

# **REQUEST FOR PROPOSALS**

Professional Services to the City of Bay City

For

## **Watt Family Park Playground & Day Use Area Improvements**



RFP 2019-03

August 13, 2019

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

The City of Bay City is seeking a professional services firm to provide the necessary planning services to prepare designs and construction management for the **Watt Family Park Playground & Day Use Area Improvements** for the next Oregon Park and Recreation Departments grant cycle due April 1, 2020.

#### **A. Part One – Grant Writing Services**

This work will provide grant writing services to develop the Watt Family Park Playground & Day Use Area Improvements. Grant writing to include: Oregon Parks and Recreation Local Government Grant Program, Ford Family Foundation and TLT Grants.

#### **B. Part Two – Additional Design Services**

Upon successful completion of part one of this RFP, the City of Bay City intends to retain the successful consultant to provide planning, design, and construction management services to develop plans and specifications that are responsive to the site and community, environmentally sensitive and sustainable.

This work will include preparing construction contract documents including design plans and specifications, bidding documents and construction contracts. The Consultant will oversee the contractor and vendor selection process and provide construction management services for the City for the development of the park's playground and day use area.

### **1.2 General Submission Information**

The City of Bay City intends to award a single contract for this project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. The official title for this project is: **Watt Family Park Playground and Day Use Area Improvements**

### **1.3 Questions**

Questions regarding this proposal shall be submitted to:

Chance Steffey, P.E.  
City of Bay City, Public Works Department  
P.O. Box 3309  
Bay City, OR 97101  
Phone: (503) 377-4121  
csteffey@ci.bay-city.or.us

## 1.4 Preparation Costs

This Request for Proposals does not constitute a contract or offer of employment. The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## 1.5 Project Budget

The project budget for the planning, design, and construction of park improvements including permitting fees and contingencies is estimated to be approximately \$900,000.

## SECTION 2 – RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days of advertisement**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

### 2.3 Confidentiality

The content of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the Contract, at which time the information will become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

### 2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized

to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.6 Proposal Submission**

Six (6) copies of the proposal must be received by the City of Bay City prior to **12:00 PM on Friday September 20, 2019**. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Bay City  
Attention: Chance Steffey, P.E.  
P.O. Box 3309  
5525 B Street Bay  
City, OR 97101

## **2.7 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the City of Bay City. One copy shall be retained for the official files of the City Hall and will become public record after award of the Contract.

## **2.8 Request for Clarification**

All request for clarifications or specification that limits competition regarding this RFP must be submitted in writing no later than August 30, 2019 to Chance Steffey, Public Works Director at:

[csteffey@ci.bay-city.or.us](mailto:csteffey@ci.bay-city.or.us) (preferred method)

Mail: City of Bay City  
Attn: Chance Steffey  
P.O. Box 3309  
Bay City, OR 97107

## **2.9 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.10 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when the City deems changes, clarifications, or amendments to proposal documents necessary.

## **2.11 Notice of Award and Appeals Process**

The City intends to select a single Consultant. The selected Consultant will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within 7 business days of the notice being sent.

## **2.12 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED (Sec 2.6 Proposal Submission) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.13 Rejection of Proposals**

The City of Bay City reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is in the best interest of the City.

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Scope of Professional Services**

#### **A. Grant Writing Services**

The scope of professional services required by this RFP shall include:

- Grant Funding Research. Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities. Provide the City with summaries of potential funding opportunities, summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.
- Grant Proposal Development and Review. Provide general grant proposal writing services associated with the completion of grant applications on the behalf of the City of Bay City, including the preparation of funding abstracts, production and submittal of applications to funding sources. The City's match requirements and strategy for meeting shall be clearly identified. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City of Bay City. Consultant shall represent the City of Bay City and to present grant proposal to the OPRD committee.
- Grant Administration. Administers grants and cooperative agreements, applying knowledge of organizational needs and deadlines. Acquires and applies critical

financial concepts and practices, based upon a thorough understanding of funding organizations requirements.

