



# PHOENIX URBAN RENEWAL AGENCY

157 S. Main Street, Phoenix, OR 975 P.O. Box 330 <http://phoenixura.com> P.O. Box 330

## Advertisement Phoenix Urban Renewal Agency

### REQUEST FOR QUALIFICATIONS

#### Architectural Design and Construction Management Services

for

#### Public Facilities

**RFQ #16-01**

**Deadline: 5:00 p.m., Friday, July 1 2016**

The Phoenix Urban Renewal Agency ("PHURA") is soliciting qualifications from architectural design firms, interdisciplinary teams, and construction manager/general contractor design build firms to design and construct or manage the construction of a public activities and events facility or "community center" in the City's downtown. Expected deliverables and services for the project will include schematic design, construction documents, bid process management (if necessary), construction management, and construction inspections. In short, the selected firm or team will be responsible for the successful completion of all aspects this project, from conceptual design through construction.

The project is funded by the Phoenix Urban Renewal Agency. The firm or team hired for this project shall have, at minimum:

- Experience in public facilities design
- Experience with public/citizen input processes for gathering ideas and feedback on conceptual designs
- Ability to commit staff and resources required to complete construction of the facility
- Professional licenses as required by the State of Oregon

Qualifications, submitted in accordance with the instructions contained in the RFQ Packet, will be accepted by the Phoenix Urban Renewal Agency, Phoenix, Oregon, until **5:00 p.m. PDT, Friday, July 1, 2016.**

The Agency's programs, services, and activities are open to all persons without regard to race, sex, age, handicap, religion, ethnic background, or national origin. The Agency may reject for good cause any or all proposals if it is in the Agency's best interest to do so. To obtain the RFQ Packet, contact Matt Brinkley, Acting Executive Director, at 541-535-2050 ext. 316 or [matt.brinkley@phoenixoregon.gov](mailto:matt.brinkley@phoenixoregon.gov)

<b>Deadline:</b>	<b>5:00 p.m. Friday, July 1, 2016</b>
Addressed to:	Phoenix Urban Renewal Agency
By E-mail (preferred):	<a href="mailto:matt.brinkley@phoenixoregon.gov">matt.brinkley@phoenixoregon.gov</a>
By U.S. Mail:	P.O. Box 330, Phoenix OR 97535
By FedX or Hand Delivery:	c/o 112 W. Second Street, Phoenix, OR 97535



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## Section 1 -- Services Required

The Phoenix Urban Renewal Agency (“PHURA”) has been planning to develop a public activity and events facility in downtown Phoenix and requires the services of an architectural design firm or interdisciplinary design/build team to develop conceptual building and site designs; estimate costs and provide value engineering; prepare complete construction plans; administer bid process; act as an owner’s representative or construction manager/general contractor; and perform construction inspections and assure regulatory compliance with all appropriate permitting agencies.

The Agency is amenable to Design-Bid-Build and Design-Build approaches and encourages responses from qualified firms accustomed with either.

Considerable work has already been completed in the conceptual design of the building, and following features that will likely be included in the final design of the facility are

1. Approximately 3,000 to 4,000 square feet of divisible multi-purpose space that can be configured to comfortably accommodate a range of events such official city sponsored public meetings (e.g. City Council) community group meetings, social gatherings, and educational activities; and
2. Limited office space to accommodate a small onsite staff; and
3. Adequate storage space for furniture and equipment; and
4. Full or “catering” commercial kitchen; and
5. Lounge or fireplace room for informal meeting; and
6. Bathroom facilities; and
7. Public outdoor gathering spaces (2).

The total gross floor area of the building is anticipated to be between 5,500 and 6,000 square feet; proposed project budget is \$1.1MM – 1.6MM.

The firm or team selected must be able to provide services including:

### Conceptual Development:

- Plan and conduct public participation processes to collect ideas and suggestions, and to receive input on concept design
- Produce conceptual building design & site plans



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- Produce estimates of cost for construction
- Work with PHURA's project team: Executive Director, Board of Directors, City staff, and stakeholder representatives
- Present final concepts to citizens and elected and appointed officials

## Construction Drawings & Construction Management:

- Produce construction drawings (including civil engineering, mechanical, electrical, and landscaping)
- Prepare project estimate of cost & adjust/value engineer design as needed to meet financial considerations
- Manage selection of contractors (public bidding or alternative contracting process such as CM/GC)
- Assist staff in project administration (process RFIs, change orders, and pay requests)
- Inspection and coordination
- Drawings of record/as-builts

## **Section 2 – Qualifications & Review Criteria**

### **Required Qualifications:**

The firm or team hired for this project shall have, at minimum:

1. Experience in public facilities development
2. Experience with public/citizen input processes for gathering ideas and feedback on conceptual designs
3. Ability to commit staff and resources to a 3+ year relationship with the Agency
4. Licensed in the State of Oregon

### **Desired Qualifications:**

The firm or team hired for this project will ideally:



