

**Community Action Program of East Central Oregon
(CAPECO)
Request for Proposal, Architectural & Related Services
Regional Food Center
Site located at 432 SE Dorion Ave., Pendleton, Oregon**

Solicitation Issued: March 14, 2023
Proposal Due Date: April 4, 2023, by 5:00 p.m. COB
Project Completion Date: June 30, 2026
Contact: Alyssa Alexander 541-278-5666 or by email at aalexander@capeco-works.org
Proposals Accepted By: Mail:
CAPECO
Attn: Alyssa Alexander
721 SE 3rd Suite D
Pendleton, OR 97801
or
Email:
aalexander@capeco-works.org

Scope of Services:

CAPECO is seeking an architect to design the project described below, including provision of all related engineering and professional services. The project sequence will include three phases. Phase 1 will review preliminary design and cost estimates to be agreed upon by CAPECO; Phase 1 plans will also include elements such as utility placement and traffic management and other elements described below. Phase 2 work will include preparation of Construction Documents and stamped plans, which will be prepared based on the preliminary design. Final plans should be acceptable to CAPECO and suitable for estimating the demolition of existing structures and new construction by licensed contractors and subcontractors. Final plans should be comprehensive and include electrical, plumbing, HVAC, and other systems necessary to the operation of the building. Phase 3 will involve the ongoing engagement of the architect supporting the construction of the facility and related improvements according to the preliminary and final plans and may include a project management component as owner's representative.

Tasks related to scope of service delivery will include but not be limited to:

- Consult with CAPECO program staff on operational needs. Research best practices in food bank design and operational considerations, sharing knowledge with CAPECO

program staff and incorporating efficiency and functionality into the final design to allow for minimum staffing and reduced operating costs.

- Consult with CAPECO to determine design criteria; such consultation will include evaluation of alternatives from functional, performance, time, and cost perspectives.
- Consult with CAPECO in refining the project budget and establishing and maintaining a detailed cost model for the work as the design evolves.
- With CAPECO, develop a strategy for obtaining permits in a timely fashion. Meet with building and other regulatory officials as appropriate.
- Prepare a detailed milestone schedule identifying the work to be performed by the Design Team, contractor and CAPECO to keep demolition and construction on schedule.
- Review the plans and specifications on a continuous basis and advise CAPECO whenever the estimated costs are tending to exceed the original cost estimates prepared by the architect. In a timely fashion and working with CAPECO and/or the project manager, provide alternatives that will bring the project cost within budget, without compromising the scope agreed to in the outline specification. Continually update the project cost.
- Review architectural, civil, mechanical, electrical, and structural plans as they are developed and make value engineering and constructability recommendations.
- Review all design and specification documents for completeness, proper details, compliance with program and master plan requirements and adherence to codes or applicable agency requirements.
- Prepare all bid packages, according to the contractual requirements and CAPECO Procurement Procedures. Recommend to CAPECO modification to existing procedures or implementation of new procedures where appropriate.

The Project

The purpose of the Regional Food Center is to address multiple needs under one roof. CAPECO's current food warehouse serves as a regional hub serving Umatilla, Morrow, Gilliam, and Wheeler Counties through Oregon Food Bank. The facility is a central collection point for surplus food collected from grocery stores and other wholesalers as well as commodities, purchased food, and donated food. Food collected is distributed to 21 local partner agencies who in turn distribute over a million pounds of food to thousands of persons in the four-county service delivery area. The facility also serves as the storage and distribution point for a senior commodity program offering nutritional foods to persons 60 and over. As the local Area Agency on Aging, CAPECO also serves seniors and home-bound persons through congregate meal sites and home-delivered-meals.

The Project will expand dry storage, freezer, and cooler space. A commercial kitchen will serve as the focal point in creating meal services for the community, including congregate and home-delivered meals for older adults. The meal space will serve as community-based space to engage persons for the purposes of nutritional education and activities. Included in the Project

are offices and conference room space available to community partners. There will be both open and private meeting space.

The exterior of the facility will require thought and design to include outdoor activity space and best use of site development.

The Land

The warehouse will be constructed on three acres of land immediately adjacent to Umatilla County Courthouse, known as the old Tum-A-Lum building. The land holds several buildings and ground is primarily mixed sand and rock. A phase 1 environmental assessment is available for review.

Materials

The choice of materials is at the architect's discretion. The materials selected should be durable, functional, affordable and complement the area's rich history and seeming style. Preference is to utilize salvageable wood from demolition to include in final design but will be based on salvage and construction costs.

Utilities

City utilities are on site as there is an existing building(s) recently used as a lumber mill. Dorion Avenue runs northeast of property frontage. As part of planning the building placement, the architect is requested to examine the utility connections. If necessary, the architect should recommend changing the location of existing connections to create an efficient connection grid to replace the existing system.