### ***B. Watt Family Park Playground & Day Use Area Improvements***

The scope of professional services required by this RFP may include:

- Review and assess past and related planning efforts and community demographics, including the 2012 Watt Family Park Master Plan.
- Provide critical analysis, assessments and recommendations to guide park development, including topographic surveys and geohazard reports.
- Develop creative outreach strategies to notify and engage the public and stakeholders to obtain feedback.
- Develop design alternatives being sensitive to the environmental aspects of the site and surrounding features unique to this area and reflect environmentally sustainable solutions in the plan.
- Provide professional written and graphic reports, including 3D renderings, Powerpoint presentations, and color rendered drawings on presentation boards. Revised as necessary.
- Conduct/Attend Public meetings including presentations to the Planning Commission and the City Council.

### **Project Initiation Phase**

- Meet with city staff and park committee project team to discuss design objectives and issues and develop and finalize a detailed work plan and schedule which at a minimum will establish meeting and presentation schedules and clarify roles and responsibilities of both staff and consultant teams.

Deliverables:

- a) Meeting and One (1) PDF copy of meeting notes submitted via email.
- b) One (1) PDF copy of final work plan and project schedule submitted via email

### **Research and Analysis Phase**

- Examine the following information:
  - Adopted 2012 Watt Family Park Master Plan to get a broad understanding of overall design for the park with particular attention to the playground and day use area work.
  - Design and As Built Drawings that the City has on file regarding the location of all existing improvements including but not limited to the domestic water and sewer lines, electrical lines, drain lines and other subsurface utilities.

- Conduct a thorough site examination including preparing a topographical survey base map.
- Engage the services a qualified Professional Engineer and/or Registered Geologist to field investigate and provide a geotechnical and/or geologic report that examines the existing subsurface soils relative to the design of the pavilion, playground structures and overall sitework, and provides preliminary geotechnical design recommendations for footings and foundations types.
- Engage the services of a licensed Professional Engineer to prepare site design plans and specifications to accomplish the objectives of the project. Including grading and stormwater drainage, retaining walls, pathways, and any underground utilities
- Meet with City staff and Parks Committee to present the conclusions from the field examination, evaluations, investigations, recommendations, reports and other required deliverables and to receive input on the how to proceed with the next phase of work. Follow up meeting with the submission of meeting notes.

Deliverables:

- 1) One (1) hard copy, (1) PDF print ready copy and one (1) AutoCAD copy of preliminary design plans.
- 2.) One (1) electronic version, PDF print ready copy of Geotechnical Investigation and Report.
- 3) Presentation to staff and park committee and one (1) PDF copy of Meeting Notes submitted via email.

**Community Outreach Phase:**

- Based on the approved conclusions and direction received from the Research and Analysis Phase, design and execute a public outreach strategy that maximizes input from children, parents, and the general public in attractive, interactive and useful ways. This may include:
  - Meet with staff and parks committee to discuss consultant's specific ideas relative to the design for public outreach strategy and advertising. Based upon direction provided, prepare a written plan that identifies the various methods, strategies, materials, time frame, target audiences, etc. that will be deployed during the Community Outreach Phase. At a minimum, the plan must include, one or more on-site workshops that presents successful play area design features within the City of Bay City; conceptual ideas for both custom and pre-designed play features that support the project goals; and a means for receiving useful feedback.
  - Provide all visual presentations, content and graphic design for print and social media campaigns as well as any other support materials needed to execute a successful public relations campaign.



- Upon conclusion of public outreach events and public input period, analyze all public input received and submit a report that includes the raw data, the analysis and conclusions applicable to the Design Alternatives Development Phase.

Deliverables:

- 1) Meetings and One (1) PDF copy of notes from each meeting submitted via email.
- 2) One (1) PDF copy of Final Public Outreach Strategy.
- 3) One (1) PDF report summarizing public input.

### **Design Alternatives Development Phase:**

- Based on staff and park committee input received from the conclusion of the Research and Analysis Phase and the Community Outreach Phase, proceed to develop two conceptual alternative site plans showing proposed improvements including the pavilion; play area boundaries, play equipment and features, including features identified as meeting the needs of those with special abilities; shade structures; picnic areas, tables and other appropriate site furnishings; general layout of pathways; security and accent lighting; locations for passive turf and other landscaped planting areas including any additional trees. The use of a variety of play elements is encouraged including tall structures as well as intimate areas for more passive play.

Provide professional quality colored 3D simulations via the use of Sketch Up and/or other sophisticated 3D drawing programs in conjunction with appropriate extensions and plugins for each of the alternative designs from various viewpoints to capture all design elements shown in the site plans.

