



REQUEST FOR PROPOSALS

Project: CITY OF BANDON DOWNTOWN STREETScape AND PARKING PLAN

Release Date: **February 1, 2023**

Due Date: **March 1, 2023, at 4:00pm**

City of Bandon Urban Renewal Agency
555 Highway 101
Bandon, Oregon 97411

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Table of Contents

1	Introduction	3
1.1	Background and Objectives	3
1.2	Scope of Services	4
2	Description of Procurement Process	6
2.1	Procurement Process and Schedule	6
2.2	URA Rights and Options	7
2.3	Expense of Submittal Preparation	7
2.4	Public Records.....	7
2.5	Questions/Clarifications Request.....	8
2.6	Equal Opportunity Requirements.....	8
2.7	Protest Procedures	8
	2.7.1 Protests of Solicitation.....	8
	2.7.2 Protests of Contract Award	9
3	Proposal Submission Instructions and Requirements	9
3.1	General Instructions and Submittal Deadline.....	9
3.2	Format for Proposals	9
	3.2.1 Introductory Letter	10
	3.2.2 Proposal Contents.....	10
4	Review and Evaluation	12
4.1	Minimum Required Qualifications	12
4.2	Scoring Criteria	12
4.3	Selection	13

1 Introduction

The Urban Renewal Agency (URA) of the City of Bandon is issuing this Request for Proposals (RFP) to solicit proposals from firms capable of providing landscape architecture, design, and related services necessary to complete a Downtown Streetscape and Parking Plan as described in Section 1.4 of this document. The selected Proposer will report directly to the URA Administrator and/or their designee.

Proposers shall be licensed to practice engineering and/or landscape architecture in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) and/or the Oregon State Landscape Architect Board (OSLAB).

This RFP, issued in accordance with the provisions of the laws, including statutes, ordinances, resolutions, and rules, of the State of Oregon, the City of Bandon and the URA, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

1.1 Background and Objectives

Background Information

Bandon is located on the southern coast of Oregon, approximately 24 miles southwest of Coos Bay, Oregon. A city of about 3,500 permanent residents, Bandon's robust regional economy provides many local amenities, including Old Town Bandon, Bandon Dunes Golf Resort, Whiskey Run Bike Trails, and the annual Cranberry and Gorse Blossom Festivals. Bandon's Old Town area and Waterfront are the heart of Bandon's human-created visitor facilities.

The City operates under a Council-Manager form of government. The Urban Renewal Agency (URA) Board is currently comprised of the City Council members and Mayor of the City, with the URA Board President being the City Council President. The City Manager is the manager of the Urban Renewal Agency.

For the purposes of this project, the Old Town area is comprised of the area bounded by and abutting Filmore Street on the east, Alabama Street on the west; and First and Second Streets to the north and south.



The principal focus, however, will be on the Second Street streetscape, parking and placemaking.

The URA desires to improve the downtown area into an attractive, walkable and bikeable destination that will appeal both to residents and visitors. The URA already has a façade improvement grant program, but some of the weaknesses in the downtown are within the public right-of-way or consist of needed public amenities that the area currently lacks.

This project will likely require a multi-disciplinary team that may include a landscape architect, civil engineer, and/or other professionals. The purpose of this RFP is to select a consultant team to perform the Services (as defined below) and complete a comprehensive streetscape design and parking plan that includes all of the elements described in this RFP.

The estimated timeframe in which the Services will be performed will begin May of 2023 through approximately the early fall of 2023. The URA prefers that the work be completed by September 2023, but may accommodate alternative proposed schedules.

1.2 Scope of Services

The Scope of Services includes site analysis and assessment, community engagement, development of conceptual designs, including plan view and roadway sections, pedestrian and landscaping amenities, phasing, and cost estimates.

