



**RFP for A/E Services**  
**Deschutes County Public Safety Campus Master Plan Update**  
**and Sheriff's Office and Jail Projects**  
**Document # 2021-934**

Issued: November 19, 2021

<b>Proposals Due:</b>	Tuesday, December 21, 2021 @ 2:00 pm PT
<b>Mandatory Pre-Proposal Meeting and Tour:</b>	Wednesday, December 01, 2021 @ 10:00-12:30 PT Deschutes County Sheriff's Office 63333 Hwy 20 W Bend, OR 97703 See <b>EXHIBIT 1</b> for parking and meeting locations
<b>Mandatory Pre-Proposal Tour</b> <b>Personal Inquiry Waiver &amp; Release forms due:</b>	Monday, November 29, 2021 @ 10 am PT See <b>EXHIBIT 2</b> for required form
<b>Proposals Questions due:</b>	Thursday, December 09, 2021 @ 2:00 pm PT
<b>Submit Proposal Questions to</b> <b>Single Point of Contact (SPOC):</b>	Tina Ely, DAY CPM <a href="mailto:Tina.Ely@otak.com">Tina.Ely@otak.com</a> (541) 521-2477 <b><i>Proposers shall not contact District Personnel except as allowed in RFP.</i></b>
<b>Submit Proposals to:</b>	ATTN: Lee Randall, Facilities Director Deschutes County Facilities 14 NW Kearney Avenue Bend, OR 97708-6005
<b>Interviews</b>	Tuesday, January 19, 2022

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## 1 PROCEDURAL INFORMATION

### 1.1 RFP Availability

This RFP is available electronically through [Deschutes.org/rfps](http://Deschutes.org/rfps) and the OregonBuys eProcurement System website (formerly known as ORPIN) at <http://oregonbuys.gov>. Interested parties must be registered with OregonBuys to obtain and download documents. Registration is at no cost. Future notices regarding this solicitation, including solicitation addendum/a, will be posted to [Deschutes.org/rfps](http://Deschutes.org/rfps) and OregonBuys.

### 1.2 RFP Definitions

A/E Team	Architecture/Engineering team consisting of design professionals and consultants who produce coordinated document packages; also known as the Design Team
Intent to Award	Written notice which is posted to <a href="http://Deschutes.org/rfps">Deschutes.org/rfps</a> and OregonBuys prior to signing of a Contract that shows the selection of a Contractor
Notice to Proceed	A notification letter from the Owner addressed to a Contractor stating the date on which the Contractor can begin Project Work
ORS	Oregon Revised Statutes
Program	A group of related projects managed and coordinated in a manner to obtain benefits not available through managing them individually
Project	The total construction of which the Work performed under the Contract Documents may be whole or a part and which may include construction by the Owner or by separate Contractors
Proposal	A competitive offer, which is binding on the Offeror, in which price, delivery, and conformance to drawings and specifications and the requirements of the Request for Proposal will be the predominant award criteria
Proposer	An individual, firm, or corporation which submits a Proposal in response to a contracting agency's request
Responsible Proposer	An entity which meets the standards described in ORS 279B.110
Responsive Proposal	A Proposal that substantially complies with the RFP and all prescribed procurement procedures and requirements
RFP	Request for Proposals
Specifications	That portion of the Contract Documents consisting of the written requirements for materials, equipment systems, standards, and workmanship for the Work, and performance of related services

### 1.3 Procurement Process

This RFP process has several components including but not limited to:

- 1) RFP Notice published in DJC (see **EXHIBIT 3**)
- 2) RFP posted to OregonBuys.gov and Deschutes.org/rfps
- 3) Mandatory Pre-proposal Tour
- 4) Question and Answer Period
- 5) Addendum/a issued
- 6) Receipt of Proposals
- 7) Proposal Evaluations
- 8) Interviews
- 9) Contract Negotiations
- 10) Contract Recommendation to Board of County Commissioners
- 11) Notice of Intent to Award posted to OregonBuys.gov and Deschutes.org/rfps
- 12) Contract Signed by Board of County Commissioners
- 13) Notice to Proceed Issued

### 1.4 COVID-19 Requirements

Deschutes County requires its Contractors to adhere to current CDC and OHA guidelines and requirements. In case of conflict, the more restrictive shall prevail.

### 1.5 Mandatory Pre-Proposal Tour

A Mandatory Pre-proposal Tour will be held as listed on the **Cover Sheet**. This tour is designed to clarify the information contained in this RFP and provide an opportunity for questions and answers. Proof of attendance at the Mandatory Pre-proposal Tour shall be determined by the presence of a signature of the Proposer's representative on the sign-in sheet at the tour. Failure to attend the Mandatory Pre-proposal Tour and sign the attendance roster shall result in rejection of the Proposal.

- In the case of firms which are teaming, only one (1) member of the team is required to attend.
- Due to distancing requirements, two (2) people maximum per Proposing team will be permitted.
- Attendees should be prepared to wear face masks for the duration of the tour.
- Attendees should leave all valuables, weapons, medications, computers, and cell phones secured in their vehicles; only pens and paper tablets will be permitted on the tour. If attendees need to bring medication on the tour, please notify County staff at the beginning of the tour.
- Attendees will be shuttled on open-air County vehicles for the site portion of the tour. Attendees should be prepared for inclement weather and up to two miles of walking indoors and outdoors.
- Please inform Single Point of Contact listed on the **Cover Sheet** two business days prior to Mandatory Pre-proposal Tour if attendee requires special accommodation.
- Potential attendees should submit a completed Personal Inquiry Waiver and Release included as **EXHIBIT 2** and a copy of their driver's license to the Single Point of Contact listed on the **Cover Sheet** by the day and time on listed on the **Cover Sheet**.
- **The use of cameras and photographic devices anywhere on campus is prohibited before, during and after the tour.** County staff will capture requested images and issue in addendum format.