- Engage with staff and park committee or, if necessary, outside professionals, that in either case, are experienced in accurate cost estimating for municipal park and play area projects to prepare a preliminary cost estimate for each of the design alternatives. The estimator shall be made aware of and take into consideration all the information produced to date by the Consulting team. The cost estimates should include itemized and/or unit pricing where appropriate, general conditions and mobilization, estimating contingencies, and change order contingencies.
- Submit all drawings, specifications and construction documents described above to City staff and park committee for review. Upon notification from staff (two weeks after such submittal) meet with City staff and park committee to present, review and receive input on the alternative designs and documents.
- Revise above designs, specifications and construction documents as required for presentation purposes for a public meeting (date to be determined by City) and present alternative designs via a Power Point presentation, color rendered drawings on presentation boards or additional materials, as needed. The goal of the meeting is to obtain input from both the public and staff and parks committee on the alternative designs and obtain consensus on either a preferred alternative or a mix of preferred

design features within each alternative to include in a final design. Follow up the meeting with the submission of meeting notes describing input received and consultants understanding as to the final direction towards a final design.

Deliverables:

- 1) One (1) hard copy and (1) one electronic version copy of all plans, specifications and contract documents as noted above.
- 2) Presentation Boards of drawings and other information such as photos from catalogs or other sites that represent the various design elements used.
- 3) One (1) copy of Power Point Presentations (draft and final) and one (1) PDF copy of meeting notes from meetings with staff and park committee.
- 4) Presentation for Public Meeting and one (1) pdf copy of Meeting Notes submitted via email.

### **Final Design Development Phase**

- Based on the input received from the public, staff and park committee and approval of the Meeting Notes by City staff on the previous phase, prepare final drawings, specifications and updates to all construction documents reflecting the final design as described previously for the Alternative Design Phase unless other modifications have been directed by City staff. Provide a detailed design at ¼ scale for the pavilion and playground structure to include floor plan, elevations and cross sections. Provide other information such as photos from catalogs or other sites that represent the various design elements proposed.
- Submit all drawings, specifications and construction documents described above to City staff and park committee for review. Upon notification from staff (two weeks after such submittal) meet with City staff and park committee to present, review and receive input on the documents.
- Revise above documents as required for presentation purposes for a Public Meeting (date to be determined by City) and present Final designs via a Power Point presentation as well as presentation boards. Goal of meeting is to obtain concurrence regarding the final design.
- Assuming concurrence on the final design is received, present the final design to the City Council at a study session (date to be determined by City) in the same manner as it was presented to the Public Meeting. The goal of the meeting is to obtain the City Council concurrence with the design.
- Select and re-organize pertinent drawings, specifications and contract documents previously prepared and prepare additional documents as required to submit and obtain a complete planning application for a Site Plan and Architectural Review (SPAR) approval from the city of Bay City and Tillamook County Planning Division on the pavilion building and if necessary, retaining structures. This shall include the preparation of additional site plans showing the location of the pavilion in the context of the entire site and an enlarged site plan drawing showing the pavilion building and its immediate surroundings. The Consultant shall review and conform to the

procedures and submittal requirements for the submission of such a planning application.

The Planning Application submittal requirements can be found on the City Website or at the City of Bay City, City Hall.

- Engage with signage professionals as required to develop informational and rules of conduct signage for the play area, regulations for the proposed picnic areas and informational signage for the pavilion. This shall include meetings with City staff most familiar with the existing rules and who are responsible for the programming of these areas. The signage design shall be compatible with existing rules and regulation signs within the park and shall include proposed verbiage. Signage to be reviewed at a staff level.

Deliverables:

- 1) One (1) hard copy, one (1) (PDF) copy and one (1) AutoCAD copy of final design drawings, specifications and contract documents including signage locations and final updates to all documents as previously described for review to staff as well as well as one (1) copy of revised drawings, specifications and contract documents based on staff input.
- 2) One hard copy and (1) (PDF) copy of reduced final design drawings, specifications and contract documents to 11 x 17 sheets to be used as attachments to staff reports for Public and City Council.
- 3) Colored presentation boards of design drawings at full scale previously described for Public and City Council meetings.
- 4) Presentation to Public and one (1) (PDF) copy of meeting notes submitted via email.
- 5) Presentation to City Council and one (1) (PDF) copy of meeting notes.
- 6) One hard (1) copy and (1) one (PDF) copy updated drawings, specifications and documents to be submitted to for Planning Application review of the Pavilion Building along with hard copies of reductions as required by the City and County Planning divisions, if required
- 7) One (1) copy of signage plan and one (1) PDF copy showing locations of all signage along with details drawings of each sign type shown in place.

