



**Request for Proposals
for
Owner's Representative Services for Construction
of a
New Community Recreation Center**

**Proposals Due:
5:00pm, January 31, 2023**

**Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond, OR 97756**

**Redmond Area Park and Recreation District
Notice and Request for Proposals for:
Owner’s Representative Services for Construction of a new Community Recreation
Center**

Proposals Due 5:00pm, January 31, 2023

Redmond Area Park and Recreation District (RAPRD) is soliciting proposals for a qualified professional and experienced consultant for the purpose of providing the services of Owner’s Representative to the Redmond Area Park and Recreation District for predevelopment, design and construction management, and closeout of new Community Recreation Center.

Interested individuals or firms may download the RFP from <https://www.raprd.org/bidding-contracting> or at www.oregonbuys.com.

If you have questions about obtaining the RFP of the process, or need clarification please contact Katie Hammer, Executive Director at 541-548-7275 or katie.hammer@raprd.org. All requests for clarification must be by email or through the Oregon Buys website no later than January 19, 2023, at 5:00pm (PST).

All proposals must be submitted by email and received by Katie Hammer, Executive Director at katie.hammer@raprd.org by 5:00pm on Tuesday, January 31, 2023. The email subject should be “Community Recreation Center OR RFP – Firm Name”. Late submissions will not be accepted.

Redmond Area Park and Recreation District reserved the right to reject proposals not in compliance with the prescribed procedures and requirement set forth in the RFP and may reject for good cause any or all responses upon a finding of the district that it is in the public interest to do so.

Publish:	RAPRD Website	January 2, 2023
	OregonBuys.com	January 2, 2023
	Bend Bulletin	January 4, 2023

SECTION 1: BACKGROUND

The Redmond Area Park and Recreation District (District) is an Oregon Special District that provides recreation programming and park services. Redmond is located in Deschutes County, with a service population of approximately 45,000. The District is governed by a Board of Directors comprised of five elected directors. The board acts as the Local Contract Review Board for the District.

The new Community Recreation Center is expected to be constructed at SW 35th and Lava Ave in Redmond, Oregon. This land, approximately 9.5 acres was purchased by RAPRD in January 2009. The new community recreation center is needed because the RAPRD currently operates a 25-meter swim facility that was constructed in 1979 and is located on property that RAPRD leases and no longer meets the needs of the growing population.

Voters in the Redmond Area Park and Recreation District boundary approved a \$49 million bond for the construction of this approximately 74,000 square foot facility in November 2022. The new community recreation center will provide the ability to meet current and future recreation needs of the greater Redmond community.

The facility is planned to include the following amenities:

- Pools for swimming lessons, aquatic exercise classes, therapy, recreation, and lap swimming. (Both a competitive pool and a separate leisure pool)
- Gymnasium for multipurpose programming use
- Indoor Walking track
- Exercise facilities and equipment
- Group fitness room(s)
- Classroom/special events and meeting space for recreation programming, events, and meetings
- Administrative and support spaces including locker rooms, lobby, and office space
- Other amenities, which may include outdoor sports fields, sport courts, playground, and walking paths

In 2022, RAPRD worked with an architect to create a concept design and produce a cost estimate for this new facility. This report is available on the RAPRD website at: <https://www.raprd.org/proposed-recreation-center>. The goal is to develop and construct a new community recreation center by Fall 2025 at a total cost of less than \$49 million.

SECTION 2: GOALS AND OBJECTIVES

Introduction

Redmond Area Park and Recreation District (District) is soliciting proposals for a qualified professional and experienced consultant for the purpose of providing the services of Owner's Representative to the Redmond Area Park and Recreation District for predevelopment, design and construction management, and closeout of new Community Recreation Center, located at SW 35th and Lava Ave, Redmond, OR 97756. The selected consultant will be tasked with performing the scope of work identified in Section 3 for this Project based on the needs of RAPRD. The Consultant should have the capacity and

experience to manage all aspects of development to achieve successful built-out of the Project.

Purpose

The purpose of the RFP is to solicit an Owners Representative with demonstrated qualifications to enter in a collaborative relationship with RAPRD. The goal is to develop and construct a new community recreation center by Fall 2025 at a total cost of less than \$49 million. Responses to the RFP will allow RAPRD to evaluate and determine the Consultant that best fits the evaluation criteria listed within the document. It is RAPRD’s intent to enter into an Exclusive Negotiation Agreement with the selected consultant.

District Point of Contact and Requests for Clarification

Questions, inquiries, for comments regarding this RFP must be submitted by email no later than 5:00pm on January 19, 2023, and shall be directed to katie.hammer@raprd.org.

Responding to the RFP

All proposals must be submitted by email and received by Katie Hammer, Executive Director at katie.hammer@raprd.org by 5:00pm on Tuesday, January 31, 2023. The email subject should be “**Community Recreation Center OR RFP – Firm Name**”. Late submissions will not be accepted.