## **1.6 RFP Procurement Law**

This RFP is issued under the provisions of the ORS Chapters 279A and 279C public contracting rules. All Proposers are charged with presumptive knowledge of the cited authorities. Submission of a valid proposal by any Proposer shall constitute admission of such knowledge on the part of such Proposer.

## **1.7 Clarification of Responses**

The County reserves the right to request additional clarification from a Proposer on any portion of a Proposal. Proposer may not submit new information or documentation, nor may a Proposer use a clarification to rehabilitate a non-responsive Proposal. Proposer's point of contact must be available during the evaluation period to respond to requests for additional clarification. Proposers shall submit written signed clarification(s) within two (2) business days after receiving the County's request. All requests for clarification and responses shall be provided to each evaluator. A Proposer's failure to provide clarification may result in a lower score for the proposal.

## **1.8 Rejection of Proposals**

County reserves all rights regarding this solicitation including, but not limited to, the right to:

1. Award a contract in part.
2. Reject any or all proposals in whole or in part.
3. Waive technical defects, minor irregularities and omissions if, in its judgment, the best interests of the County will be served.

## **1.9 Cost of Preparation of Response**

All costs incurred in preparing and submitting a Proposal or in negotiating and signing a Contract shall be the sole responsibility of the Proposer. Any due diligence conducted by a Proposer is at the Proposer's expense.

## **1.10 Proposal Confidentiality**

Any information provided to Deschutes County pursuant to this RFP is subject to public disclosure pursuant to ORS 192.410 to 192.505.

The general requirement for public disclosure is subject to several exemptions. Each page containing information deemed by the Proposers as necessary to remain exempt from public disclosure after Proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.) and should be plainly marked. Marked pages should be placed in a group separate from the remainder of the Proposal. The cover page of the separate binding must be **red**, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure". Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.

The fact that a Proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. Deschutes County will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. Information that has not been properly marked and segregated may be disclosed in response to a public records request.

Deschutes County considers Proposals submitted in response to this RFP to be submitted in confidence only until the District's evaluation is complete and Deschutes County has acted on the notice of Intent to Award.

### **1.11 Certification Regarding Conflicts of Interest**

Proposers are required to certify in the **ATTACHMENT A** whether the Proposer is or is not aware of any potential organizational conflict of interest (COI). If the Proposer is aware of a COI, then Proposer is required to provide a disclosure statement in its Proposal describing all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and any directors, or any proposed consultant or subcontractors) may have a potential organizational COI. Proposers responding to this solicitation are required to disclose any such business or financial relationships. The disclosure statement must identify and address any actual or potential organizational COI within the Proposer's entire organization, including parent company, sister companies, affiliates, and subsidiaries. In addition to identifying potential organizational COI, the disclosure statement shall describe how any such conflict can be avoided, neutralized, or mitigated. Also, all Proposers shall disclose any actual or potential COI. Deschutes County will determine a Proposer's eligibility for award based on the information provided in the disclosure statement.

### **1.12 Collusion**

A Proposer submitting a Proposal hereby certifies on **ATTACHMENT B** that no officer, agent, or employee of Deschutes County has a financial interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer, and that the Proposer is competing solely on its own behalf without connection or obligation to any undisclosed person or firm.

### **1.13 References**

Proposer must provide at least three (3) but no more than five (5) references that can rate Proposer's performance on similar project within the last five (5) years. Proposer may supply the required information in a different format than **ATTACHMENT E** so long as all required information is provided.

Deschutes County reserves the right to investigate references, including customers other than those listed in a Proposer's submission. This inquiry may include, without limitation, investigation of past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion, or delivery of a project on schedule, and its lawful payment of employees and Subcontractors.

### **1.14 Publicity**

Any publicity giving reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior written approval of the County.

### **1.15 Cancellation**

Deschutes County reserves the right to cancel this solicitation any time before execution of a resulting Contract by both parties if cancellation is deemed to be in the County's best interest. In no event shall the County have any liability for the cancellation of this solicitation.

### **1.16 Disputes**

In case of any doubt or differences of opinions regarding the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Deschutes County shall be final and binding upon all parties.



### **1.17 Records Check**

Successful Proposer will be required to successfully complete a Personal Inquiry Waiver and Release in **EXHIBIT 2** for each team member.

### **1.18 Affidavit of Compliance**

Successful Proposer is placed on notice that Deschutes County requires a completed Affidavit of Compliance with Tax Laws (see **EXHIBIT 4**). Additionally, a successful Proposer whose contract award includes federal funding (as identified by a Catalog of Federal Domestic Assistance number) must also submit a Pre-Award Risk Assessment Form (if one has not been submitted in the last year) prior to the issuance of a contract. Contractors who fail to submit the required documents will not be eligible for a contract with the County.

### **1.19 Proposal Amendment or Withdrawal**

A Proposer may amend or withdraw its Proposal any time prior to the time and date shown on the **Cover Page**. Proposals may be withdrawn in writing on company letterhead signed by an authorized representative if received by District before the Proposal closing. Proposals may also be withdrawn in person before the Proposal closing upon presentation of appropriate identification.

### **1.20 Proposal Period of Irrevocability**

Proposals shall be offers that are irrevocable for a period of ninety (90) calendar days after the date Proposals are due.

### **1.21 Proposal Ownership**

All documents, reports, submittals, working papers or other material submitted to the District from Proposers shall become the sole and exclusive property of the District, the public domain (except for materials deemed to be excluded as trade secrets), and not the property of the Proposers. Proposers shall not copyright, or cause to be copyrighted, any portion of any said documents submitted to the District as a result of this solicitation.