Sustainability

Sustainability is an important value to CAPECO. The architect should incorporate sustainable elements into the project which increase efficiency, reduce energy burden, recycle water, and green the facility.

Drainage

The construction area receives occasional seasonal and medium rainfall. The architect must design the site with an adequate drainage plan to prevent flooding. The drainage plan must be designed to work in concert with water flowing from the rest of the site.

Traffic Pattern

The current "main" entrance to the site is from Dorion Avenue with additional access from SE 4th and SE Emigrant. Access will need to include ability for tractor-trailer trucks entering the property and must execute a turn in the parking lot to back into warehouse dock(s). In addition, partner agencies picking up food must have the same ability to access warehouse docks. Traffic

coming to the food bank should be separated from the rest of the project to alleviate pedestrian and visitor patterns.

Vehicles

CAPECO utilizes multiple panel trucks for pick up and drop off food. Provision should be made by the architect for a wash station and secure storage of vehicles out of the weather.

Coordination

CAPECO proposes to hire a Project Manager/Owners Representative to manage construction of the project. The architect must closely cooperate and coordinate with the selected Project Manager. The architect can propose to perform the function of Project Manager during construction if interested and should include a statement of interest in the Request for Proposal.

CAPECO is funding this project through a combination of government funds and private foundation grants as well as individual donations. The architect may be asked to help prepare materials or meet with funders. Any costs related to materials and time spent meeting with funders should be billed separately from the overall project budget.

Public Art

CAPECO believes in the value of art and historical reflection. To the degree feasible (as constrained by design and cost) or as may be required by law of projects funded with substantial public dollars, the architect is requested to incorporate art into the building design.

Timeframe (tentative and subject to negotiation)

April 4, 2023	RFP responses due by 5 p.m.
April 10, 2023	CAPECO selects up to 3 semi-finalists
April 12-14, 2023	CAPECO interviews semi-finalists
April 19-21, 2023	Contract signed with architect
TBD	Design phase begins
TBD	RFP and selection of Project Manager
TBD	Contractor begins construction
No later than June 30, 2026	Final occupancy obtained; Building opens

Budget

CAPECO is raising \$8 - \$10 million for this project and all associated costs, including but not limited to) the costs of site prep, architects', engineers' and consultants' fees, project management, construction, land use fees, permitting, utility connections, paving and landscaping furnishing and equipment and soft costs such as utility installations, systems development charges, other exactions required by city and contingency. This project must be

delivered within the \$8 million limitation on cost and the architect must be willing to work with the owner to value-engineer the project to the budget.

CAPECO faces a deadline of June 30, 2025, for *obligation* of federal and state public funding supporting this project. To allow adequate time for punch list and closeout of the grants, the architect and contractor are expected to exercise diligence in aiming for conclusion of construction by June 30, 2026.

Detailed Cost Estimate

In conjunction with preliminary design, the architect is expected to provide a detailed estimate of anticipated costs. Due to public funding attached, this job will require the payment of Davis-Bacon wages. Based on the estimated cost, CAPECO will work with the architect to “right-size” the project to fit within the budget parameters.

Qualifications

The architect (or architectural firm selected) must be licensed to practice in the State of Oregon.

CAPECO is committed to equity in hiring. We particularly encourage women-owned and minority-owned businesses to respond to this Request for Proposal. As part of the proposal, respondents should identify status of the proposed principal architect as female or minority OR ownership status of the responding firm as being female, or minority controlled.

Culturally Responsive Service Statement

CAPECO is invested in and committed to increasing its cultural responsiveness at the program and service level as well as the individual level. Culturally responsive programs & services are those that are respectful of, and relevant to, the beliefs, practices, culture and linguistic needs of diverse consumer/client populations and communities whose members identify as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home. Cultural responsiveness describes the capacity and the desire to respond to diverse communities. It requires belief, knowledge, and commitment at different levels of intervention: systemic, organizational, professional and individual. We acknowledge that this is a non-linear path and that our current stage is not where we aspire to be. We are continuing to grow, as an agency and as individuals, within our community.

How to respond to the RFP

Responses to the RFP are due to CAPECO not later than 5 p.m., April 4, 2023. Responses may be mailed (USPS, FedEx, UPS, etc.). Responses postmarked or otherwise tagged with a verifiable date of sending March 31, 2023, or prior will be accepted upon arrival. Responses may also be

emailed with PDF attachment(s) to Alyssa Alexander at aalexander@capeco-works.org or hand-delivered to 721 SE 3rd Suite D., Pendleton, Oregon, 97801.

CAPECO reserves the right to reject proposals for being late or incomplete.

Please submit one copy of your proposal in 8 ½ x 11 formats. Please do not bind or staple the presentation. Please format materials with a minimum 12-point font.

A tour of the proposed construction site may be arranged with advance notice. Contact Alyssa Alexander at 541-278-5666 or by email at aalexander@capeco-works.org.

To respond to the RFP, please submit a proposal addressing the following items, preferably in the order listed below. Concise and direct answers are encouraged.