### **Pre-Construction & Bidding Phase**

- Consultant will perform construction management services for the selection of contractors and vendors, project oversight, and administration of grant requirements.
  - Develop bidding procedures for bid document issuance, bid tracking and receipt of bids. Prepare and place notices and advertisements to solicit bids for each of the contracts required for the project. Coordinate, prepare and deliver bid documents and any addenda to prospective bidders.
  - Coordinate and conduct a Pre-Bid Conference to present Project requirements and to familiarize the bidder with the project, bid documents, and any specific

concerns. Coordinate inquiries from bidders, issue any addenda that are necessary for clarifications or changes

- Coordinate and conduct a bid opening and review including evaluation of the bids for completeness, responsiveness and prices. Tabulate bids and make a report to the City Council including recommendations for Award.
- Prepare Notice of Award and Notice to Proceed and review Performance and Payment bonds and liability insurance prior to contractors commencing any work on the project.

Deliverables:

- 1) Advertisement of bids utilizing social media, local and regional media and bid center.
- 2) Pre-Bid Conference and 1 (PDF) copy of meeting notes.
- 3) Bid Opening Conference and 1 (PDF) copy of meeting notes.
- 4) Presentation to City Council and electronic version and 1 (PDF) copy of Bid tabulation and report with recommendation for awarding contracts

## **Construction Phase**

- Conduct a Pre-Construction Conference with the City, Contractors and Vendors to orient the contractors to various reporting procedures and rules prior to commencement of actual construction.
- Provide Construction Administration and oversight of construction activities. Maintain a competent project manager at the project site for coordinating and providing general direction for the progress of the work.
- Coordinate and review submittals such as shop drawings, product data, change orders, payment requests. Maintain construction observation reports and other necessary documents. Collect certified payroll and interview Contractors crew for compliance.
- Ensure construction conforms to the approved plans and specifications. Observe materials and equipment that is being incorporated into the work are handled, stored and installed properly. Review and coordinate with Contractor testing requirements. Keep daily log of construction progress including other relevant data that impact the progress of work. Identify problems encountered and evaluate change order requests and make recommendations to the City Council. Prepare project status reports monthly. Obtain all written materials such as operations and maintenance manuals, warranties, guarantees on equipment installed and reviewed and delivered to City staff.
- Notify and assist in the preparation of list of incomplete or unsatisfactory items ("punch-list"), and prepare schedule for completion. Assist in the preparation of close-out documents including certifications and as-built record drawings.

Deliverables:

- 1) Coordinate Pre-Construction Conference and 1 (PDF) copy of meeting notes.

- 2) One (1) hard copy of a project construction manual including all submittals, O&M manuals, Inspection reports, testing, change orders and other construction related documents.
- 3) One (PDF) copy of Monthly Status Reports for Council Meetings
- 4) One (PDF) copy of Punch-List and schedule for completion.

### **Post-Construction Phase**

- Prepare final project report and payment documentation for the contractors including:
  - A financial summary of all construction contracting, change orders, and other cost associated with the project.
  - A construction summary with final schedule
  - Final acceptance summary with signed receipts from the City staff of all close out documents submitted.
  - Final acceptance of receipts of reimbursements from funding organizations.
- User Training. Consultant shall schedule and document all City training sessions, and arrange for supplementary information where needed, and arrange for manufacturers to provide training for maintenance and operations personnel.
- Project As-Builts, Close Out, and Warranties. Review contractual requirements for as-builts, close out documentation and warranties, and obtain and compile all required documentation for delivery to the City.
- Final Claims Releases. Obtain final claim releases, including release of any stop notices, from the Contractors as required by the contracts and State law, including Lien Waivers.
- Assist with post-construction complaints about construction or equipment, including issues with contractor/vendor warranty items.
- Year-End Walk Through. Conduct a year-end walk through immediately prior to the expiration of the warranty period and ensure completion of noted items at no additional cost to the City

