST FOR PROPOSAL (RFP)**

**La Grande Police Department - Facility Needs Analysis**

Architectural / Professional Services: Project Description, Scope of Work, Selection Criteria

**Proposals must be received by 5:00 PM on Wednesday, August 9, 2023**

**Summary**

The City of La Grande, through its Police Department, is seeking proposals for architectural and related professional services to conduct a comprehensive needs analysis, develop a high-level cost forecast, and provide funding options for a new municipal police department with included 911 dispatch center. The name of this project is: La Grande Police Department - Facility Needs Analysis.

**Project Description**

The La Grande Police Department is located at 1109 K Avenue in La Grande, Oregon. The building, which is owned by Union County, was constructed between 1977-79, and first occupied by La Grande PD in 1980. In addition to the La Grande Police Department, the building currently houses the following public safety services: Union County Sheriff's Office, Union County Correctional Facility, and the Union County Emergency Operations Center. In addition to the typical municipal policing functions, the La Grande Police Department operates and manages, as a component of the police department, the 911 dispatch center for all of Union County. The City of La Grande leases approximately 5,609 ft<sup>2</sup> from Union County for its police department.

The awarded contractor will be selected to provide the following services, at a minimum:

1. Meet with officials from the City of La Grande and its Police Department to conduct a comprehensive needs analysis, review the existing facility and work with our staff to outline staffing projections and the associated spaces to meet our long-term operational needs. From this, develop an itemized matrix that identifies the types of spaces, quantity of room types and required sizes. Then identify the size of facility required and the amount of developable land required so that appropriate sites can be identified.
2. Using developed information, determine and provide a high-level cost forecast for a new police department facility. The cost forecast should be for total project cost, inclusive of hard cost for the new facility (site and building) as well as anticipated soft costs (e.g. FF&E, Permit and SDC fees as well as consultant fees). An assumed allowance should be provided for site acquisition costs. The cost forecast should also include escalation factors and contingencies to tabulate the project for unknowns as well as provide for inflation that will occur from the study to when the project is anticipated to be built.
3. Research funding options and report on findings.

The City’s selection process may include a two-step process. The first step will be an Evaluation of the Request for Qualifications (RFQ) submitted in response to this solicitation. In the second step, the City may proceed with negotiations with the primary consultant or invite the top three or more contractors to make oral presentations to the selection team. Instructions will be provided regarding the desired content of the presentations. A contractor’s ability to follow directions will be considered as part of the evaluation of the RFQ.

**Proposed Project Schedule**

TASK	TIMELINE
Issue RFP	July 19, 2023
Receive Proposals	August 9, 2023
Evaluate / Interview / Select Contractor	August 18, 2023
Present Contract to City Council	September 6, 2023
Finalize Project	November 17, 2023

**Scope of Work**

Minimum Qualifications of Contractor

- Licensed to do business in the State of Oregon;
- Experience with projects funded by Oregon state monies;
- Knowledge of the changes concerning Prevailing Wage Rates;
- Experience with similar public safety related projects; and
- Ability to perform the work in a timely manner.

**Requirement for Request for Proposals**

Six copies of the proposal shall be submitted and shall include, at a minimum, the following information:

- **Proposal Abstract** - Statement of understanding of the project issues, challenges, and objectives;
- **Management Summary** - A narrative description of the proposed effort and a list of the products that will be delivered;
- **Work Plan** - A narrative of technical plans for providing services addressing general scope of services and manner in which they will be provided; and
- **Prior Experience** - Qualifications of the contractor to perform the work, including projects of similar size or type as well as those funded and built through state or local government funding.

**Selection Process**

City of La Grande representatives will evaluate Proposals and will select a contractor based upon the content of the Proposals or may elect to conduct interviews of selected proposers. Proposals will be evaluated based the following:

A. Cover Letter / Background (0-10 points available)

Each Proposal shall include a cover letter with the following:

- a) A brief summary of the Proposer’s experience with similar projects;
- b) A statement that the Proposal is valid for at least ninety (90) calendar days following the Proposal Submission Deadline; and
- c) A statement certifying that no officer, agent or employee of the City has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

B. Proposer History / Philosophy (0-15 points available)

Each Proposal shall describe the Proposer's history as well as the Proposer's philosophy for approaching projects similar to this Project. Each Proposal shall include the following information:

- a) A description of Proposer's size and corporate structure;
- b) Proposer's organizational chart showing staff to be assigned to this Project;
- c) A description as to how Proposer will maintain stability in assigned Project staff during the Project; and
- d) Knowledge and understanding of the project and work to be completed.