### **1.22 Authority**

Proposals must conform to the requirements of this RFP and be signed by a person who is authorized to make such commitments on behalf of the Proposer. Proposer's signature on the Proposer Certification Form constitutes a certification that the Proposer has read and fully understands all Proposal terms. No consideration will be given to any claim resulting from proposing without comprehending all requirements of the Proposal Documents.

### **1.23 Responsiveness**

Proposals lacking required signatures will be deemed "Nonresponsive." Deschutes County may disqualify Nonresponsive Proposers from further evaluation.

### **1.24 RFP Modifications**

Deschutes County reserves the right to make changes to the RFP. Changes will be made only by written addendum. Statements made by Deschutes County's representatives are not binding unless issued by written addendum.

### **1.25 RFP Questions**

Proposers may request additional information or clarifications by submitting a written request. The request shall specify the provision of the RFP in question and contain an explanation for the requested information or clarification. Deschutes County will evaluate all requests submitted but will not be obligated to accept requested changes. Questions shall be presented via email to the Single Point of Contact listed on the **Cover Page** and must be received by date and time stated on the **Cover Page**.

Responses to questions and suggestions will be compiled and collectively addressed in addendum format on OregonBuys and Deschutes.org/rfps. Proposers must provide written acknowledgement of Addenda on **ATTACHMENT A**.

### **1.26 Proposal Opening**

A public Proposal opening will not be held.

### **1.27 Protest of Intent to Award**

The following procedure applies to Proposers who wish to protest a disqualification of proposal or award of contract. An affected Proposer may only protest if the Proposer is responsible and submitted a Responsive Proposal.

Proposers may protest only deviations from laws, rules, regulations, or procedures. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for protest. Disagreement with the judgment of evaluators may not be protested.

All protests must be in writing and must include the following:

- a) Proposer is adversely affected because Proposer would be eligible to be awarded the Contract if the protest were successful; and
- b) The reason for the protest is
  - i) The County demonstrated bias toward a Proposal or Proposer.
  - ii) The County abused its discretion in rejecting the protester's Proposal as nonresponsive.
  - iii) The evaluation of the Proposals is otherwise in violation of any provisions of ORS 279A or ORS 279B or 279C.; and/or
  - iv) All higher ranked Proposals are nonresponsive.

All protests must be physically received no later than 4:00 P.M. on the fifth (5th) working day after the notice of intent to award or disqualification has been posted to OregonBuys.gov and Deschutes.org/rfps.

Address protests to:

PROTEST OF AWARD OR DISQUALIFICATION TO DOCUMENT NO. 2021-934

ATTN: David Doyle

Deschutes County Legal Counsel

Deschutes Services Building

1300 NW Wall Street, 2nd Floor

Bend, OR 97703

Protests not filed within the time specified above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed. An issue that could have been raised by request for clarification or protest of specifications is not grounds for protest.

## 2 SERVICE DESCRIPTION

### 2.1 Purpose, Overview and Program Elements

The purpose of this RFP is to select one A/E Team for the following three (3) Program Elements:

1. Further develop the Deschutes County Public Security Campus Master Plan.
2. Conduct a Facilities Condition Assessment.
3. Begin developing projects of immediate concern at the Sheriff's Office Administration Building and Adult Jail.

Deschutes County intends to execute a contract for services outlined in this solicitation and reserves the right to contract for continued and/or additional services with the same successful Proposer at the County's sole discretion. The County's decision on whether to proceed with the selected Proposer based on the A/E Team's performance.

Additional services which may be added to the scope of this procurement include:

- Sheriff's Office Administration Building and Adult Jail Design Development, Construction Documents, cost estimates, Construction Administration, and closeout.
- Provide professional services for other projects on the Deschutes County Public Safety Campus.

### 2.2 Performance Measurement Process

Parties will negotiate the Performance Measurement Process during contract negotiation, which will be based on how well the successful Proposer meets the performance schedule and provides deliverables for all phases of the design process, including, but not limited to, programming, schematic design, and cost estimating. Other performance measures may or may not include staying within design and project budgets, and responsive and effective communication with Owner and stakeholders. For additional information on the Performance Measurement Process refer to the **EXHIBIT 5**.

### 2.3 Project Goals

Deschutes County will show preference to Proposers which demonstrate successful experience in the design of "direct supervision" areas, detention and law enforcement design and operation, 24/7 operations, campus master planning, and work with government agencies. Design Teams may be comprised of local, regional, and/or national firms, but should be prepared to conduct on-site meetings with stakeholders and provide excellent on-site construction administration services.

The Successful Proposer shall be responsible for the performance and coordination of its work and that of other team members which may include, but are not limited to, the following practices: structural engineering, civil engineering, mechanical engineering, electrical engineering, interior design, low voltage/technology design (audio/visual consulting, electronic security consulting), physical security design, landscape architecture, and third-party cost estimating.

Deschutes County desires to foster a collaborative team and design approach. The Successful Proposer will be responsible for working closely with the County's Executives, Project Managers and Owner's Representatives to develop plans, specifications, and cost estimates. The Successful Proposer will also work with staff from other County agencies and departments, including but not limited to, the Sheriff's Office, 9-1-1 Dispatch, Oregon State Police, Community Justice, Health Services, and others to accomplish the Project objectives. In addition, the Successful Proposer will be expected to prepare and attend public presentations and to provide information for the Deschutes County website updating the Project throughout design and construction for the benefit of the public.

## 2.4 Statement of Work: Public Safety Campus Master Plan

The Deschutes County Public Safety Campus is located on 27.9 acres at the north end of Bend adjacent to US-20. See **EXHIBIT 6** for 2018 campus site plan and **EXHIBIT 7** for City of Bend Planning Decision.