This project seeks to improve the downtown area by achieving the following objectives:

- Standards for street trees, species, and landscaping locations that can be distributed throughout the downtown in a consistent manner. Due to the lack of available space in the existing right-of-way, the community recognizes that some improvements may require the loss of some on-street parking areas.
- Standards and proposed locations for street furniture, and other pedestrian amenities that can be distributed consistently throughout the project area.
- Develop designs for specific locations that provide a “sense of place,” including wayfinding signage, public art, and pedestrian amenities. These locations include: the gateway to Old Town (Chicago Ave SE & 2nd St SE), the Pedway, and the City-owned parking lot.
- A plan for improved utilization of both on-street and off-street public and private parking areas that will meet current and future needs, while promoting pedestrian activity and making it easier for visitors to access private businesses and public amenities. This may include a reconfiguration, widening or redesign of some sidewalks. The final design should propose treatments that achieve safe and convenient travel for pedestrians, bicyclists, and motorists.
- Standards and recommended locations for street art and outdoor dining or other business uses of the public right-of-way typical of downtown areas.
- Proposed phasing and cost estimates for improvements made in accordance with the adopted plan(s).
- Standards for building façade design, including signage, lighting, colors, and materials.
- Evaluation of existing lighting fixtures.

This project is limited to the creation and public adoption process of plans that meet these objectives. The future capital projects needed to fulfill adopted plans will be the responsibility of the URA and City. Project considerations must carefully evaluate public input, as well as the unique character, existing conditions, and future development potential of the area. The scope of services and deliverables to be performed by the consultant pursuant to this RFP include, without limitation, the following services concerning the project:

- A. Project Scoping: Meet with City staff and URA Board to finalize project scope, goals, objectives, schedule, and process. Conduct a site analysis and assessment.
 - a. Deliverables
 - i. Post meeting notes summarizing key information.
- B. Develop Project Concepts
 - a. Produce 3 to 5 preliminary streetscape and parking plan concepts, with a focus on pedestrian-oriented design and connectivity, business/residential access, outdoor dining, and landscaping.

- b. Conduct a series of stakeholder and community meetings to revise and develop concepts into a final preferred conceptual design with approval from the URA and buy-in from residents, property, and business owners.
 - c. Present preferred design and plan package to URA and Planning Commission in a public forum, receive feedback, and edit as necessary.
 - d. Deliverables:
 - i. Conceptual designs to include a combination of reports, draft plans, color renderings, perspectives, plan views, and cross sections to a level of detail that clearly demonstrates concepts and intent.
 - ii. Public input report: A brief summary of public input meetings, including dates, attendance, and results.
- C. Finalize Conceptual Design and Planning Level Cost Estimates
- a. Once a design is selected by the URA, a final design package will be presented to the stakeholder group, URA, City staff, Planning Commission, and City Council. The final design package must include, without limitation, plan views and typical cross sections of pedestrian and bicycle improvements, drainage design, landscaping and lighting plan, parking and street improvements, and parking and plaza recommendations.
 - b. Deliverables:
 - i. 3-D Renderings, including AutoCAD and pdf electronic file types as well as plan sheets and bound reports of the final project package.
 - ii. Preliminary list of materials and quantities sufficient to prepare future construction cost estimates.

2 Description of Procurement Process

2.1 Procurement Process and Schedule

The URA anticipates the following general timeline for its selection process. The URA reserves the right to change this schedule.

Activity	Date
Issue RFP	February 1, 2023
Proposal Due Date	March 1, 2023 @ 1pm
Review and Scoring of Proposals	March 6, 2023
Notice of Intent to Award	March 9, 2023
Award contract	April 3, 2023

2.2 URA Rights and Options

The URA, at its sole discretion, reserves the following rights:

- a. To supplement, amend, add to, delete from, substitute, and/or change this RFP at any time.
- b. To determine which Proposer, if any, should be selected for interviews and/or negotiations.
- c. To reject any or all proposals or information received pursuant to this RFP.
- d. To cancel this RFP with or without the substitution of another RFP or pre-qualification process.
- e. To request additional data or information after the submittal date, if such data or information is considered pertinent, in the URA's sole view, to aid the review and selection process.
- f. To conduct investigations with respect to the qualifications and experience of each Proposer.
- g. To take any action affecting the RFP, or the services or facilities subject to this RFP, that would be in the best interests of the URA.
- h. To require one or more Proposers to supplement, clarify or provide additional information necessary for the URA to evaluate the proposals received.
- i. To waive any minor defect or technicality in any proposal received.
- j. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

2.3 Expense of Submittal Preparation

Proposers responding to this RFP do so solely at their own expense.