C. Project Approach / Schedule (0-25 points available)

Proposals shall demonstrate an understanding of Project requirements and the steps necessary to successfully meet the Project goals. Each Proposal shall include the following:

- a) A step-by-step detailed description as to how the Proposer would approach the Project in order to minimize Project costs, provide Services in a timely manner, and ensure Project quality;
- b) An outline of the elements of the Service to be performed, in the stages and a schedule for the performance of the Services elements;
- c) A description of how the Proposer will meet Project objectives within the schedule; and
- d) A description of how the Proposer's Project team member will interact effectively with each other, with the City, and with all other Project participants.

D. Experience of Assigned Project Team Members (0-25 points available)

Each Proposal shall specifically identify each individual employee and Sub-contractor intended to assist Proposer with the Project Services and shall include the following for each identified employee and Sub-contractor:

- a) Names and titles of all staff (employees and Sub-contractors' employees) assigned to Project;
- b) Resumes for all staff assigned to the Project that include a summary of the staff professional qualifications and relevant experience, including but not limited to: education, years of experience in related field, years in proposed Project capacity, industry licenses, and certifications;
- c) A summary of Project staff experience within the past 5-years on projects similar in size and scope to the Project, and the dollar amount, size and description of the projects, including experience organizing, scheduling, coordinating and producing reports for those projects;
- d) Qualifications of the individual or Project team to provide needs analysis plans that meet federal regulations and State building codes; and
- e) Experience and compliance with projects funded by Oregon state and City programs.

E. Proposer's Experience (0-25 points available)

Each Proposal shall include the following:

- a) Knowledge and understanding of the Project and work to be complete;
- b) A list and brief Project description of up to ten (10) projects that Proposer has been the principle architect of record within the last 5-years;
- c) The initial construction contract amount for the individual projects identified under subsection b above, and the final construction contract amount after all change orders;
- d) A 5-year work history being a principal or consultant for projects similar to the Project; and
- e) A detailed description of Proposer's experience with designing buildings based on the principles of sustainability, energy conservation, and indoor air quality, and experience with designing buildings in accordance with State Energy Efficiency Design ("SEED") program standards and U.S. Green Building Counsel's Leadership in Energy an Environmental Design ("LEED") program standards.

The City reserves the right to seek clarification of each proposal, the right to negotiate a final contract that is in the best interest of the City; the right to reject any or all proposals and cancel the RFP at any time if in the public interest as determined by the City. Until a contract has been executed with the accepted contractor, this RFP may be cancelled.

All proposers do so solely at its expense, and City is not responsible for any proposer expenses associated with this RFP.

Any protest to this RFP must follow the procedures for protest as set out in Oregon Administrative Rules Chapter 137-048-0240.

### How to Submit a Request for Proposal

Inquiries should be addressed to:

Gary Bell, Chief of Police  
La Grande Police Department  
1109 K Avenue, La Grande, Oregon 97850  
541-963-1017  
[gbell@cityoflagrande.org](mailto:gbell@cityoflagrande.org)

**SIX (6) COPIES** of RFP's should be submitted to the above address. Submission must be signed by an official authorized to bind the contractor to its provisions. The RFP submitted under this RFP must remain valid for 90 days, or, if contract negotiations are commenced prior to the 90<sup>th</sup> day, until the close of contract negotiations.

**Proposals must be received at the above address by 5:00 PM on Wednesday, August 9, 2023. All proposals must be submitted in a sealed envelope and plainly marked with the name of the project, La Grande Police Department – Facility Needs Analysis, and the name of the contractor.**

### Public Records

All Proposals and protests are public information after the Proposals have been opened and after the protest period ends. However, copies of Proposals will not be provided until the evaluation process has been completely closed and a Contract has been executed with the selected Proposer. Copies of public information may be requested by any person. Therefore, if Proposer considers any part of its Proposal or protest a trade secret, or otherwise exempt from disclosure under the Oregon Public Records Law ORS 192.410 through 192.505, the Proposer must clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statute 192.410 through 192.505, and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

### Confidential or Proprietary Information

Following award of a Contract, responses to the RFP are subject to release as public information unless the response or specific information contained therein is identified as exempt from public disclosure. Proposer is advised to consult with legal counsel regarding disclosure issues. If a Proposer believes that any portion of a Proposal contains any information that is considered a trade secret under ORS Chapter 192.501(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, each page containing such information must include the following:

*“This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.410 through 192.505.”*

Identifying the Proposal, in whole, as exempt from disclosure is not acceptable. Proposers are cautioned that cost information submitted in response to an RFP is generally not considered a trade secret under Oregon Public Records Law. If the Proposal fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, Proposer is deemed to have waived any future claim of non-disclosure of that information. Pursuant to ORS 279C.107, Proposers may schedule requests for inspection of any RFP file after negotiations have been completed with the selected Proposer and a Contract has been executed.

### **Certification of Compliance with Discrimination Laws**

Each Proposer, by submitting a Proposal in response to this RFP, thereby certifies that it has not discriminated against minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.