

CITY OF KEIZER MISSION STATEMENT
***KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY
SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION***

A G E N D A

KEIZER CITY COUNCIL
SPECIAL SESSION

Monday, October 23, 2006

12:00 p.m. (Noon)

Robert L. Simon Council Chambers

Keizer City Hall

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC TESTIMONY

This time is provided for citizens to address the Council on matters not scheduled on the agenda.

4. DISCUSSION

- a. Authorizing the City Manager to Negotiate a Contract with Group Mackenzie for Architectural and Engineering Services for Civic Center.**

5. OTHER BUSINESS

6. ADJOURNMENT



CITY COUNCIL MEETING: _____

AGENDA ITEM NUMBER: _____

TO: MAYOR AND CITY COUNCIL

**FROM: CHRISTOPHER C. EPPLEY
CITY MANAGER**

**SUBJECT: CITY HALL & PD DESIGN TASK FORCE RECOMMENDATION
ON ARCHITECT/ENGINEERING SERVICES CONTRACT**

BACKGROUND

On August 11, 2006 the City issued a Request for Proposals (RFP) for architect and engineering services to work with City staff and a City Council/Citizen task force to design new City Hall and Police Department facilities. I have included a copy of the RFP for your information.

We closed the call for RFPs on September 15, 2006 and received 7-qualified submittals. The submittals were ranked by each member of the task force and all department heads on 11-factors with 10-points possible for each factor. The factors included in this review were: Meets RFP Requirements, Complete and Clear Responses, Experience, Reputation, Familiarity with Applicable Laws, Expertise in City Hall and Police Department Design, Range of Services Offered by Team, Workload Capacity, Ability to Work Well with Many Groups, Cost of Services, and Supplemental Information. The three top point getters were invited to participate in an interview process that took place on October 11, 2006. I have included a copy of the ranking criteria and the total scores for your information.

The three firms invited to the interview process were:

Tetrattech, KCM
Group Mackenzie
LRS Architects

The interview process consisted of a 45-minute session where each group was given 30-minutes to present their team to the panel and then 15-minutes to answer 5-preselected questions asked by members of the task force. I have included a copy of the interview evaluation criteria for your information.

The task force met on October 17, 2006 to debrief and make a selection of a finalist for recommendation to the City Council. The group selected by the task force to work with the City to design new City Hall and PD facilities is ***Group Mackenzie***.

RECOMMENDATION

Staff recommends that Council accepts the recommendation from the City Hall & PD Design Task Force and authorizes the City Manager to immediately negotiate a contract with Group Mackenzie for architect and engineering services to design new City Hall and Police Department facilities. Such contract shall including terms and pricing and be presented to City Council for ratification as soon as practicable.

City of Keizer, Oregon
Request for Proposals #0806
City Hall & Police Department
Design & Construction Management

Overview

The City of Keizer is requesting qualified applicants to submit proposals for architect/engineering and construction administration services to the City of Keizer, Oregon for the design, bid and administration of the eventual construction contract for City Hall and Police Department facilities.

In 2002 and again in 2004, citizen task forces appointed by the City Council studied the existing City Hall and Police Department facilities and recommended moving forward with replacement of the structures at the earliest convenient opportunity. The second task force worked with an architect firm to develop a space needs analysis, answer basic questions about building design, and prepare a conceptual site plan for replacement of the structures on the City's existing property at 930 Chemawa Road, NE in Keizer. This work product is available on the City's web site www.keizer.org under the heading – New Civic Center Info.

The conceptual site plan calls for two-buildings to be constructed and one building to be remodeled at the 930 Chemawa Road, NE site. The Police Department is anticipated to require approximately 16,100 square feet of usable floor space to meet the 20-year need horizon. The City Hall is anticipated to require approximately 24,566 square feet of usable floor space to meet the 20-year need horizon. The conceptual site plan also calls for a remodel of an existing auditorium at 3,660 square feet of usable floor space with an addition of approximately 2,250 square feet of usable floor space. The total estimated finished product is anticipated to be approximately 46,576 combined square feet.

In the conceptual site plan, the Police Department is identified as a single story structure with secure parking and sally port facilities. The City Hall is identified as a multi-story structure with intuitive design and adjacencies to maximize efficiency and ease of use by customers. The existing auditorium is a stand alone building and has been identified as a usable structure if significantly remodeled. The existing City facilities are to continue to be used during the construction of the new facilities so as to eliminate displacement of staff and City functions until the new structures are ready to be occupied.