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1. Be experienced in, or have a demonstrated knowledge of, traditional small town and/or rural architecture
2. Have the ability to assemble an experienced design team including civil, mechanical and electrical engineering
3. Bring extensive experience in urban landscape design disciplines including public place making, public gathering spaces, and Low Impact Development stormwater management
4. Have experience working with challenging geotechnical conditions
5. Demonstrate extensive experience successfully completing projects on time and on budget
6. Have successful experience leading a multidisciplinary design team

## **Review Criteria:**

- 1. Completeness of Submittal.** Submittals should include all information that is deemed necessary to clearly describe the respondent's qualifications and abilities to complete this project.
- 2. Project Understanding.** Respondents should demonstrate a strong understanding of the context in which this project is to occur and how they might substantially improve the project.
- 3. Organizational Capacity.** A competitively qualified firm will demonstrate its access to resources necessary to complete the project within a proposed schedule. All relevant personnel should be identified with their respective roles and responsibilities and related experience and qualifications. Include resumes and references as needed.
- 4. Successful Experience with Similar Projects.** A competitively qualified firm will demonstrate successful conclusion to other similar projects. Examples of recent work are required, including descriptions development projects completed by the respondent. Photographs and other visual media that document completed projects are strongly encouraged.

## **Section 3 – Submittal Requirements and Selection Process**

**Cover Letter:** A cover letter must be included in all proposals.



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**Number of Pages:** Please limit cover letter and qualifications to 10 pages or less. Additional documentation of representative work may be included in an appendix.

**Proposal Deadline:** Proposals must be received no later than **5 p.m. on Friday, July 1, 2016.**

**Delivery Method:** All proposals must be labeled **Architectural Design and Construction Management Services for Public Facilities Renewal Agency.** E-mailed proposals are preferred. US Mail, FedX and hand delivery will also be accepted. Faxed proposals are not acceptable.

By E-mail: [matt.brinkley@phoenixoregon.gov](mailto:matt.brinkley@phoenixoregon.gov)

By Mail: P.O. Box 330, Phoenix, OR 97535

By Delivery: PHURA c/o City Hall, 112 W 2nd Street, Phoenix, OR 97535

**Short List Selection Process:** All proposals will be reviewed for completeness by PHURA staff, and references will be checked against the criteria established in the RFQ. PHURA staff will then rank up to three firms that appear to be the most qualified based on proposal completeness, experience, and ability to provide Required and Desired Qualifications. These firms will be invited to interview with the Selection Committee.

**Short List Interview and Selection Process:** A Selection Committee consisting of PHURA's Executive Director, a PHURA Agency board member, City Planner, City Engineer, and an at-large individual will conduct in-person interviews with short list firms. The Selection Committee will then rank firms according to which, in their opinion, provide the best combination of experience and ability to provide the Required and Desired Qualifications.

**Contract Award Process:** The top ranked finalist will work with the Executive Director and Selection Committee to develop scope, schedule and price within ten (10) calendar days of selection. Upon reaching agreement about scope, schedule and price, the Selection Committee will make a recommendation to PHURA's Board of Directors for



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approval to enter into a contract. If the Executive Director and top finalist are unable to reach agreement, the Executive Director retains the right to cancel contract negotiations with the top finalist and begin contract negotiations with the next finalist, if it is in PHURA's best interests to do so. **In addition, PHURA may, at any time and in its sole discretion, elect to terminate the contracting process and end all negotiations.**

## Anticipated Selection:

Deadline for RFQ response	Friday, July 1 – 5:00 p.m.
Short List Selection	Friday, July 8
Interviews with top three finalists (approximate date range)	Thurs, July 14 - Mon, July 18
Notification of selection	Thurs, July 27
Develop scope, schedule and price	Friday, August 5
PHURA Board of Directors approval	Wednesday, August 10
Execute Master Contract	Friday, August 12

The Agency reserves the right to modify the above timeframe if it is in the best interests of the Agency to do so.

**Suggested Background Reading:** A review of the City Center Plan, as amended to the Comprehensive Plan in 2002, is recommended in addition to materials and minutes related to joint study sessions from July 23, 2012 and January 28, 2013 between PHURA, City Council and Planning Commission. Documents are available at [Phoenix.URA.com](http://Phoenix.URA.com)

**Questions:** Please contact Matt Brinkley, Acting Executive Director, at 541-535-2050 ext. 316 (cell: 541-821-6387) or [matt.brinkley@phoenixoregon.gov](mailto:matt.brinkley@phoenixoregon.gov)



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## Section 3 – Project Understanding

Phoenix is a unique community of approximately 5,000 people in southern Oregon, located on the I-5 corridor between the larger cities of Medford and Ashland. The history, people, and small town atmosphere are important aspects of the community. Its traditional downtown area is located along OR-99 (Rogue Valley Highway) in a one-way couplet pair known as Main Street (southbound) and Bear Creek Drive (northbound). The Bear Creek Greenway is an important county-wide feature that runs adjacent to this area. Blue Heron Park, one of Phoenix's most popular parks, is located close to downtown and includes a small band shell, a community garden, and a playground.