The proposal should address, at a minimum the information requested in Proposal Requirement

Addenda and Interpretation

No verbal interpretation given to any Proposer as to the meaning or consequence of any portion of the RFP documents shall be considered binding. Every request for clarification of the RFP documents shall be made in writing and delivered via email to the Executive Director, Katie Hammer at katie.hammer@raprd.org or posted on www.oregonbuys.gov. All such requests must be received no later than 5:00 pm. on January 19, 2023.

Any addenda or amendments to this RFP will be in writing and posted by January 23, 2023, on the District’s website <https://www.raprd.org/bidding-contracting>. It will be the responsibility of potential proposers to check the website for addenda or amendments.

Tentative Schedule for Selection Process

January 2, 2023,	RFP Issued
January 19, 2023,	Deadline for request for clarification
January 23, 2023,	District issuance of Addendum via e-mail to all proposers addressing submitted questions or requests for clarification.
January 31, 2023,	Deadline for submission of proposals.
February 1 – 3, 2023	RFP Proposal Review
February 6 – 9, 2023	Optional Interviews
February 14,2023	Target date for selection of firm/Notice of Intent to Award

The District reserves the right to reject any or all proposals, to waive any irregularities in the RFP, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interview with any one or more respondents. By requesting proposals, the District is not no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to execution of a contract with no penalty to the District.

Evaluation Process

The District intends to select the most qualified Consultant that exhibits the strongest ability to provide the highest quality service at a fair price.

Proposals will be ranked according to the following:

Criteria	Maximum Points
1. Knowledge, Experience & Qualifications (Firm & Team)	30
2. Project Approach, Understanding & References	30
3. Compensation	15
Total	80

The evaluation Committee reserves the right to select a short list of the highest scoring proposers for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials.

Upon completion of the evaluation process, the District will advise the proposes of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with the highest ranked proposer, then negotiations will be terminated with that proposer and the District will enter into negotiations with the next highest ranked proposer until an agreement is reached or an impasse is declared.

The District shall provide to all proposers a copy of the intent to award notice. A proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked proposer may submit a written protest of the selecting to the District no later than seven (7) calendar days after the date of the selection notice. Any protest must be in accordance with OAR 137-048-0240 (2) (a). Protest(s) must be delivered to Katie Hammer, RAPRD Executive Director, katie.hammer@raprd.org or 465 SW Rimrock Way, Redmond, OR 97756. The protest must state the grounds on which it is based. The District will review the protest and present a decision to all involved parties within forty-five calendar days.

Compensation and Duration

The select consultant shall be designated as the District's Consultant until successful completion and build-out of the project which is estimated to be completed late Fall 2025.

The Redmond Area Park and Recreation District Board of Directors must approve the contract prior to commencement of work. Work will be paid for on a Time and Materials basis per the negotiated fee schedule, up to a maximum not-to-exceed amount. The Consultant shall invoice the District monthly for services incurred. Should significant additional work to be performed in excess of the amount set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

Acceptance or Rejection of Proposals

The District reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the District is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the District reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the District.

SECTION 3: SCOPE OF SERVICES

The architect will support the District through all phases of the project. During each phase the Owners' Representative will advise the District and provide progress updates to District Staff, Board of Directors on a regular basis and other stakeholders as needed.

Services to be performed by selected firm are:

Due Diligence and Solicitations

The Due Diligence and Solicitations phase involves assisting the District with soliciting and hiring firm(s) to construct the Community Recreation Center. Prior to formal solicitation, the consultant will prepare and analysis of various project delivery methods (i.e. low bid, best value, CMGC, etc.) and provide recommendation on which delivery method would be best suited to meet the project goals.

The Owner's Representative will review all existing information about the project, perform due diligence on the proposed construction site, project delivery methods and advise the District on the best path forward. The Owner's Representative will assist the District in soliciting construction services, including evaluation and recommendation of proposed firms to best meet the needs of the District.

Detailed services to be provided by Owner's Representative include but are not limited to:

- Reviewing Project information created to date.
- Performing due diligence, recommending solutions, and resolving all material issues on the proposed construction site.
- Conducting an analysis of various project delivery methods and the benefits/risks associated with each option. Provide recommendation to the District based on the Project goals.
- Develop and manage the project schedule

- Assist the District in soliciting construction services based on selected project delivery method.
- Make recommendations to the District on the firms that submitted proposals.
- Provide written and verbal project updates to District Staff and Board of Directors on a regular basis and others as needed.
- Participate in meetings as requested.
- Provide independent cost estimates to the District to verify solicitations are reasonable.

Project Design and Pre-Construction Oversight

The Owner's Representative will be managing the Project Team to ensure that the District remains on schedule, reviewing and commenting on design deliverables, assisting the District in preparing the budgets for construction (including independent cost estimates), coordinating with District staff on development design reviews, and providing constructability reviews on the construction deliverables.