- 1992-1994: County purchased northern portion of campus, Adult Jail constructed, Oregon State Police (OSP) operated out of adjacent building
- 1994-2000: Adult Parole & Probation, Juvenile Detention, Sheriff's Office Vehicle Maintenance and Search and Rescue, Jail Maintenance and Storage buildings constructed
- 2000-2005: County purchased southern portion of campus (south of Poe Sholes Drive)
- 2005-2012: County purchased Programs building and former OSP building, County constructed new 9-1-1/OSP facility and Recovery Center (Health Services), Sheriff's Office added additional storage
- 2012-2014: County constructed 144-bed Adult Jail housing expansion, expanded parking lot at former OSP site, remodeled Search and Rescue vehicle bays to command space
- 2014-2018: Added additional parking to 9-1-1/OSP facility, remodeled Parole & Probation Programs building into Stabilization Center, started master plan effort

Work began in November of 2017 on the Deschutes County Public Safety Campus Master Plan. The campus is currently home to the following stakeholders:

- Deschutes County 9-1-1 Dispatch
- Community Justice: Adult Parole & Probation, Juvenile Detention and Community Service Shop
- Sheriff's Office: Administration, Adult Jail, Patrol, Special Services, Emergency Services, Vehicle Maintenance, Jail Maintenance and Work Center
- Health Services: Recovery Center, Stabilization Center, Behavioral Health (in Jail)
- Oregon State Police: Patrol, Regional Forensics Lab

The Design Team and campus stakeholders developed Near, Mid, and Long-term options based on the following goal:

*Create a long-term plan that utilizes the remaining acreage in an efficient manner, and addresses near-term space and operational needs.*

The County allocated funds to update the 2018 Master Plan. The unadopted 2018 Master Plan will be provided to Proposers who are invited to interview.

### Near-term components of the 2018 Master Plan include:

- Adult Parole & Probation/Sheriff's Office Work Center: expand and remodel Parole and Probation offices and remodel the Work Center to improve efficiency and utilization of the 1<sup>st</sup> floor.
- Community Service Shop: construct new shop and associated parking lot.
- Stabilization Center: remodel the Programs Building and repurpose for crisis stabilization.
- Parking Expansion: add secure parking for the Sheriff's Office and for the Stabilization Center.

### Mid-term components of the 2018 Master Plan include:

- Adult Jail: add space and capacity to meet increased booking, visitation, and housing needs.
- Sheriff's Office Administration Building: Meet increased space needs for Administrative, Patrol, and Detective divisions.
- Expand space for Search and Rescue and Emergency Services.
- Increase space for vehicle evidence storage.
- Juvenile Detention: reconfigure/remodel former "Shelter Space" to better serve current operations.

Long-term components of the 2018 Master Plan include:

- Construct a shared “CORE” building to include parking and multi-purpose occupied space.
- Future Adult Jail Expansion/Work Center.
- Future combined Stabilization and Sobering Center.
- Expansion of campus footprint for future needs.

As of October 2021, the following components of the 2018 Master Plan were initiated and/or completed:

- Stabilization Center opened July 2020.
- Community Service Shop opened September 2021.
- Veterans Village will open November 2021.
- Adult Parole & Probation remodel and expansion is under design and will be constructed in 2022.

The successful Proposer will:

- Update the 2018 Public Safety Campus Master Plan digital files with work completed and under way.
- Engage campus stakeholders to produce updated Near-term, Mid-term and Long-term plans with specific improvements shown phased over the next 20 years.
- Produce comprehensive conceptual estimates for Near, Mid and Long-term plans using a third-party estimator.
- Present findings in a published report which will be presented to the Board of County Commissioners.

**2.5 Statement of Work: Facilities Condition Assessment**

Provide a single comprehensive Facilities Condition Assessment report including structures (buildings, garages, etc.) and elements (signage, drainage systems, parking lots, etc.) based on ASTM E2018-15.

Report should include a rough order of magnitude of construction costs for each element requiring repair or replacement.

**2.6 Statement of Work: Sheriff’s Office Projects**

The Sheriff’s Office allocated funds through Schematic Design for two projects in the 2018 Master Plan.

Adult Jail:

- Expand to include in-person visitation, booking and administrative processing areas.
- Improve efficiencies in parking areas.
- Expand the following inmate service areas: kitchen, laundry, storage, medical.
- Create direct-supervision male and female units.

Sheriff’s Office Administration Building:

- Expand space for detectives and 1st floor administration unit.
- Expand evidence storage.
- Evaluate Maintenance and Accessory Storage buildings.
- Evaluate space for exercise and wellness facility.

Deschutes County goals, values and considerations for these projects include the following:

- Design solutions must protect the safety of the public, individuals in custody, and Sheriff’s Office security personnel.
- Designs must be flexible, efficient, and durable.
- Design solutions will consider life cycle costs, i.e., initial costs of proposed materials and systems will be balanced against the cost of repair, maintenance, and replacement.
- Design solutions will consider campus vernacular.

The successful Proposer will:

- Conduct Programming and Schematic Design for both projects using Deschutes County Design Standards (see **EXHIBIT 8**).
- Produce Schematic Design Estimates for both projects using a third-party estimator.

## **2.7 Program Deliverables**

Successful Proposer will:

1. Provide single report detailing Deschutes County Public Safety Campus:
  - Short-term (0-5 years) Master Plan and Conceptual Estimate.
  - Mid-term (6-10 years) Master Plan and Conceptual Estimate.
  - Long-term (11-20 Years) Master Plan and Conceptual Estimate.
2. Provide Facilities Condition Assessment report.
3. Produce Programming and Schematic Design documents and cost estimate for expansions and remodels of the Adult Jail and Sheriff’s Office Administration Buildings.