For decades, Phoenix has lacked an identifiable downtown or center. It has long been the strong desire of the community to create such a place: a place where residents and visitors alike can shop, eat, and have fun. Plans for the City Center have consistently placed public facilities at the center of this downtown—in particular, a public activities and events building and surrounding public open space.

In 2013, the City and the Phoenix Urban Renewal Agency (PHURA) began to develop plans to implement this vision. From 2014-2015, the agency acquired land and constructed site improvements that will support development of the public facility and adjacent private sector redevelopment. Among these improvements, roads and a 13,000 square foot pervious paver parking lot were completed in the spring of 2016.

The City and Agency are now prepared to initiate the next phase of this project with the construction of a community building and surrounding public open space facilities. Two floor plans developed earlier in project development are included with the RGQ packet. While it is understood that the building will likely be around 6,000 square feet in size, exact dimensions and floor plan configuration have not been finalized. The floor plan should be able to accommodate a variety of community activities. The architectural style of the building should be consistent with and complementary to significant, historical buildings in the City (including those that have been lost), but at the same time distinctive in order to draw attention to this prominent site.

The surrounding grounds, divided into 2 distinct open space areas, consist of a large, open 11,500 square foot public square and a smaller, more intimate open space. There is an opportunity to integrate a natural spring into the design of the square or plaza.



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Federal Tax ID Number: \_\_\_\_\_

**Attached proposals must include:**

1. Cover Letter
2. Resumes of the primary individuals to be assigned to this project. Resumes will include title, tenure with the firm or team, any degrees and certificates, specialties and years of experience.
3. A list of similar projects, particularly those that relate to the Required and Desired Qualifications. Please include descriptions for each project and price/cost data for completed projects.
4. A list of references

**Representation, Covenant and Warranty of Undersigned and Firm:**

By signing this proposal, the undersigned represents and warrants that s/he is the duly authorized representative of the firm for all purposes relative to the submission of this proposal. By causing this proposal of qualifications to be executed by the undersigned and delivery to the Phoenix Urban Renewal Agency, the firm acknowledges that it has read and understands the terms and conditions, if any, contained in the RFQ, that it meets all minimum qualifications and that it accepts and agrees to be bound by the terms and conditions of the RFQ. The firm also agrees to meet all requirements contained in the RFQ if it is selected as the contractor to provide the services requested by this RFQ.

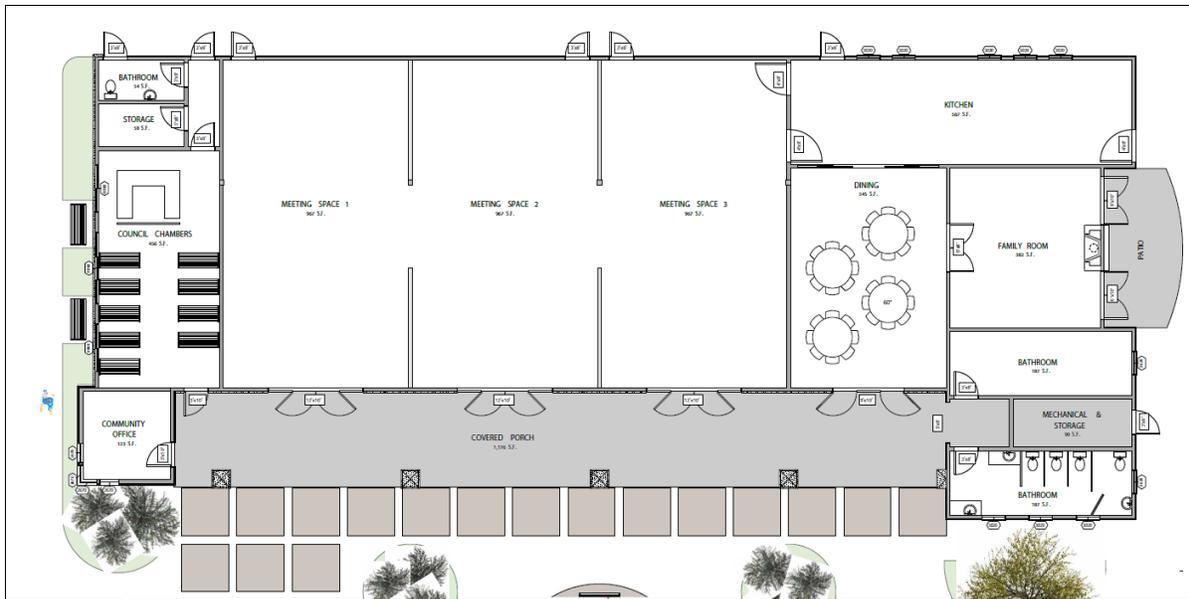
**Signature of Representative:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_



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Conceptual drawings depict possible architectural style, details, and floor plan. Final design, floor plans, etc. will be developed during project development.



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