2.4 Public Records

All proposals submitted are the property of the Urban Renewal Authority of the City of Bandon, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after URA's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by URA shall be available for public disclosure.

If any submittal contains confidential, technical, financial, or other types of information, the Proposer must clearly label as "Proprietary" the specific portions sought to be kept confidential and specify the exemption that the consultant is relying upon. Marking all, or substantially all of a response as confidential, may result in the response being considered non-responsive by the URA. The URA will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. By responding to this RFP, Proposers waive any challenge to the URA's decisions in this regard.

Notwithstanding the foregoing, Proposers recognize and agree that the URA will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.5 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Proposer. Proposers must request such interpretation or clarification in writing from the URA. If any Proposer has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document, or otherwise requires clarification, such matters should be submitted in writing (including email to the address below) no later than 4:00pm local time, on February 17, 2023, to:

Dan Chandler
Development Agency Manager
P.O. Box 67
Bandon, Oregon 97411
citymanager@cityofbandon.org
541-347-2437

Note: Only written or email contacts will be acknowledged.

Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. Copies of all questions and answers, and any addenda to supplement the RFP, will be sent by email to each Proposer no later than four days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Contact with URA or City officials (other than Dan Chandler) is not allowed and will be considered as grounds for disqualification from the selection process.

2.6 Equal Opportunity Requirements

The selected Proposer, in the performance of all services, will not discriminate based on age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status or disability.

2.7 Protest Procedures

2.7.1 Protests of Solicitation

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications, or Contract terms.

2.7.2 Protests of Contract Award

Proposers are directed to the protest procedures contained in OAR 137-048-0240. 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 selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Engineering Services described in the RFP.

3 Proposal Submission Instructions and Requirements

3.1 General Instructions and Submittal Deadline

- E-mail: amcmahon@cityofbandon.org
- Mail: P.O. Box 67, Bandon, OR 97411 Attention: Andrea McMahon
- Delivered: 555 Highway 101, Bandon, OR 97411

Proposals are due **March 1, 2023, by 4:00pm local time**. The package shall be clearly labeled: “**City of Bandon Streetscape and Parking Plan Proposal**”.

The Urban Renewal Agency assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered.

3.2 Format for Proposals

Please submit written proposals in compliance with the following organization:

1. Introductory Letter
2. Staffing Plan
3. Consultant Qualifications
4. Project Understanding and Approach
5. References
6. Pricing

Narrative pages are to be on 8 ½ x 11 paper and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Consultants are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the consultant to organize the information required by this RFP as outlined may result in the URA, at its sole discretion, disqualifying the consultant from further consideration.

3.2.1 Introductory Letter

The letter will name the person(s) authorized to represent the consultant in any negotiations and name of the person(s) authorized to sign any contract which may result. The letter will identify insurance coverage carried by the consultant. The letter will be signed by an authorized representative of the consultant.

3.2.2 Proposal Contents

Minimum Qualifications: Proposers must meet the following minimum qualifications to be evaluated:

- A Landscape Architect or a Civil Engineer licensed to work in the State of Oregon.
- Good legal standing.
- Ability to provide the work needed by the URA to the standards required by the URA.
- Demonstrate the ability to furnish insurance coverage.

Desired Qualifications: Proposers shall demonstrate their ability to undertake the URA's downtown streetscape design process by providing the technical qualifications of the Proposer, individual team members and subconsultants, if applicable. The URA reserves the right to conduct an independent investigation of the Proposer's technical qualifications by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Proposer shall provide the following sections to demonstrate its technical qualifications:

Corporate Profile & Legal Qualifications

- Include the full name, tax identification number, main office address and telephone and facsimile numbers of the Proposer and the principal contact person. This shall include a description of the firm or organization (corporation, partnership, etc.) that will serve as the contracting party.
- The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
- Name and license number of the individual who will serve as the project lead.
- Identify proposed subconsultants, if applicable.
- Demonstrate good legal standing in Oregon.
- If applicable, identify ownership status and/or employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans, emerging small businesses or historically underutilized businesses.