## **2.8 Program Timelines**

Updated Public Safety Campus Master Plans & Estimates	Within one (1) year of executed contract
Facilities Condition Assessment Report & Estimates	Within six (6) mos. of executed contract
Adult Jail SD Documents and Estimate	Within nine (9) mos. of executed contract
Sheriff’s Office SD Documents and Estimate	Within nine (9) mos. of executed contract

## **2.9 Program Team**

Deschutes County

Lee Randall, Deschutes County Facilities Director  
Dan Hopper, Deschutes County Project Manager  
Deschutes County Sheriff’s Office Representatives

DAY CPM (an Otak division)

Henry Alaman, Senior Vice President  
Doug Garland, Senior Project Manager  
Tina Ely, Project Manager

## 3 CONTRACTING INFORMATION

### 3.1 Contract Negotiation

The County will initiate contract negotiations with the Responsive and Responsible Proposer with the highest scoring Proposal. The County may, at its option, elect to negotiate general contract terms and conditions, services, pricing, implementation schedules, and such other terms as the County determines are in the County's best interest. If negotiations fail to result in a Contract, the County reserves the right to terminate the negotiations and initiate contract negotiations with the next highest scoring Responsive and Responsible Proposer. This process may continue until a contract agreement is reached.

### 3.2 Contract Award

Through this RFP process, the County is seeking to award one contract. Award, as determined by the County, to the Responsible Proposer whose Proposal the County determines is most advantageous to the County based on the evaluation process and evaluation factors described in this RFP. After the seven (7) calendar-day intent-to-award protest period has expired and the County has resolved any or all protests, the County will proceed with the final award.

### 3.3 Contract Term

The contract term shall be two (2) years. The County shall have the option to renew this contract until the Project is constructed and opened for operation.

### 3.4 Compensation and Method of Payment

The County shall pay for services based on a Not to Exceed (NTE) payment model. A not-to-exceed price ceiling shall be determined during contract negotiations.

Payments for services and reimbursable expenses shall be made monthly, following Owner's review and approval of detailed invoices submitted by the A/E Service Provider and acceptance of the services or approval of reimbursable expenses by Owner.

### 3.5 Insurance Requirements

The successful Proposer awarded a Contract will be required to provide insurance as detailed in attached sample contract **EXHIBIT 9**.

### 3.6 Sub-consultants

Deschutes County reserves the right to request alternate Sub-consultants.

### 3.7 Incorporation

All representations made by a Proposer in response to this RFP, whether verbal or written, will be incorporated into any agreement between Deschutes County and the successful Proposer.

## 4 PROPOSAL EVALUATION AND INTERVIEW

### 4.1 Proposal Evaluation Criteria and Scoring

Evaluation of Proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structured quantitative scoring methods will be used to maximize the objectivity of the evaluation. The Evaluation Committee of designated reviewers shall review and evaluate Proposals. The Evaluation Committee will be composed of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The three (3) Proposers with the highest scores may be invited to an interview with the Evaluation Committee. The County reserves the right to interview more or fewer Proposers.

Scoring breakdown and evaluation criteria for the written evaluation is detailed below:

EVALUATION CRITERIA		Subtotal Points	Maximum Points
1 Key Personnel		-	50
	1.A Team Shared Experience	20	-
	1.B Task Assignments	10	-
	1.C Continuity	10	-
	1.D Organization Chart	10	-
2 Relevant Firm Experience and Project Team		-	40
	2.A Regional Knowledge and Experience	20	-
	2.B Experience	10	-
	2.C Sub-consultant List	0	-
	2.D Sub-consultant Experience	10	-
3 Project Goals and Recommendations		-	30
4 Project Approach		-	10
5 Schedule Management		-	5
6 Project Cost Control		-	5
		<b>Total</b>	<b>140</b>

### 4.2 Proposal Questions Instructions

Proposals that do not include responses to each requirement or question in each Proposal Element may be rejected. Proposers shall respond to each Element specifically and completely unto itself, i.e., do not indicate “see next section” or “see attachment.”

Items which exhibit an asterisk ( \* ) should be included in Proposer’s Appendix and will not be part of the page count.



## 4.3 Proposal Questions

### 1 Key Personnel ( 50 points maximum this section)

**1.A Team Shared Experience.** Identify shared project experience of Proposed team. Provide a grid view of firm and/or individuals' experience on common projects for the following Program Elements:

- Master Planning.
- Facility Condition Assessment.
- Sheriff's Office Projects.

*Evaluation Criteria: ( 20 points maximum)*

- *Proposer demonstrates common project experience for each deliverable.*

**1.B Task Assignments.** For each Program Element, clarify the sequence of major tasks, who would perform them, and at what point key involvement by the County would be expected and for what purpose. Also address the following:

- How will key team members work together to achieve the significant tasks needed for the Project?
- How will the A/E Team manage and coordinate multiple team members to ensure a high level of quality control throughout all phases of the work?

*Evaluation Criteria: ( 10 points maximum)*

- *Proposer provides clarity on how major tasks will be performed and County involvement.*
- *Proposer demonstrates knowledge and experience in coordination of large teams.*
- *Proposer provides clear definition of roles and responsibilities of team members.*

**1.C Continuity.** Continuity of key staff on a project of this size and significance is critical to the success of the Project. No key team member may be replaced during this contract without prior written approval from the County.

- Detail current and projected workload/capacity of key personnel proposed to work on the Project.
- Detail how your team has accomplished continuity in the past when team members left teams.
- Describe how your team will provide continuity of key personnel on this Project.

*Evaluation Criteria: ( 10 points maximum)*

- *Individuals are available for this Project.*
- *Proposer demonstrated its capacity to provide required staffing resources for the Project.*
- *Proposer provides clarity on how they will maintain continuity on this Project.*

**1.D Organization Chart.** Provide an organization chart of your proposed team for the Projects including names and roles of key staff. If Proposer intends to deploy multiple teams based on three Program Elements, provide unique organization chart for each team. For teams that are comprised of more than one architecture firm, identify roles and responsibilities of key team members based on its written teaming agreement. Each Organization Chart may be printed on one side of one 11"x17" paper and will count as one page.