- Proposal Cover Sheet – Attachment A
- Evaluation Criteria Form – Attachment B
- Please provide a brief description of your firm's and its principals' history and its capabilities. Describe any similar projects you have designed in the past five years for public or nonprofit entities.
- Please indicate the principal architect who would be assigned to this project and provide a resume or CV outlining relevant education and experience, including education, work history, length of tenure with the firm, and prior experience with similar projects and experience working with public or private sector.
- Please provide similar information for staff within the firm who will directly support this project.
- Describe how your firm will approach project planning and construction as separate phases. Describe your perceived involvement once the project enters construction. Please respond to the timeline for construction with suggested alterations that may be necessary to achieve the goal of opening this facility by June 30, 2026.
- Please describe any oversight your firm will provide during the construction phase, including your willingness to be the owner's representative and project manager.
- Please describe your firm's knowledge and experience with the labor market and building conditions in Umatilla County, Oregon.
- Please provide an explanation of your fee structure. Identify costs that are standard as part of your fee and any additional costs the owner might be expected to pay. Identify any categories of expense that are considered as reimbursable and explain any limitation of costs in those categories. A final fee will be negotiated by CAPECO with up to three semi-finalists, selected from among respondents to this Request for Proposals. A finalist will be selected from among the semi-finalists.
- Provide five professional references from at least three similar projects, including the project name, the name of the Owner, a contact name and phone number. Please indicate how the principal architect proposed to work with CAPECO was involved with the projects being offered as reference. CAPECO will expect the provider of the

reference to be familiar with the work of the proposed principal architect.

Modification or Withdrawal of Request for Proposals

Prior to the date and time designated for receipt of proposals, any proposal may be modified or withdrawn by written or emailed notice to CAPECO. Send notice to Alyssa Alexander.

Evaluation and Selection of RFP responses

A CAPECO selection team will review the RFPs submitted and select up to three semi-finalists to be interviewed, based on the submission. The semi-finalists will be interviewed by the team. A finalist will be selected. A price package will be negotiated with the finalist. CAPECO reserves the right to suspend negotiations with the selected finalist, designate a new finalist and open price negotiations with that firm/individual at its sole discretion. CAPECO will sign a contract with the selected architectural firm during the week of April 17, 2023. All deadlines are subject to adjustment at the sole discretion of CAPECO.

Questions about this Request for Proposals

Questions may be emailed to aalexander@capeco-works.org or call 541-278-5666.

**Community Action Program of East Central Oregon
(CAPECO)
Regional Food Center
ATTACHMENT A
PROPOSAL COVER SHEET**

Organization Name:

Primary Contact Person:

Title:

Address:

Telephone:

Fax:

Email:

Federal Tax ID#:

MWESB Certification #:

Name and title of the person(s) authorized to represent the Proposer in any negotiations and sign any Personal Services Contract that may result:

Name:

Title:

By signing this page and submitting a Proposal, Proposer certifies that the following statements are true:

1. Proposer, acting through its authorized representative, has read and understands all RFP instructions, specifications, and terms and conditions contained within this RFP and addenda, if any.
2. Proposer certifies that its Proposal has been arrived at independently and has been submitted without any collusion designed to limit independent proposals or competition.
3. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin; Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.
4. The Consultant will be required to enter into a contract with CAPECO that meets all State and Federally funded projects.
5. Proposer accepts and is bound by all terms and conditions contained in the RFP.
6. If awarded the agreement, Proposer will be authorized to do business in the State of Oregon at the time of award and will be and remain in compliance with all applicable State of Oregon professional registrations and licensure requirements.

7. The statements contained in this Proposal are true and complete to the best of the Proposer's knowledge; Proposer accepts as a condition of the agreement the obligation to comply with the applicable state and federal requirements, policies, standards, and regulations. The undersigned recognizes that this is a public document and open to public inspection.
8. The Proposer acknowledges receipt of all addenda issued under this RFP.

Signature:

Date:

(Official Authorized to Bind Proposer)

**Community Action Program of East Central Oregon
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ATTACHMENT B
EVALUATION CRITERIA FORM**

The qualifying proposals will be evaluated based on the following criteria. The percentages to the right of each factor reflect the maximum percentage that is being allowed for that particular factor. Use additional pages if you need to. Please explain briefly how you fulfill these evaluation factors:

1. Skill and experience of key personnel. (30%)

2. Demonstrated commitment to the non-profit sector and specific experience in projects serving low-income and marginalized communities. (20%)

3. Ability/commitment to be able to meet the deadline for this project. (20%)

4. Experience and technical knowledge of state/county construction permits and requirements. (10%).

5. Knowledge of State and Federal funded projects including Davis-Bacon compliance. (10%)

6. Company's demonstration of advocacy of minority-owned, women-owned, disabled individual-owned, veteran-owned, or emerging small businesses. (10%)