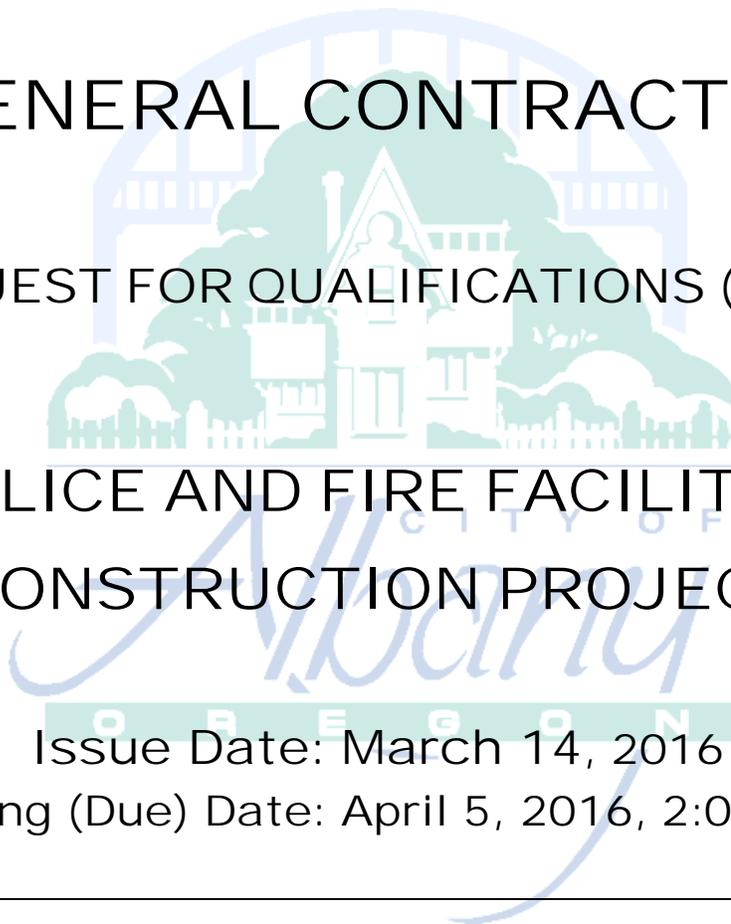


City of Albany, Oregon



GENERAL CONTRACTOR
REQUEST FOR QUALIFICATIONS (RFQ)
POLICE AND FIRE FACILITIES
CONSTRUCTION PROJECT

Issue Date: March 14, 2016
Closing (Due) Date: April 5, 2016, 2:00 p.m.

Police Chief.....Mario Lattanzio
Fire Chief.....John Bradner
City Engineer.....Staci Belcastro, P.E.
Purchasing Coordinator..... Diane Murzynski, CPPO

**For more information regarding this Request for Qualifications (RFQ),
contact Diane Murzynski (541) 917-7522.**

FINANCE DEPARTMENT

CITY OF ALBANY

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
RESPONDENT’S SUBMITTAL CHECKLIST	2
REQUEST FOR QUALIFICATIONS (RFQu)	3
SECTION 1 – BACKGROUND AND INFORMATION	4
SECTION 2 – INSTRUCTIONS FOR RESPONDENTS	7
SECTION 3 – PROJECT SPECIFICATIONS	14
SECTION 4 – RESPONSE SUBMITTAL REQUIREMENTS	15
SECTION 5 – EVALUATION CRITERIA	18
EXHIBIT A - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION.....	22
EXHIBIT B – CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR	23
EXHIBIT C - REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS	24
EXHIBIT D – CERTIFICATION OF INSURANCE REQUIREMENTS	25
EXHIBIT E - REFERENCES.....	26
APPENDICES	31
ATTACHMENT A – SAMPLE CONSTRUCTION CONTRACT	
ATTACHMENT B – PROJECT LOCATION MAP FIRE STATION	
ATTACHMENT C – SITE LOCATION MAP FIRE STATION	
ATTACHMENT D – PROJECT LOCATON MAP POLICE STATION	
ATTACHMENT E – SITE LOCATION MAP POLICE STATION	
ATTACHMENT F – ALBANY FIRE STATION CONSTRUCTION DOCUMENTS	
ATTACHMENT G – ALBANY POLICE STATION CONSTRUCTION DOCUMENTS	