*Evaluation Criteria: ( 10 points maximum)*

- *Organization chart provided is comprehensive.*

## **2 Relevant Firm Experience and Project Team** ( 40 points maximum this section)

If firms are proposing jointly, indicate which firm is the Project Lead and which firm was responsible for the listed projects.

### **2.A Regional Knowledge and Experience.** Provide the following:

- Describe the Team's experience with the Central Oregon climate.
- Describe the Team's knowledge of and/or experience with applicable permitting agencies.
- Describe the Team's proximity to project locale; describe how proximity will benefit the Project.
- Describe whether the Team has a local office and/or whether it will partner with a local firm.
- For all members of the A/E Team not based in the central Oregon area, define their roles, from where they must travel, and how many trips are anticipated to perform their responsibilities and significant tasks for the Project.

#### *Evaluation criteria: ( 20 points maximum)*

- *Proposer's proximity will benefit the Project. ( 10 points maximum)*
- *Proposer has experience with Central Oregon climate. ( 5 points maximum)*
- *Minimum number of team members requires extensive travel. ( 5 points maximum)*

**2.B Experience.** Describe team's experience in providing services of at least three (3) phased campus master plans, three (3) Facility Condition Assessments, and the design and construction administration of at least three (3) detention facilities, or comparable facilities operating 24/7, similar in size and type to the Deschutes County Project within the last five (5) years. When citing specific example projects, clarify the following:

- Name, location, client entity and year of completion of the project.
- Size in square feet and final cost of the built project. Projects in progress may be described with the current anticipated size and estimated cost.
- The name of the Contractor and contact information for Contractor's Project Manager.
- Indicate the delivery method (CM/GC, Design-Build, Design-Bid-Build).
- Define the roles and responsibilities of each member of your team on each project.

#### *Evaluation criteria: ( 10 points maximum)*

- *Proposer provides all requested information.*
- *Proposer has demonstrated experience in phased campus master planning, facility conditions assessments, and detention facility design.*

**2.C Sub-Consultant List.** (0 points) List the following proposed Sub-consultant firms:

- Civil Engineering.
- Structural Engineering.
- Mechanical Engineering.
- Electrical Engineering.
- Third-Party Estimating.
- Landscape Architecture.

**2.D \*Sub-Consultant Experience.** Provide the following for above-listed Sub-consultant firms:

- Sub-consultant firm name, address, phone number, website.
- Contact person information including email address.
- A list of the Sub-consultant's personnel by discipline who will be available to provide the capacity and capability to perform the required services for the Project.
- A list of the Sub-consultant's relevant project experience limited to no more than three (3) similar projects in size and complexity.

#### *Evaluation criteria: ( 10 points maximum)*

- *Sub-consultants demonstrate relevant knowledge.*

### **3 Project Goals and Recommendations** ( 30 points maximum this section)

- What does your team consider the most critical goal for overall success of these Projects?
- What recommendations do you have for the County for these Projects to be successful?
- What one thing makes your team the best for delivery of the Project?

#### Evaluation Criteria:

- *Proposer provides the County with useful recommendations.*
- *Proposer provides special or unique benefits to the County.*

### **4 Project Approach** ( 10 points maximum this section)

Proposer's team will have full responsibility for the tasks and deliverables listed in the Statements of Work and shall treat the deliverables and associated tasks as guidelines for work requirements, utilizing collaboration tools and "Best Practices" as the methodology for project controls, and project delivery. Provide a Project approach to include a detailed narrative of services, duties, and responsibilities described below by providing a narrative, schedule, or other graphic tools to describe your team's approach to performing the A/E responsibilities anticipated for this Project.

#### Evaluation Criteria:

- *Proposer provides an innovative approach for each of the three Program Elements.*

### **5 Schedule Management** ( 5 points maximum this section)

- How does your team propose to complete the three Program Elements based on the proposed schedules?
- Does your team anticipate any difficulties in meeting or beating this schedule, and how would you propose to overcome them?

#### Evaluation Criteria:

- *Proposer provides examples on how to meet or beat the design schedule.*
- *Proposer understands the key design issues impacting the schedule and has a good approach to overcome these issues.*

### **6 Project Cost Control** ( 5 points maximum this section)

This Project is expected to serve as an example of appropriate and efficient budget management, and to reflect Deschutes County's responsibility to its residents to minimize both initial costs and long-term costs to build and operate the facility.

- What strategies would your team employ to monitor and control costs of the Project during the design phases? The construction phase?
- Describe a project >\$5M that, once designed, was over the original construction budget and detail the lessons learned, and how these lessons could be incorporated into this Project.

#### Evaluation Criteria:

- *Proposer provides innovative strategies and tools for budget management.*
- *Proposer provides lessons learned and innovations from past projects that will ensure alignment of design and program with budget.*

#### 4.4 Interview Process

Interview date, time, location and scoring criteria will be emailed to those invited to interview. No additions, deletions or substitutions may be made to Proposals during the interviews. The County may furnish the short-listed firms with a problem to solve during the interview. During the interview Proposers will demonstrate their understanding of the County's goals and values and of the Collaborative Project Delivery process.