The City is seeking a firm that is experienced in constructing police, city hall, and other civic facilities and can work with a task force comprised of members of the City Council, citizens and City staff to accomplish the following tasks:

- **Utilize work accomplished to date, including space needs analysis performed in 2004, to evaluate/confirm the City's current and future facility needs. Conserve City resources including but not limited to funding, time and staffing assets whenever possible during the process.**

- **Design and conduct extensive public process to obtain input on the types of public facilities desired by the citizenry and to determine ultimate design features for the facilities.**
- **Explore the costs, benefits, and potential grant or other funding sources related to implementing LEED standards in the design and construction of the new facilities so as to create efficient and sustainable buildings. These measures should include but not be limited to the exploration of eco roofs, ultra efficient mechanical systems, active and passive solar energy generation and utilization, fuel cell technology, and other measures that may be efficient, cost effective and provide an energy and/or ecological benefit to the project.**
- **Produce design schematics and construction plans appropriate for bidding and ultimate construction of the City Hall and Police Department and the remodel and addition to the City Auditorium on City owned property at 930 Chemawa Road, NE. Demolition of existing structures on location, and complete site development are to be included as part of the project. A component of this material should be appropriate for public consumption including large visual informational poster boards, pamphlets and brochures.**
- **Manage bid advertising, certification and selection process to select a contractor to construct the facilities.**
- **Act as Construction Administrator for the City during the construction phase of the project.**

The consultant is to be appointed by the Mayor and City Council and work under the general direction of the City Manager and/or his/her designee.

As a result of this Request for Proposals (RFP), the City will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the City will enter into a professional services contract with that firm.

About the City of Keizer

Keizer was established in 1982 under a Council/Manager form of government and currently has a population of 35,350. The City is bordered on the western edge by the Willamette River, southern edge by the city of Salem, eastern edge by Interstate 5, and the northern edge by rural portions of Marion County. Keizer is approximately 35 miles south of Portland.

The City of Keizer operates under a Council-Manager form of government. The City Council consists of a Mayor and six Councilors. The Mayor's term runs two years and the Councilors serve four-year staggered terms. The City Manager is the administrative head of city government and is appointed by the City Council. Presently there are 83-City employees working in 7 departments: Administration, Finance, Human Resources, Public Works, Community Development, Municipal Court and Police Services.

The City manages and operates a robust urban renewal district, which will play a large part in the development of these facilities.

Time Line

- | | |
|--|-------------------------------|
| ♦ Issue Requests for Proposal (RFP) | Aug 11, 2006 |
| ♦ Receive RFP Submittals | Sept 15, 2006 |
| ♦ Evaluate RFP Submittals, rank firms, interview finalists | Sept 16, 2006 – Sept 29, 2006 |
| ♦ Council selects successful firm | Oct 2, 2006 |
| ♦ Complete negotiations and contract with successful firm | Oct 3, 2006 – Oct 13, 2006 |
| ♦ Present Contract to Council for approval | Oct 14, 2006 |
| ♦ Enter into contract with successful firm | Oct 15, 2006 |

Scope of Services

The scope of services for this project will be as follow:

1. Attend meetings, as requested, of the Keizer City Council, including regular meetings, special meetings, executive sessions, and work sessions. Regular meetings are normally held on the first and third Mondays of each month, beginning at 7:00 p.m., and typically run two to three hours in duration. The Council may meet in executive sessions beginning at 6:00 p.m. prior to the regular Monday meetings, and work sessions may be held at any time, but are usually on the second or fourth Mondays of the month.
2. Attend City Hall & Police Department task force meetings as necessary to provide services and receive general direction. This task force will be appointed by the City Council and will consist of members of the City Council, citizens at large and City staff. The members of this task force will determine the meeting dates, times and meeting durations.
3. Evaluate the work completed to date on the City's existing City Hall, Police, and Auditorium facilities including:
 - 2004 space needs analysis
 - 2004 conceptual site plan
 - Other work completed by the two Civic Center task forces that have worked on this project since 2002
4. Thoroughly evaluate the costs and benefits of utilizing LEED standards for the design of the facilities. Provide research on possible grants or other funding sources to offset the costs of developing public facilities to LEED standards.
5. Develop public process to collect input from citizenry on the needs and design features of the facilities. These efforts should include but not be limited to:
 - Task Force meetings
 - Open house(s)
 - Public hearing(s)

6. Develop design schematics and construction documents appropriate for an open bidding process to seek a construction contractor to build the facilities as approved by the City Council. The design of the facilities should pay close attention to adjacencies of services and reflect the highest ideal of efficiency, customer service and employee safety/security. The firm should be prepared to make a public presentation to the City Council at each major phase of the design process so as to provide information and take input and guidance.
7. Develop a site plan that addresses the entire project site and includes such issues as traffic flow, utilities placement, parking, landscaping, security, etc.
8. Manage the open bidding process to select a construction contractor to build the facilities per design as approved by the City Council.
9. Act at City's representative during the construction phase as the Construction Administrator to interface between the City and the construction contractor, ensuring that the facility is built to the highest quality standards and in the most cost effective manner. The Construction Administrator will be responsible for minimizing change orders and managing the construction schedule to avoid cost and time overruns to the best of their ability.