RESPONDENT'S SUBMITTAL CHECKLIST

Statement of Qualification (SOQ) to this Solicitation must be submitted by the time designated in the advertisement for the Request for Qualifications at the City Hall Parks and Recreation Department/Information Counter and marked received with time and date by City staff. Any SOQ submitted after the designated closing time or to any other location may be determined nonresponsive and will not be opened. It is the responsibility of the Respondent to deliver the solicitation response by the indicated deadline to the designated location.

If the Respondent submits a SOQ via a delivery service (Fedex, UPS, etc.) the required sealed envelope must be enclosed in the delivery service packaging and the Project Title of the solicitation must be written on the outside delivery service packaging.

Respondents must **submit nine (9) copies** of their SOQ, which includes an original. In addition to the hard copy (printed paper) version, Respondent shall provide an electronic version of the SOQ on a USB drive in non-editable, Adobe format. All SOQs must include the following submittals to be considered:

- Introductory Letter
- SOQ Requirements, Section 4
- Non-Collusion and Conflict of Interest Certification (*Exhibit A*)
- Certification Statement for Corporations or Independent Contractors (*Exhibit B*)
- Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters (*Exhibit C*)
- Certification of Insurance Requirements (*Exhibit D*)
- References (*Exhibit E*)
- Copy of Contractor's License
- Signed Addenda (if applicable)



CITY OF ALBANY, OREGON
REQUEST FOR QUALIFICATIONS (RFQu)
GENERAL CONTRACTOR
POLICE AND FIRE FACILITIES CONSTRUCTION PROJECT
Responses Due by 2:00 p.m. PST, Tuesday, April 5, 2016

Notice is hereby given that the City of Albany (City), Oregon, is requesting Statement of Qualifications (SOQ) from qualified General Construction (GC) firms for the construction of the Police and Fire Facility Project, referred to as the "Project". The Project is to be built concurrently at two different sites in Albany. The buildings are designed by Mackenzie and the overall square foot requirements for the proposed Police Station is approximately 40,400 and the Fire Station is approximately 24,300. The goal is to use similar materials and timelines to receive economies of scale. The objective is to prequalify construction contractors and invite those Contractors selected as the Competitive Range to submit sealed bids for the Project. The estimated combined construction cost of the two facilities is \$20.4 million at the 90% design phase. The estimated construction cost is \$13.2 million for the Police Station and \$7.2 million for the Fire Station.

The RFQu is the initial step in the selection process to retain a GC to construct the Police and Fire Facilities in Albany, Oregon. Responses will be reviewed, scored, and ranked according to the criteria defined in this solicitation document. A maximum of five qualified contractors will be invited to respond to the Invitation to Bid (ITB) in accordance with OAR 137-049-0645. The City may increase the number of qualified Respondents in the Competitive Range if the City's evaluation indicates a natural break in the scores that are closely competitive.

The Request for Qualifications can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained by contacting the City of Albany Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone (541) 917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed solicitation documents (not including 90% construction drawings).

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, all Respondents known by the City of Albany to have received a complete set of the solicitation documents will receive email notification when additional items are posted to the website. For questions or clarifications regarding the project, contact Staci Belcastro, P.E., at staci.belcastro@cityofalbany.net, or Jeff Woodward at Jmxw@deainc.com. To be added to the Interested Respondent's list or for questions regarding the procurement process, contact Diane Murzynski, CPPO, CPPB, Purchasing Coordinator, at (541) 917-7522.

