



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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## **AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of Monday, November 23, 2015**

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*Please see directions for completing this document on the next page.*

**DATE:** November 17, 2015

**FROM:** Susan Ross                      Property & Facilities                      383 6713

**TITLE OF AGENDA ITEM:**

Consideration of Board Signature of Notice of Intent to Award Letter to Kirby Nagelhout Construction Company for Tenant Improvements to Wall Street Services Building in Bend, Oregon.

**PUBLIC HEARING ON THIS DATE?** No

**BACKGROUND AND POLICY IMPLICATIONS:**

Deschutes County opened bids for tenant improvements to the Wall Street Services Building on November 17, 2015. The project consists of interior demolition and remodel of a one-story, approximately 12,000-square-foot area of space within an office building that provides Deschutes County health services. Interior spaces include offices, conference rooms, waiting areas, bathrooms, break room, and data closet. The facility is located at 1340 NW Wall Street, Bend, Oregon. The project also involves site improvements to facilitate accessible ingress and egress at public perimeter doorways.

The solicitation was conducted using the design-bid-build method (low bid). Two bids were received:

Kirby Nagelhout Construction Company	\$880,000
Griffin Construction	\$883,976

**FISCAL IMPLICATIONS:**

Deschutes County will enter into a contract for \$880,000 once the protest period has expired. There is sufficient cash and appropriation in a dedicated project fund.

**RECOMMENDATION & ACTION REQUESTED:**

Board signature of Notice of Intent to Award Letter to Kirby Nagelhout Construction Company

**ATTENDANCE:** Susan Ross

**DISTRIBUTION OF DOCUMENTS:**

Distribute to cc list provided in letter.

DC 2015-715



## Board of County Commissioners

P.O. Box 6005 • Bend, OR 97708-6005  
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board@deschutes.org  
Tammy Baney  
Anthony DeBone  
Alan Unger

November 23, 2015

### **Sent via electronic mail & first class mail**

Mike Taylor  
Kirby Nagelhout Construction Company  
20635 Brinson Blvd  
Bend, Oregon 97701

RE: Contract for Wall Street Building Tenant Improvements

### **NOTICE OF INTENT TO AWARD CONTRACT**

On November 23, 2015, the Board of County Commissioners of Deschutes County, Oregon, considered bids for the above-referenced project. The Board of County Commissioners determined that the lowest responsive bidder for the project was Kirby Nagelhout Construction Company, Bend, Oregon, with a base bid of EIGHT HUNDRED EIGHTY THOUSAND DOLLARS (\$880,000).

This Notice of Intent to Award Contract is issued pursuant to Oregon Administrative Rule (OAR) 137-047-0610. A copy of this Notice is being provided to each firm or person that submitted a bid for the project. Any firm or person who believes that they are adversely affected or aggrieved may submit to the Board of County Commissioners of Deschutes County, Oregon, at the above address, a written protest of the County's intent to award within seven (7) days after the issuance of this Notice of Intent to Award Contract. The seven (7) day protest period will expire at 5:00 PM on Monday, November 30, 2015.

Any protest must be in writing and specify any grounds upon which the protest is based. If a protest is filed, a hearing will be held at 10:00 a.m. on Wednesday, December 9, 2015, before the Board of County Commissioners of Deschutes County, Oregon, acting as the Contract Review Board, in the Deschutes Services Building, 1300 NW Wall Street, Bend, Oregon 97701.

If no protest is filed within the protest period, this Notice of Intent to Award Contract becomes an Award of Contract without further action by the Board of County Commissioners unless the Board, for good cause, rescinds this Notice before the expiration of the protest period. The successful bidder on a Deschutes County project is required to execute the Contract provided by the County when the bids are finally

determined. In addition to the execution of Contract, the contractor will be required to provide a performance bond, payment bond, and certificate of insurance.

All contract copies will need to be returned to the County for execution. After all parties have signed the contract, a copy of the contract will be forwarded to you along with a notice to proceed.

If you have any questions regarding this Notice of Intent to Award Contract or the procedures under which the County is proceeding, please contact Susan Ross, Director, Deschutes County Property & Facilities, PO Box 6005, Bend, Oregon 97701, telephone (541) 383-6713 or FAX (541) 317-3168.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
DESCHUTES COUNTY, OREGON

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ANTHONY DEBONE, Chair

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ALAN UNGER, Vice-Chair

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TAMMY BANEY, Commissioner

cc:  
Griffin Construction, LLC  
1411 N.W. Murphy Court  
Prineville, Oregon 97754  
Email: [samuel@griffinconstructionllc.com](mailto:samuel@griffinconstructionllc.com)  
Fax: 541-447-2244