Qualifications & Requirements

Following are the minimum qualifications and requirements deemed necessary to succeed as the facilities planning consultant for the City of Keizer. Each item must be addressed in your response to the Request for Qualification:

1. At least one principal in the firm, preferably the lead consultant, must have a minimum of 5-years current experience in providing services to municipal clients in City Hall and Police Department design consulting and construction management.
2. Applicant must be familiar with laws, rules, regulations and operating procedures relative to the conduct of business at the City of Keizer or demonstrate the ability to acquire familiarity with such laws, rules, regulations and operating procedures in order to efficiently and effectively assume contract responsibilities within 30- days of entering into a contract with the City.
3. The applicant will be able to ensure the delivery of professional and cost-effective City Hall and Police Department facility design consulting and construction management services. Success in this area would likely include providing sufficient staffing levels, and viable billing and reporting system, and the ability to interact and communicate, including email, with Task Force members, City Council, the City Manager and other key City employees.
4. The successful applicant will avoid all situations that would prove to be a conflict of interest, illegal, or inappropriate in any manner. Should a conflict of interest arise involving the City and other clients of the applicant, the City would have prior claim to the services of the applicant to the extent permitted by the rules of legal ethics.

5. The applicant's proposal must be consistent with the needs and best interests of the City of Keizer and its citizens.
6. The applicant's firm must be able to be bonded and carry professional liability insurance in the amount of \$250,000.

Content of Responses

Responses to this Request for Proposals must be complete, timely, and submitted in conformance with the RFP specifications, including addressing all items listed below.

1. Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFP and detailing the proposed approach to performing this work.
2. Describe your firm's staffing proposal for providing facility design and construction management services as indicated in this RFP. Describe the training and experience (including years) of the person(s) who would be providing the different services, as well as other principals, if any. Have available upon request resumes for other key staff that will be providing facility design and Construction Administration services.
3. Provide a proposed time table for the project between the letting of this contract and breaking ground on the proposed City Hall and Police Department facilities. Include the proposed public process elements as part of this draft time table.
4. Describe your firm's current experience in providing Police Department and City Hall design services and Construction Administration services to governmental entities, including the names of current or recent government clients. Describe your firm's experience in providing advice and services to City Management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently complete the project described in this document.
5. Describe the workload capacity of your firm and any limitations you would foresee in your firm's ability to handle this project.
6. Describe your firm's philosophy of providing professional consulting services to municipalities and/or other governmental agencies.
7. Describe the approach you would use to communicate and coordinate with the City Council, the City Manager, City employees, citizen task force members and the media.
8. Provide at least two examples of similar projects your firm has successfully handled for municipal or other public agency clients, including the names of the staff members who worked on those projects.

9. Provide a minimum of three (3) client references, at least one (1) of which must be from the public sector and one (1) must be peer references on behalf of your firm of a positive professional reputation.
10. Provide a proposed hourly rate schedule for all positions that would be providing services for this project.
11. Provide any other information that you believe is important or relevant to this RFP.

Investigations

The City reserves the right to conduct appropriate investigations into the background, previous experience and training, financial affairs and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFP process. Said investigations may include, but are not limited to, credit reports, submission of audited financial statements, communication with principal clients, as appropriate, relating to the ability of your firm to successfully perform the duties and responsibilities of a facility planning consultant.

Evaluation of Requests for Qualifications & Selection

The City reserves the right to accept or reject any or all submissions in the best interest of the City. In connection with the evaluation, the City may, at its option, invite one or more applicants to make an oral presentation to the City Staff and/or City Council at a time and location to be announced, and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

A selection committee consisting of the City Manager, the Police Chief and the Citizen/City Council Task Force members will evaluate Request for Proposal submissions on the following criteria (not in ranked order).

1. Meets all qualifications and requirements identified in this RFP.
2. Includes complete and clear responses to items in the **Content of Responses** section.
3. Breadth and relevance of experience in facility planning.
4. The professional reputation on the part of the applicant firm and each individual firm member for providing high-quality services and demonstrating sound judgment, integrity, and reliability as determined by a thorough and complete background check.
5. Familiarity with laws and regulations governing Oregon local governments and operating procedures relative to the conduct of city business.
6. Demonstrated expertise in City Hall and Police Department facility design and Construction Administration.

7. Adequate range of services offered by the firm.
8. Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
9. The applicant's ability to work cooperatively with the City Council, City Manager, City employees and members of the business community and general public as demonstrated by positive current client references.
10. Cost of providing the services for the project outlined in this RFP.
11. Supplemental information submitted by the applicant.
12. Results of the interview, if conducted.