SOQ shall be submitted in a sealed envelope and received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. PST, Tuesday, April 5, 2016, addressed to the City of Albany, Attention: Diane Murzynski, CPPO, CPPB, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference "Request for Qualifications General Contractor Police and Fire Facility Construction Project" along with the name and address of the Respondent. Faxed or electronic (email) responses will not be accepted. Responses received after the closing date and time will not be opened or reviewed.

The City may reject any SOQ not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all SOQs in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 14TH DAY OF MARCH 2016.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

Publish: Albany Democrat-Herald, Monday, March 14, 2016
Daily Journal of Commerce, Monday, March 14, 2016

General Contractor for Police and Fire Facilities Construction Project
REQUEST FOR QUALIFICATIONS (RFQu)

Request for Qualifications
Page 3 of 31

SECTION 1 – BACKGROUND AND INFORMATION

This RFQu is issued under the provisions of the Oregon Revised Statutes Chapters 279A, 279C, and the City of Albany Municipal Code public contracting rules. All Respondents are charged with presumptive knowledge of the cited authorities. Submission of a valid SOQ by any Respondent shall constitute admission of such knowledge of the part of such Respondent.

1.1 INTRODUCTION

The “**City of Albany**” (the **City, Owner**) is seeking “**Qualifications**” from general construction (**GC**) firms for the Police and Fire Facilities Construction project described below (the **Project**). The Project is to build Police and Fire Stations concurrently at two different sites in Albany. The buildings are designed by Mackenzie and the overall square foot requirements for the proposed Police Station are 40,400 and for the Fire Station 24,300.

The RFQu is the initial step in the selection process to retain a GC to construct the Police and Fire Facilities in Albany, Oregon. Responses will be reviewed, scored, and ranked according to the criteria defined in Section 4 of this Solicitation Document. Respondents will be ranked by an evaluation team in accordance with the criteria contained herein and a Competitive Range composed of the top ranked Respondents will be selected. Distribution of ITB documents will be limited to the qualified Competitive Range Respondents during the ITB phase in accordance with OAR 137-049-0645.

All Respondents must be registered and licensed with the Oregon Construction Contractors Board prior to submitting a SOQ. Failure to be licensed may cause the City to reject the Statement of Qualifications as non-responsive.

If selected and awarded a contract, the GC firm will be a part of a construction team composed of the City, the Design Consultant - Mackenzie, the Owner’s Representative – David Evans and Associates, Inc., and other Project consultants through the completion of the Project. The GC firm will be skilled in constructing, developing schedules, understanding construction methods and techniques, and coordinating construction processes. The GC will communicate the construction-related aspects of the Project to all team members throughout the construction phases. In addition, the GC will be familiar with the local labor and subcontracting market.

1.2 BACKGROUND

The City of Albany is a municipal governmental entity providing a full range of services, including fire and police protection; sewer; water; construction and maintenance of highways, streets, and infrastructure; recreational activities and cultural events.

Albany is located in the heart of the Willamette Valley, 24 miles south of Salem, the state capital, and 40 miles north of Eugene, the state’s second largest city. With a 2015 population of 51,270, Albany sits in both Linn and Benton counties and is the seat of Linn County. The City employs approximately 391 staff and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City. With a diverse economic base, Albany is experiencing growth common to the Willamette Valley, and is well poised to maximize the current growth potential.

The City’s Strategic Plans, as early as 2007, identified the need for a new fire station. The City also identified a need to replace or expand the Police Department over a decade ago. In 2014, a Public Safety Facilities Review Committee, made up of 14 Albany residents, evaluated options for replacing both the Fire and Police buildings. The City of Albany placed and voters approved an \$18 million bond on the May 19, 2015 ballot as part of a larger funding package to pay for the two new buildings. The estimated cost to taxpayers in Albany is \$0.29 cents per thousand dollars of assessed value.

The City hired Mackenzie, from Portland, Oregon, as the Design Consultant for both the Fire and Police buildings and David Evans & Associates, Inc. is providing an Owner's Representative for project management services. Plans for the new facilities incorporate modern technology, staffing, community needs, and meet the latest earthquake and safety standards.