Technical Experience & Qualifications

- A current résumé for the individual who will serve as the project lead, including a description of qualifications, skills, and responsibilities.

- The names of professional persons who will assist the project lead in performing the work and a current résumé for each, including a description of qualifications, skills, responsibilities, professional registrations and certifications, and office location.
- Explanation of Proposer's facilities and availability of support staff.
- Organizational chart identifying members of the team, including subconsultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used and proof of adequate professional liability insurance for any subconsultants.
- Description of Proposer's project management techniques.
- Description of Proposer's expertise in the following areas:
 - Design of pedestrian and bicycle facilities.
 - Design of street tree, landscaping, and lighting plans.
 - Design of downtown parking plans.
 - Design of public plazas.
 - Design of outdoor dining or other business uses of the public right-of-way typical of downtown areas.
- Description of similar previous work demonstrating quality of work, ability to meet schedules, cost control and contract administration.
- A list of at least three (3) references from government clients of similar size for whom similar services have recently been provided, if available. (For all references, please include names, phone numbers, and description of work performed.)
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status, or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the URA. Conflict of interest is defined for purposes of this RFP and any resulting contract as Proposer's provision of professional engineering services to any private property owner or developer within the URA's jurisdictional boundaries.

Project Budget Prospective Consultants shall clearly show and define which tasks they will perform for their proposed fee. Details shall include estimated Consultant and sub-consultant staff hours for each task.

Proposed Timeline and Work Plan Proposers shall provide a proposed timeline and work plan.

4 Review and Evaluation

Submissions received in response to the RFP will be evaluated for compliance with the minimum required qualifications identified below. Proposals meeting these requirements will be forwarded to an evaluation committee that will independently score each proposal according to the scoring criteria listed below.

4.1 Minimum Required Qualifications

Failure to comply with one or more of the following criteria will result in rejection of the proposal:

1. A duly authorized representative empowered to bind the consultant must sign the proposal.
2. The proposal must include at least 1 licensed Civil Engineer in good standing with OSBEELS or 1 licensed Landscape Architect in good standing with OSLAB.

4.2 Scoring Criteria

All responsive proposals from qualified consultants that meet the minimum required qualifications will be evaluated on the following criteria:

<p>Staffing Plan. Provide a firm overview and qualifications for providing the Services. List key team members who will be assigned to this project, their roles and responsibilities, and their qualifications and experience.</p>	20%
<p>Firm Qualifications. Demonstrate ability to provide responsive Services to assist URA throughout the Project, based on the amount and type of staff resources available to perform the Services. This may include resources available for the duration of the Project, examples of similar projects that the firm has completed, the firm's experience with local governments and public input processes, internal procedures or policies associated or related to work quality and cost control, management, and organization capabilities, etc.</p>	20%
<p>Project Understanding and Approach. Demonstrate a clear and concise understanding of the Services, including, without limitation, a basic or preliminary understanding of the Project, and the methodology and course of action used to meet the goals and objectives of the Project. The basic issue is whether the firm has a clear and concise understanding of the Project (based on existing information), the major issues to address, and whether a project approach has been formulated. Elements to be considered include, without limitation, the following:</p> <ul style="list-style-type: none"> • The firm's basic understanding of the Project as demonstrated within the firm's proposal. • Provision of a clear and concise explanation of Services. • Demonstrate general knowledge of state and federally funded street and landscape projects; and • Identify unique design issues and recommend timely, effective, and efficient approaches to resolve these issues. 	20%

References. Provide references and recommendations from at least three (3) current or former clients. References should establish the firm's or consultant's demonstrated ability to successfully and reliably complete similar projects.	10%
Cost. Total cost of project.	30%

The URA may reject any proposal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFP. A proposal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the URA. The URA reserves the right to reject any and all responses to the RFP and is under no obligation to award a contract.

4.3 Selection

The URA intends to select the best scoring proposal and to negotiate an agreement and price with that consultant. However, should the negotiations fail to result in an executed agreement with the best qualified consultant, the URA may elect to terminate negotiations and begin negotiations with the second-best scoring proposal or cancel the procurement process.

The responsibility for the final selection and negotiation rests solely with the URA.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.