Detailed services to be provided by Owner's Representative in this phase include, but are not limited to:

- Preparing and managing the pre-construction project schedule.
- Assisting the District in selecting additional consultants as necessary. Other consultants may include design sub-consultants and other land development consultants.
- Reviewing and offering commentary on the design deliverables produced by the design firm retained by the District, relative to building performance, constructability, Project budget conformance, operations, and maintenance (O&M) performance and other due diligence on behalf of District.
- Managing the design team and other predevelopment consultants.
- Working with District staff, board of directors, and other stakeholders to ensure the designs meet stakeholder needs.
- Advising the District on the potential for any sustainability benchmarks and identifying any available incentives (Energy Trust of Oregon).
- Coordinating review and approval of design documents to ensure the designs meet applicable codes and public infrastructure needs.
- Presenting updates on the Project to District Board of Directors and other stakeholders as needed.
- Preparing predevelopment and construction budgets.
- Assisting the District in managing predevelopment and construction budgets.
- Advising the District on constructability and value engineering.
- Reviewing and offering commentary on the pre-construction deliverables produced by the Construction firm retained by the District, relative to the selected materials and methods, costing choices, construction schedule, and Project budget conformance.
- Work with the Construction firm to develop and refine the construction schedule.
- Coordinate with District staff and the City of Redmond's development review personnel to obtain all permits necessary to construct the Project.

- Working on behalf of the District and advocating for the District in the delivery of the Project.

Phase 3: Construction Oversight

The Owner's Representative will act as a technical expert for the District and provide construction oversight activities. The Owner's Representative will be monitoring the construction schedule, providing general inspections of work and managing the firms involved in construction, reviewing the construction invoices and providing feedback on them to the District, and managing the completion of punch list items needed for successful acceptance of the Project by the District.

Detailed services to be provided by Owner's Representative in this phase include, but are not limited to:

- Acting as a technical expert and advisor to the District and providing construction oversight services including general inspections of work performed.
- Assisting the District in acquiring and managing the services of specialty firms for this phase of the work, such as construction inspection and material testing.
- Monitoring the construction schedule and Project budget, tracking change orders, and assisting the District with change order negotiations.
- Reviewing the Construction firm's invoices and providing feedback to the District and Construction firm.
- Providing updates to the Board of Directors, other stakeholder groups, and the public as needed.
- Developing and reviewing additional solicitations and provide overall construction administration.
- Working with District to obtain consultants and acquire goods and service providers for furniture, fixtures, and equipment (FF&E).
- Managing completion of any construction punch-list items.

Project Closeout

Coordinating efforts between District staff and consultants during the close-out period and diligently working towards successful acceptance by District.

SECTION 4: PROPOSAL REQUIREMENTS

Each proposal shall be no longer than 15 pages, not including the cover letter, references, or section dividers. All proposals must be submitted via email to katie.hammer@raprd.org no later than the proposal deadline; January 31, 2023, at 5:00pm

All Proposers are required to comply with the provisions of Oregon Revised Statutes Chapters 279 A, B, and C for Public Contracts and Purchasing and the RAPRD Public Contracting Rules.

Proposals should be prepared generally in the following format:

Cover Letter

All proposals must include a cover letter that indicated your understanding of the services to be performed and be signed by a person authorized to contractually bind proposer to both its proposal and cost schedule.

Organization and Project Team

Include a brief summary of your organization describing its ability, knowledge, and experience performing the services of Owner's Representative for community recreation and aquatic centers and public agency capital projects. Include information regarding your company: its principals, size, and location(s); experience levels as they relate to this RFP; number of years in business; and what makes you stand out over your competitors. Identify the proposed project team and their roles to execute the proposed scope of services. For each key personnel, provide a brief description, relevant experience, and available capacity.

Project Approach, Understanding and References

Describe firms project approached and understanding of the project. Provide a summary of understanding of the project, interest in the project and approach to the project including budgeting, staffing, schedule, communication, and other similar factors. Provide a description of the firms experience in developing public facilities including public recreation facilities, including coordination with staff, design professionals and construction firms. Describe any potential barriers, difficulties, or delays in meeting the District's timeline and requirements in the Scope of Work.

Provide a maximum of eight references, preferably municipal or government agencies. References shall be able to comment on Respondent's performance for similar work. Reference information shall include name, title, affiliation, email address, and telephone number.

- Current status of the project (in progress or completed).
- Client type (public, private, others). Please clarify the role of the client/owner.
- Size and scale of the project

Compensation/Pricing Proposal

The Pricing Proposal must include the total not-to-exceed cost of all in-house and subconsultant services sufficient to satisfactorily complete the Section 3 Scope of Services. For all services provided in-house, the Pricing Proposal must include:

- a schedule of hourly rates that the prospective consultant will charge for the work of each individual or each labor classification that will perform the professional services.
- a reasonable estimate of hours that the prospective consultant will require to perform the professional services.
- a list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.