Within two (2) days of email notification of interview invitation, Proposers should email the following to the Single Point of Contact listed on the **Cover Sheet** for evaluating the Proposing team's project quality control:

- 1) Provide the following for a mid-size (5,000 – 15,000 SF) two-story addition your firm has completed (T/CO or FC) in the past three (3) years. This project need not be a detention facility or for a public client:
  - Schematic Design and/or Design Development budgets, indicating source (architect, third party cost estimator, general contractor)
  - Contracted construction estimate (bid tab or GMP)
  - Final construction costs showing contingency expended, change orders, credits
  - Owner's schedule from Schematic Design and/or Design Development phase/s
  - Actual schedule indicating T/CO and Final Completion (if FC)
  - Schematic Design and/or Design Development C/S/A/MEP drawings and narrative/specifications
  - Conformed/As-Built Construction Documents C/S/A/MEP drawings and specifications
  - Proposal references should include Owner and General Contractor for this Project
  - Lessons Learned log
- 2) Provide a Facility Condition Assessment for a previous client.

Evaluation Criteria:

- *Proposer provides information requested.*
- *Budgets, schedules, and drawings/specifications are legible and well-coordinated.*
- *Lessons Learned log provides tangible lessons for future projects.*

#### 4.5 Price Proposal and Fee Schedule

Proposers invited to interview shall prepare "Price Proposal and Fee Schedule" based on **EXHIBIT 10**. This document shall be submitted in a separate, sealed envelope at the time of the interview. Failure to provide the completed schedule will result in the Proposer being found non-responsive.

Once a top ranked Proposer has been identified, the submitted sealed "Price Proposal and Fee Schedule" shall be opened and serve as a basis for final negotiations. Once the County successfully negotiates and awards a Contract, the sealed "Price Proposals and Fee Schedule" envelopes for the other unsuccessful interview Proposers shall be returned unopened.

## 5 PROPOSAL SUBMISSION INSTRUCTIONS

### 5.1 Joint Proposals

The County will consider joint Proposals. Joint Proposals may take the form of partnerships or entities formed by new and existing providers. If any such arrangement is proposed, a written agreement between the parties must be submitted with the Proposal setting forth the business and service delivery agreements between the parties. This agreement shall be attached as an Appendix to the Proposal and will not count as part of the page count.

### 5.2 Multiple or Alternate Proposals

Multiple or alternate Proposals shall not be accepted.

### 5.3 Proposal Instructions and Content

Proposals must be double side printed on 8.5" x 11" paper. All pages should be numbered. Margins should be at least ½ inch on all sides. Font size can be no smaller than 10 point. Proposals must be stapled in the left upper corner. Do not use spiral bindings, glue or place in notebooks or use other methods of binding the Proposal. If the document is too thick to be held with a single staple, secure the document with a metal clip that can be easily removed.

### 5.4 Maximum Page Limit

The total number of pages, excluding requested attachments, must not exceed 35 pages. Attachments and supporting documents not specifically required by the RFP will not be evaluated. Supporting materials submitted with the Proposal, if any, will not be returned. Pages exceeding the page limit will not be evaluated. The Organizational Chart may be on one side of an 11" x 17" paper and only counts as one page. Unless otherwise specified, pages exceeding the standard page size of 8.5" x 11" will be counted as two or more pages, depending on the actual size of the page.

### 5.5 Proposal Content

Proposers must respond to all questions without restating the questions. Use the same numbering and letter sequence as found in the RFP and then provide your response. Responses must be on the forms provided by the County where applicable.

### 5.6 Proposal Packaging

Proposals shall be submitted in a sealed envelope appropriately marked with the RFP title, Document number, and the name and address of the Proposer. If the requested copies do not fit into an envelope, enclose all copies in a box, seal it and attach a sheet of paper with the following information outside the box: (1) RFP title, (2) Document number, and (3) the name and address of the Proposer.

### 5.7 Proposal Copies and Submission

Proposers must submit one (1) original Proposal and five (5) copies.

In addition to the printed Proposals, Proposer shall submit one USB drive with an electronic copy of the Proposal. The electronic copy of the Proposal must match hard-copy version of the Proposal; in case of conflict, the hard copy original will be considered the "master" document. All electronic files must be in PDF format. Clearly label the exterior of the electronic media with RFP number and name of Proposer.

### 5.8 Cover Letter

Cover letter should include the following but is not limited to the following:

- Single point of contact for the proposal including an email address and a phone number
- Proposer’s company name, business entity, DBA designation/s, mailing address, physical address, website address, email address, and telephone number.
- Description of the ownership structure of the Proposer, giving specific details regarding any parent or affiliates.
- Confirmation that Proposer meets and will continue to meet Oregon professional and business licensing requirements.

### 5.9 Proposed Contract Comments

- Based on the attached Sample Contract **EXHIBIT 9**, describe any proposed modifications required should your team be selected to undertake negotiations to contract with the County. If you require no modifications, please acknowledge by indicating “no modifications required.”

### 5.10 Submission Requirements Checklist

Item	Counted or Appendix
Cover Letter (2 pages max)	NO
Proposal content 1A-D, 2A-C, 3, 4, 5, 6	YES
Proposal content 2D	Appendix
ATTACHMENT A: Proposer Certification and Representations	Appendix
ATTACHMENT B: Affidavit of Non-collusion	Appendix
ATTACHMENT C: Business Entity Statement	Appendix
ATTACHMENT D: Financial Resources	Appendix
ATTACHMENT E: References	Appendix
Teaming Agreement, if applicable	Appendix
Contract Comments	Appendix

END OF RFP

**ATTACHMENT A**  
**PROPOSER CERTIFICATIONS AND REPRESENTATIONS**

FAILURE OF PROPOSER TO COMPLETE AND SIGN THIS FORM MAY RESULT IN REJECTION OF THE SUBMITTED OFFER

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers, and agrees that this offer shall be irrevocable for at least NINETY (90) calendar days after the date offers are due or as stated in the solicitation, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.