The replacement police station will be located in the 2400 block of Pacific Boulevard SW on 3.69 acres of vacant property. The current station will remain in operation while the replacement station is built. The new building will be a two-story structure with approximately 40,400 square feet. It will house all police department operations. The estimated total project cost for the police station is \$16M.

The replacement main fire station will be located in the 500 and 600 blocks of Lyon Street SW in Downtown Albany, on approximately 1.65 acres, where the current fire station and a few additional buildings sit. Operations at the downtown station site will be temporarily housed offsite. The new building will be a two-story structure with approximately 24,300 square feet. It will house one of four fire station responses, administration, and much of the fire department storage. The estimated total project cost for the fire station is \$8.7M.

The following information is available on the City of Albany's website at [City of Albany Bids, RFPs, RFQs](#):

- Project location and site maps for Police and Fire Stations
- Albany Police Station Construction Documents at 90%
- Albany Fire Station Construction Documents at 90%

Additional City information is available at <http://www.cityofalbany.net/>.

1.3 EXISTING FIRE STATION SITE BACKGROUND INFORMATION

The existing downtown fire station was built in 1949 and is a 14,800 square foot, two-story building. It is located at 110 Sixth Avenue SE, in Albany, Oregon. The City Council and the Public Safety Facilities Review Committee have determined that Albany's existing downtown Fire Station 11 and site are inadequate to meet the fire and medical emergency response needs of the community. The existing station does not meet seismic standards and will most likely collapse during a significant earthquake. Emergency power and electrical wiring are substandard; the station lacks appropriate restrooms and locker space for male and female employees; it is not accessible to people with mobility limitations; it has structural weight limitations that restrict placement of emergency vehicles; and the size of the existing station and site limits the station's use as an emergency facility.

The City purchased property in the vicinity of the downtown fire station to expand the current site to allow for construction of a new Fire Station 11 and demolition of the existing station.

1.4 EXISTING POLICE STATION SITE BACKGROUND INFORMATION

The existing police station was built in 1988 when the City of Albany had a population of approximately 28,000 and a police staff of 47. Today Albany's population exceeds 50,000 and police staffing is approximately 90. The 1988 building is approximately 10,500 square feet, and includes a 1,176 square foot modular building added in 2004. The current station sits on a 1.69 acre parcel, which limits parking and will not accommodate expansion of the existing station. A 3.69 acre site has been purchased to facilitate construction of a new Police Station.

The 1988 station has been internally reconfigured multiple times to meet changing space requirements of the department. The City identified a need to replace, or expand the Police Department over a decade ago. The following is a sampling of critical needs that have been identified that the current police station is unable to provide:

- Larger lobby area for the public that provides separation between victims, suspects, and sex

offenders.

- Work space to utilize volunteers.
- Secure interview/holding rooms.
- Training and Meeting Spaces.
- Evidence Storage Space.
- Locker and/or storage space for employees.
- Off-street parking for employees and off-street and secure parking for emergency vehicles.
- Sufficient back up power to operate during an emergency and to continue to provide necessary services during a critical incident.
- Adequate HVAC.
- Volunteer work space.
- Adequate restrooms.
- Effective communication between workgroups.

SECTION 2 – INSTRUCTIONS FOR RESPONDENTS

2.1 SELECTION PROCEDURE

The City of Albany (City), Oregon, is requesting Statements of Qualifications (SOQ) from qualified General Contractors (GC) with established experience interested in providing GC services for proposed Police and Fire Stations in Albany, Oregon. The GC selection process consists of the following steps summarized below:

- A. RFQU PHASE.** As provided by ORS 279C.405(1), the City is utilizing this RFQu as the first step in the selection process to select a General Contractor for construction of new Police and Fire Stations in Albany, Oregon. In accordance with OAR 137-049-0645, only those firms selected as part of the Competitive Range during the evaluation of the RFQu SOQs will be invited to respond to an Invitation to Bid (ITB).
- B. RFQU STATEMENT OF QUALIFICATION EVALUATION.** Respondents will be ranked by the Selection Review Committee in accordance with the evaluation criteria described in Section 5. On the basis of this evaluation, the City will establish a Competitive Range of up to five (5) Respondents. However, the City may increase the number of qualified Respondents in the Competitive Range if the City's evaluation indicates a natural break in the scores that are closely competitive, or have a reasonable chance of being determined to be the best Respondent. Distribution of ITB documents will be limited to the qualified Competitive Range Respondents during the ITB phase. Responses to this RFQu not meeting all evaluation criteria will not be considered for review.
- C. INVITATION TO BID.** In the second step of the selection process, the highest ranking qualified Respondents will be invited to submit a bid to the Invitation to Bid (ITB). A draft copy of the City Construction Contract is included with this RFQu as Attachment A. In accordance with OAR 137-049-0645, the ITB will not be separately advertised and will be sent to the qualified contractors selected as the Competitive Range following the qualification evaluation phase.
- D. CONSTRUCTION CONTRACT AWARD.** The City will award a contract to the lowest responsive, responsible bidder(s) of Schedule A (Police Station and Fire Station), or Schedule B (Police Station only), or Schedule C (Fire Station only). The proposed Contract Award will be submitted to City Council, the Local Contract Review Board for the City, for approval.

2.2 ISSUING OFFICE AND SUBMITTAL LOCATION

The City Purchasing Coordinator will issue the Request for Qualifications and will be the point of contact for the City for questions, concerns, and protests.

Each Respondent shall provide nine (9) total copies of their Response with one copy marked "Original". In addition to the hard copy (printed paper) version of Response, Respondent shall provide an electronic version of the Response on a USB drive in non-editable, Adobe format. The outside of the sealed envelope should reference "Request for Qualifications - General Contractor for Police and Fire Facilities Construction Project". Responses must be received by the City of Albany, at the Parks & Recreation Department/Information Counter not later than **2:00 p.m. PST, Tuesday, April 5, 2016**, addressed to the City of Albany, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin SW, Albany, OR 97321.

Submittal Address & Process Questions:

City of Albany
 Finance Department
 Diane Murzynski, CPPO, Purchasing Coordinator
 333 Broadalbin Street SW
 Albany, OR 97321
 Email: diane.murzynski@cityofalbany.net
 Phone: (541) 917-7522

Technical Questions/Scope of Work:

Staci Belcastro, P.E., City Engineer
 Email: staci.belcastro@cityofalbany.net

Telephone, facsimile, or electronically transmitted Responses will not be accepted. Responses received after the specified date and time will not be given further consideration. Respondents submitting SOQs are solely responsible for the means and manner of their delivery, and are encouraged to confirm delivery prior to the deadline.

2.3 ANTICIPATED PROCUREMENT TIMELINE

The City anticipates the following general timeline for receiving and evaluating Responses and inviting qualified Contractors to bid on the Project. The timeline listed below may be changed if it is in the City's best interest to do so.

Prequalification of General Contractors

Advertise RFQu	Monday, March 14, 2016
Questions or Solicitation Protests Due	Tuesday, March 22, 2016, 2:00 p.m.
Last Date for Addenda Issued	Wednesday, March 30, 2016, 1:00 p.m.
RFQu Response Closing Date	Tuesday, April 5, 2016, 2:00 p.m.
SOQ Response Evaluation	April 6, 2016 – April 14, 2016
Notice of Competitive Range Selection	Friday, April 15, 2016, 4:00 p.m.
Protest Period Ends	Friday, April 22, 2016, 4:00 p.m.