#### **Deliverables:**

- 1) One (1) hard copy and 1(PDF) Engineer's certification and 1 (PDF) 11x17" as-built record drawings and one (1) AutoCAD copy of as-built record drawings.
- 2) One (1) hard copy and 1 (PDF) of the Final Construction Report
- 3) Coordinate Post-Construction (1-year) review and 1 (PDF) copy of meeting notes

## **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Core Content of the proposals shall not exceed five (5) pages in length (items A, B, C, and D in section 4.1 item 5 below). Supporting Attachments (see section 4.1 item 6. below) to the proposal shall not exceed eight (8) total pages. Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" x 11" sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

## 4.1 Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following 5 items and that it be presented in the following order:

1. Cover
2. Title Page (1 page)
3. Letter of Transmittal (1 page)
4. Table of Contents (1 page)
5. Core Content (5 pages maximum)
  - A. Recent Parks and Recreation Master Planning Experience
  - B. Consultant Project Approach
  - C. Key Project Personnel
  - D. Past Project Performance
6. Supporting Attachments (if necessary 8 pages maximum)

Items 5 and 6 should be separated with either color-coded or tab-type dividers so that information may be quickly located.

### **A. Title Page (1 Page)**

Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

### **B. Letter of Transmittal (1 Page)**

1. Identify the RFP project for which the proposal has been prepared.
2. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### **C. Table of Contents (1 Page)**

Clearly identify the materials by Section and Page Number.

### **D. Details of Core Content (5 Pages Maximum)**

#### **1. Recent Parks Planning Experience**

Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort.

*Do not include firm experience unless individuals who will work on this*

*project participated in that experience.*

If the consultant proposal includes sub-consultants, a list of such sub-consultants shall be submitted and qualifications and experience stated for each sub-consultant.

## **2. Consultant Work Approach**

The proposal must include a brief description of the Proposer's overall approach including schedule to meet the April 1, 2020 Grant application deadline and any unique capabilities the Firm can bring to the project.

Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.

## **3. Key Project Personnel**

It is recommended personnel have a thorough knowledge and understanding of parks and recreation operations and facilities to provide perspective related to master planning analysis, design and construction of park improvements.

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Consultant may petition the Public Works Director in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City reserves the right to approve all personnel changes. The City also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

## **4. Past Project Performance**

Information is to be provided on the firm's performance on past projects in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal.

Please note that grammar, spelling and conformance to RFP instructions will be a

scoring factor of each proposal submitted.

**E. Supporting Attachments (8 Pages Maximum)**

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm’s capabilities.

**SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

<u>Category</u>	<u>Points</u>
Recent Parks Planning Experience	35
Consultant Project Approach	25
Key Project Personnel	25
Past Project Performance	10
Resource Allocation and Cost	20
Local Preference (within Tillamook County)	10
Grammar, Spelling and Conformance to RFP Instructions	5
<b>Total</b>	<b>130 points</b>

A committee of individuals representing the City of Bay City will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Bay City reserves the right to award contract(s) solely on the written proposal. The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each short-listed firm. If interviews are conducted, a maximum of three firms will be short-listed. The Consultant’s project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators’ scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract award.

**SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Bay City. If an agreement cannot be reached with the highest-ranked Proposer, the



City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Bay City reserves the right to reject any and all proposals submitted.

The method of payment to the successful proposer for the Professional Design Services shall be on a time and materials basis with a maximum "not to exceed" fee as determined through final negotiations. This figure shall include all direct and indirect costs plus profit and overhead and markups on subconsultants and shall include all reimbursable costs for services and deliverables identified in the Scope of Service unless otherwise stated as extra services.

Progress payment shall be made by City on a monthly basis only for services rendered and upon submission of a payment request upon completion and City approval of the work performed for the month. The consultant shall include a breakdown by individual hours spent and for each employee including subconsultants and shall include a breakdown on all reimbursables expenses and rates.

The successful Firm shall provide proof of insurance including the name of your professional liability insurance carrier and workers' compensation carrier and the limits of your insurance. Successful Firm shall meet the City of Bay City's minimum professional liability insurance requirements naming the City of Bay City as an additional insured.