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PROPOSER FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**ASSURANCES**

Proposer attests that:

1. The person signing this offer has the authority to submit an offer and to represent Proposer in all phases of this procurement process.
2. The information provided herein is true and accurate.
3. Proposer is a resident proposer, as described in ORS 279A.120, of the State of \_\_\_\_\_, [insert State] and has not discriminated against any minority, women, or emerging small business enterprises certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontracts, in accordance with ORS 279A.110.
4. "Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". ORS 279A.120 (1) ([b]).
5. Any false statement may disqualify this offer from further consideration or because of contract termination.
6. Proposer will notify Deschutes County within 30 days of any change in the information provided on this form.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.
2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph two of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

**CERTIFICATION REGARDING CONFLICT OF INTEREST**

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, a Contractor or Consultant (including its principal participants, directors, proposed consultants, or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Deschutes County; or the Contractor’s or Consultant’s objectivity in performing the Work would or might be otherwise impaired. The Proposer certifies to the best of its knowledge and believe that neither it nor any of its principal participants and agents:

1. Has any relationships with any firms or individuals that are or appear to be an organizational conflict of interest?
2. Has or has had the following relationships with the specific firm(s)/individual(s), identified below, which may be determined to be an organizational conflict of interest? I understand that based on the information provided by Proposer, Deschutes County may exclude the Proposer from further consideration and may withdraw its selection if the real or apparent organizational conflict of interest cannot be avoided or mitigated. Proposer further certifies that the degree and extent of the relationship of the Proposer with these named firm(s)/individual(s) have been fully disclosed below.

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Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all the statements may not necessarily preclude Proposer from award of a contract under this procurement.

**ACKNOWLEDGEMENT OF ADDEDNA**

The undersigned acknowledges receipt of and agrees to be bound by **addenda numbered** \_\_\_\_ **through** \_\_\_\_ inclusive, and any additional addenda issued until the Notice to Proceed has been issued.

**SIGNATURE OF AUTHORIZED PERSON**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Contact Person for this Procurement: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**ATTACHMENT B**  
**BUSINESS ENTITY CERTIFICATION STATEMENT**

Contractor must complete Section A or B.

**A. CONTRACTOR IS A CORPORATION, LIMITED LIABILITY COMPANY OR A PARTNERSHIP**

<b>I certify under penalty of perjury that Contractor is a [check one]:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership authorized to do business in the State of Oregon		
<hr/>	<hr/>	<hr/>
Signature	Printed Name and Title	Date

**B. CONTRACTOR IS A SOLE PROPRIETOR WORKING AS AN INDEPENDENT CONTRACTOR**

<b>Contractor certifies under penalty of perjury that the following statements are true:</b>		
<p>1. If Contractor is providing labor or services under this Contract for which registration is required under ORS Chapter 701, Contractor has registered as required by law, <b>and</b></p> <p>2. If Contractor performed labor or services as an independent Contractor last year, Contractor filed federal and state income tax returns last year in the name of the business (or filed a Schedule C in the name of the business as part of a personal income tax return), <b>and</b></p> <p>3. Contractor represents to the public that the labor or services Contractor provides are provided by an independently established business, <b>and</b></p> <p>4. All of the statements checked below are true.</p> <p><b>NOTE: Check all that apply. You must check at least four (4) to establish that you are an Independent Contractor.</b></p> <p><input type="checkbox"/> A. The labor or services I perform is primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence which is set aside as the location of the business.</p> <p><input type="checkbox"/> B. I purchase commercial advertising, or I have business cards for my business, or I am a member of a trade association.</p> <p><input type="checkbox"/> C. My business telephone listing is separate from my personal residence telephone listing.</p> <p><input type="checkbox"/> D. I perform labor or services only underwritten contracts.</p> <p><input type="checkbox"/> E. Each year I perform labor or services for at least two different persons or entities.</p> <p><input type="checkbox"/> F. I assume financial responsibility for defective workmanship or for service not provided by purchasing performance bonds, errors and omission insurance or liability insurance, or providing warranties relating to the labor or services I provide.</p>		
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Signature	Printed Name and Title	Date

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**ATTACHMENT C  
AFFIDAVIT OF NON-COLLUSION**

STATE OF OREGON

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer, except as disclosed on the attached appendix.
- (2) That neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (5) \_\_\_\_\_ (name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as described in the attached appendix.

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important and will be relied on by Deschutes County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Deschutes County of the true facts relating to the submission of proposals for this contract.

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Authorized Signature	Printed Name	Position	Date
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Name of Company

**ATTACHMENT D  
FINANCIAL RESOURCES**

**1. Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" explain.

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**2. Does your firm have any outstanding judgments pending against it?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" explain.

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**3. In the past ten years, has your firm been a party to litigation, arbitration, or mediation where the amount in dispute exceeded \$25,000?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" explain.

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**4. In the past ten years, has your firm been a party to litigation, arbitration, or mediation on a matter related to payment to subcontractors or work performance on a contract? Check "yes" even if the matter proceeded to arbitration or mediation without court litigation.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" explain.

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**5. Have you or any of your affiliates discontinued business operation with outstanding debts?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" explain.

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Authorized Signature

Printed Name

Position

Date

**ATTACHMENT E  
PROPOSER REFERENCE FORM**

**Proposer:** \_\_\_\_\_

**Reference #**\_\_\_\_\_

Project: \_\_\_\_\_

Contact #1 Name: \_\_\_\_\_

Client: \_\_\_\_\_

Contact #1 Role: \_\_\_\_\_

Location: \_\_\_\_\_

Contact #1 Phone: \_\_\_\_\_

Construction Budget: \_\_\_\_\_

Contact #1 Email: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_

Contact #2 Role: \_\_\_\_\_

Contact #2 Phone: \_\_\_\_\_

Contact #2 Email: \_\_\_\_\_

Project Description:

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