Invitation to Bid for Selected Contractors

Provide Bid Documents to Selected Contractors	Monday, May 2, 2016
Mandatory Pre-bid Meeting	Wednesday, May 11, 2016, 9:30 a.m.
Addendum 1 Release (if applicable)	Wednesday, May 18, 2016
Addendum 2 Release (if applicable)	Wednesday, June 1, 2016
Bid Due Date	Tuesday, June 21, 2016, 2:00 p.m.
Notice of Intent to Award	Wednesday, June 22, 2016, 2:00 p.m.
Protest Period Ends	Wednesday, June 29, 2016, 2:00 p.m.
City Council Contract Award	Wednesday, July 13, 2016
Notice of Award	Thursday, July 14, 2016

2.4 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City of Albany reserves the right to make changes to the RFQu by written addendum, which shall be issued to all prospective Respondents known to the City of Albany to have received the Solicitation Document.

A prospective Respondent may request a change in the RFQu by submitting a written request to the address set forth above. The request must specify the provision of the RFQu in question, and contain an explanation for the requested change. All requests for changes or additional information must be submitted to the City of Albany no later than the date set in the RFQu Schedule.

The City of Albany will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If in the Purchasing Coordinator's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum as stated

above. Any addenda shall have the same binding effect as though contained in the main body of the RFQu. Oral instructions or information concerning the scope of work of the project given out by City of Albany managers, employees, or agents to the prospective Respondents shall not bind the City of Albany.

1. All addenda, clarification, and interpretations will be posted on the City of Albany's website at [City of Albany Bids, RFPs, RFQs](#). Respondents known by the City of Albany to have received a complete set of the Response documents will receive notification when additional items are posted.
2. No addenda will be issued later than the date set in the RFQu Schedule, except an addendum, if necessary, postponing the date for receipt of Responses, withdrawing the solicitation, modifying elements of the Response resulting from a delayed process, or requesting additional information or clarifications.
3. Each Respondent shall ascertain, prior to submitting a Response, that the Respondent has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the Response submittal.

2.5 SOLICITATION PROTESTS

A protest of any provision in this RFQu must be made in writing and directed to the Purchasing Coordinator at the address listed in the RFQu and shall be received no later than the date listed in the RFQu Schedule. Any protest must address the requirement, provision or feature of this RFQu or its attachments, that the potential Respondent believes is ambiguous, unclear, unfair, contrary to law or likely to limit competition. Such submittals will be reviewed upon receipt and will be answered in writing. No such protests or requests will be considered if received after the deadline. No oral, telegraphic, telephone protests or requests will be accepted.

2.6 COST OF PREPARATION OF RESPONSE

Costs incurred by any Respondent in preparation of a response to this RFQu shall be the responsibility of the Respondent.

2.7 CANCELLATION AND LATE RESPONSES

The City of Albany reserves the right to cancel this RFQu solicitation any time before issuance of a resulting RFP if cancellation is deemed to be in the City's best interest. In no event shall the City of Albany have any liability for the cancellation of award.

All Solicitation Responses that are not received by the deadline stated in the RFQu Schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within City of Albany's internal distribution systems, do not excuse the Respondent's responsibility for submitting the Solicitation Response to the correct location by the stated deadline.

2.8 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this RFQu, the Respondent certifies that:

1. The Respondent and each person signing on behalf of any Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City of Albany, has a direct or indirect financial interest in the Response, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Respondent's response to this solicitation.

2. The Respondent has examined all parts of the Request for Qualifications, including all requirements and contract terms and conditions thereof, and, if its Response is accepted, the Respondent shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Respondent.
3. The Respondent, if an individual, is of lawful age; is the only one interested in this Response; and that no person, firm, or corporation, other than that named, has any interest in the Response, or in the proposed contract.
4. The Respondent has examined the scope of services and conditions thoroughly and can provide the appropriate insurance, deposits, and bonds.
5. The Respondent will comply fully with the specifications for the Project.
6. The Respondent can meet any and all registration and certification requirements as set forth and required in the Oregon Revised Statutes and this RFQu.

