

# **REQUEST FOR QUOTES (RFQ)**

**for  
Licensed General Contractor Services  
To build a restroom and picnic area  
for the City of Tillamook  
in  
Tillamook County, Oregon**

**August 6, 2013**

**Responses Due  
August 21, 2013  
2:00 PM**

**CONTACT:  
Arley Sullivan  
(503) 374-1825  
asullivan@tillamookor.gov**

**SUBMIT RESPONSES TO:**

**ARLEY SULLIVAN  
CITY OF TILLAMOOK  
PUBLIC WORKS  
210 LAUREL AVENUE  
TILLAMOOK, OR 97141**

## **1.0 OVERVIEW**

The City of Tillamook is seeking a qualified licensed General Contractor, who is interested in providing services to build a restroom and picnic area as part of the Coatsville Park Reconstruction (formerly 9<sup>th</sup> Street Park). Please submit a letter of interest and response including the items listed in Section 6.0 “Required Information” to our Request for Quotes (RFQ).

Responses marked "Coatsville Park: Request for Quotes for General Contractor Services" will be accepted by the City of Tillamook, 210 Laurel Avenue, Tillamook, OR 97141, attn: Arley Sullivan, or electronically to Arley Sullivan at [asullivan@tillamookor.gov](mailto:asullivan@tillamookor.gov) until 2:00 p.m. local time August 21, 2013.

Notice of Intent to Award will be issued by August 28, 2013 and contract/price negotiations and refinement will occur over the following week. The successful response will be used as the basis for a subsequent Construction Services contract. The City of Tillamook has contracted Brittell Architecture, Inc. as the Construction Administrator for the Coatsville Park Restroom and covered picnic area. Brittell Architecture, Inc will facilitate the General Contractor’s interaction with the City, as it performs contractual services.

## **2.0 BACKGROUND**

In an effort to revitalize the city it became apparent that the city parks need to be renovated to encourage tourist and local use. Coatsville Park Reconstruction is part of this effort. Coatsville Park, formerly 9<sup>th</sup> Street Park, was built by the Navy in conjunction with Naval housing during WWII. The area became known as Coatsville, after the Coats family who owned the local mill. Today the park is a part of a local neighborhood in the southwest quadrant of the city. The park name is in the process of being changed to honor the history of the site.

The project objective is to rehabilitate the aged park and facilities to today’s standard. The restroom had been repeatedly vandalized and was demolished in March 2013 after being locked for several years. A new restroom will be located at the front of the park for easy police monitoring and ADA access. A covered picnic area will be sited between the courts and open field. The open field will facilitate youth soccer practices, a needed amenity for the town. The design is for a multi-use park for young and old to enjoy.

## **3.0 SCOPE OF SERVICES**

The General Contractor shall provide a full scope of services as outlined in this RFQ. The responding contractor may propose alternative solutions not identified in this document.

Services:

- Construction of the restroom and covered picnic area as specified in the attached construction documents set, see exclusions for exemptions from the scope of work.
- Coordinate all subcontractors working on, or furnishing materials for use on this project.
- Provide all labor, materials, fixtures, supplies, and tools needed to accomplish the scope of work including permits, unless otherwise indicated.
- Maintain security of the restroom area and picnic area during construction including boarding windows or door openings, bracing, providing temporary barricades and any other work or facilities necessary to maintain a safe and secure site, including compliance with all health, safety, building, and other codes and laws.
- Provide temp meter base in accordance with TPUD standards or provide a generator.

Exclusions

- Aggregate base for restrooms (City of Tillamook Public Works will do)
- Tillamook PUD Services
- Procurement and payment of all plumbing fixtures

## **5.0 INSTRUCTIONS TO FIRMS**

### **5.1 Contact Person**

For questions or clarifications regarding any element of this RFQ, the following individual can be contacted:

Arley Sullivan  
City of Tillamook  
Public Works  
210 Laurel Avenue Tillamook, OR 97141  
(503) 374-1825  
asullivan@tillamookor.gov

### **5.2 Addenda to RFQ**

In the event that it is necessary to revise any part of the RFQ, addenda will be provided to all vendors who received the initial RFQ or subsequently requested a copy. This includes any amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFQ. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City of Tillamook.

**If RFQ holders obtain the RFQ from a third party, they must notify Arley Sullivan of the City of Tillamook in writing or by email to be on the RFQ holders list.**

### **5.3 General Contractor's Responsibility for Response Costs**

The General Contractor shall be fully responsible for all response development and submittal costs. The City of Tillamook assumes no contractual or financial obligation as a result of the issuance of this RFQ, the preparation and submission of a response by a General Contractor, product demonstration by a General Contractor, the evaluation of an accepted/rejected response, or the selection of the finalist(s).

### **5.4 Ownership of responses**

All responses and associated materials received shall become the property of the City of Tillamook.

### **5.5 Response Acceptance or Rejection**

The City of Tillamook reserves the right to reject any or all responses, to accept or reject any or all the items in the response, to waive any informality in the responses received, and to award a contract in whole or in part, if it is deemed to be in the best interest of the City of Tillamook. The City of Tillamook reserves the right to negotiate with any General Contractor on the structure of the proposal after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the City of Tillamook.

In addition to the factors mentioned above, General Contractors are cautioned to review carefully all terms, conditions and specifications of the RFQ prior to submittal of responses. The Construction Services contract may be awarded strictly on the basis of the General Contractor's response including the General Contractor's qualifications as received and without further discussion. Therefore, each response should be submitted to the City of Tillamook in the most favorable terms from both a cost and qualification standpoint.

### **5.6 All responses shall be valid through December 31, 2013.**

### **5.7 Withdrawals and Modifications**

Any responses can be withdrawn or modified in writing by contacting Arley Sullivan, City of Tillamook, prior to the August 21, 2013 closing time.

### **5.8 Contract**

The successful respondent will be expected to enter into a contract with the City of Tillamook. The respondent will be required to maintain State required liability insurance with a \$1M limit and bonding for the duration of the agreement.

### **5.9 Proposed RFQ and Contract Schedule**

The City of Tillamook reserves the right to change the schedule or terminate the selection process at any time at the City of Tillamook's sole discretion. Notice thereof will promptly be provided to parties on the City of Tillamook's RFQ holders list.

## 6.0 GENERAL CONTRACTOR'S REQUIRED INFORMATION

The response must include:

- a. The General Contractor name, address, FAX, phone number, email, voice phone number of the General Contractor and Contact Person for the response.
- b. A description of the General Contractor/Company;
- c. The General Contractor's related experience to perform the range of services requested by this RFQ, including 3 clientele reference contacts.
- d. List any litigation by or against the General Contractor in the past five years.
- e. Two Quotes for the project: Quote A shall include the restroom and covered picnic area. Quote B shall include the restroom and picnic area without the columns and roof; the picnic area shall be limited to the concrete slab with footing and two picnic tables. *Note: Both quotes shall exclude all plumbing fixtures.*
- f. Estimated construction duration.

## 7.0 COMPLAINTS

Any respondent who has submitted a response to the City of Tillamook and who is adversely affected by the City of Tillamook's contract award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Tillamook. Such right to protest shall conform to the requirements of OAR 137-030-0104(1) and specify the grounds upon which the protest is based.

An adversely affected respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the City of Tillamook's contract selection. Written concerns must be mailed to:

Arley Sullivan  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141