Submittal Deadline

One (1) original and eight (8) copies of the submission, clearly marked "Statement of Qualifications to Provide City Engineering Services" must be received by **3:00 p.m., Friday, September 15th, 2006.**

Deliver to:

**Christopher C. Eppley
City Manager
City of Keizer
930 Chemawa Road, NE
PO Box 21000
Keizer, OR 97307-1000**

Submissions received after that date and time will not be accepted or considered.

Questions regarding responses to this RFP or requests for general information regarding the City of Keizer should be directed to Christopher C. Eppley, City Manager, City of Keizer, at (503) 390-3700.

	Gaynor	Opra	Emmerich	Dieker	Rands	McLeod	Anagnos	Walther	Moir	Nichols	McKane	Eppley	Staff	
Arbuckle Costic Architects, Inc.	88	85	91	87	75	78	103	84	88	79	70	95		1023
BERRY Architests	82	97	82	87	73	68	105	79	82	94	93	93		1035
GROUP MACKENIZE	100	89	94	88	96	83	86	82	100	89	86	100		
LRS Architects, Inc.	101	91	89	87	84	76	91	93	101	90	82	100		
STUDIO 3 Architects, Inc.	93	69	84	86	60	53	103	69	93	76	85	81		952
Tetra Tech/KCM Architecture, P.C.	107	86	94	98	90	96	100	93	107	93	91	101		
Yost Grube Hall Architecture	85	80	75	83	71	67	94	80	85	76	79	96		971

	Adams	Brown	Davis	Galsdorf	Kissler	Hunt	Teague	
Arbuckle Costic Architects, Inc.	77	66	74	60	48	80	70	475
BERRY Architests	100	59	87	66	71	90	78	551
GROUP MACKENIZE	99	98	97	85	89	99	73	
LRS Architects, Inc.	94	89	95	80	81	92	72	
STUDIO 3 Architects, Inc.	45	61	67	51	39	84	71	418
Tetra Tech/KCM Architecture, P.C.	100	97	100	89	75	102	79	
Yost Grube Hall Architecture	99	85	84	72	56	79	70	545

<u>GRAND TOTAL</u>	<u>Score</u>	<u>Ranking</u>
Tetra Tech/KCM Architecture, P.C.	1798	1
GROUP MACKENIZE	1733	2
LRS Architects, Inc.	1688	3
BERRY Architests	1586	4
Yost Grube Hall Architecture	1516	5
Arbuckle Costic Architects, Inc.	1498	6
STUDIO 3 Architects, Inc.	1370	7

CITY OF KEIZER

ARCHITECTURAL/ENGINEERING SERVICES

City Hall & Police Department

ORAL INTERVIEW PRESENTATION & QUESTIONS (10-11-06)

Please be prepared to answer the following questions:

The interview will last 45-minutes. Your team will be allotted 30-minutes at the beginning of the interview to introduce your team members, explain your approach to the proposed project and demonstrate why your firm is the most qualified to accomplish this assignment. Please be certain to touch on the make up of your team in terms of the percentage and types of in-house services versus sub contracted services and the manner in which you plan on communicating effectively with the task force and City staff assigned to this project.

Once you have completed your presentation, you will be asked by various task members to respond to the following five questions:

- 1. What methods have you successfully used to build consensus and develop a public process/community oriented design and construction program?**
- 2. How would you assure that your firm realizes the City's vision for these public facilities?**
- 3. What method(s) does your firm use for Budget and Schedule control?**
- 4. Please explain the terms "Sustainability" "LEED Standards" and "Energy Efficiency" as they pertain to influencing building design versus cost effectiveness.**
- 5. Understanding that the City is interested in creating relatively non-institutional space that is welcoming/comfortable to customers and employees yet functional for operations; explain how you achieve the right balance between organic design that is pleasing to customers and employees versus operational efficiency and construction cost.**

Interview Scores
October, 2006

Interviewer	Gaynor	Opra	Emmerich	Dieker	Rands	McLeod	Anagnos	Walther	Moir	Nichols	McKane	Eppley	Staff	Total
GROUP MACKENZIE	49	58	54	56	53	56	50	54	51	38	52	51	335	957
LRS Architects, Inc.	46	56	54	54	47	43	38	47	52	36	59	56	352	940
Tetra Tech/KCM Architecture, P.C.	54	57	53	57	58	60	45	57	56	44	56	55	361	1013

Interviewer	Adams	Brown	Davis	Galsdorff	Kissler	Hunt	Teague	Totals
GROUP MACKENZIE	48	51	48	48	41	51	48	335
LRS Architects, Inc.	53	52	46	55	44	55	47	352
Tetra Tech/KCM Architecture, P.C.	60	49	57	53	41	49	52	361