2.9 RESPONDENT REQUESTS INTERPRETATION OF RFQU DOCUMENTS

1. Respondents shall promptly notify the City of Albany of any ambiguity, inconsistency or error, which they may discover upon examination of the Response Documents.
2. Respondents requiring clarification or interpretation of the Response Documents shall make a written request for same to the Purchasing Coordinator at the submittal location listed above.
3. The City of Albany shall make interpretations, corrections, or changes of the Response Documents in writing by published Addenda. Interpretations, corrections, or changes of the Response Documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections, and changes.
4. Should any doubt or difference of opinion arise between the City of Albany and a Respondent as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the City of Albany shall be final and binding upon all parties.
5. The City of Albany may to the maximum extent allowed by law, waive bid irregularities or strict compliance with any requirement herein if it concludes such action to be in its best interest.

2.10 RESPONDENT REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding City of Albany services, programs, or personnel, or any other information shall be submitted in writing directly to the Purchasing Coordinator at the address in the Request for Responses. All requests for additional information shall be submitted in writing. Answers shall be provided to all Respondents of record on the date that answers are available.

2.11 CITY TO REQUEST CLARIFICATION AND ADDITIONAL RESEARCH

1. The City of Albany reserves the right to obtain clarification of any point in a Response or to obtain additional information necessary to properly evaluate a particular Response. Failure of a Respondent to respond to such a request for additional information or clarification could result in a finding that the Respondent is non-responsive and consequent rejection of the Response.
2. The City of Albany may obtain information from any legal source for clarification of any Response or for information on any Respondent. The City of Albany need not inform the Respondent of any intent to perform additional research in this respect or of any information thereby received.
3. The City of Albany may perform, at its sole option, investigations of the responsible Respondent. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City of Albany, become part of the public records and may be disclosed accordingly.

4. The City reserves the right to investigate references including customers other than those listed in the Respondent's submission. Investigation may include past performance with respect to its successful performance of similar projects, conformance to Owner's budget, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or other criteria as determined by the City.

2.12 REJECTION OF RESPONSES

The City of Albany reserves the right to reject any or all Responses received as a result of this request. Responses may be rejected for one or more of the following reasons, including but not limited to:

1. Failure of the Respondent to adhere to one or more of the provisions established in this RFQu.
2. Failure of the Respondent to submit a Response in the format specified herein.
3. Failure of the Respondent to submit a Response within the time requirements established herein.
4. Failure of the Respondent to adhere to ethical and professional standards before, during, or following the Response process.

The City of Albany may reject any Response not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Responses upon a finding of the City of Albany that it is in the public interest to do so.

2.13 MODIFICATION OR WITHDRAWAL OF RESPONSE BY RESPONDENT

1. A Response may not be modified, withdrawn, or canceled by the Respondent for 60 (sixty) calendar days following the time and date designated for the receipt of Responses.
2. Responses submitted early may be modified or withdrawn only by notice to the City of Albany Purchasing Coordinator, at the Response submittal location, prior to the time designated for receipt of Responses. Such notice shall be in writing over the signature of the Respondent. All such communications shall be so worded as not to reveal the amount of the original Response or any other material contents of the original Response.
3. Withdrawn Responses may be resubmitted up to the time designated for the receipt of Responses provided that they are then fully in conformance with these Instructions to Respondents.

2.14 RESPONSE OWNERSHIP

1. All Responses submitted become and remain the property of the City of Albany and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.
2. Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City of Albany shall make available to any person requesting information through the City of Albany's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Respondent to do so after the Notice of Intent to award has been released.

2.15 AFFIRMATIVE ACTION

By submitting a Response, the Respondent agrees to comply with the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era

Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS).

2.16 DISADVANTAGED, MINORITY, WOMEN, & EMERGING SMALL BUSINESSES (DMWESB)

Albany encourages the participation of Target Businesses. These businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Respondents may not discriminate in the award of a subcontract because the subcontractor is a minority, women or emerging small business enterprise (MWESB) certified under ORS 200.055.

By submitting a Response, the Respondent specifically certifies, under penalty of perjury, that the Respondent has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

2.17 NOTIFICATION OF COMPETITIVE RANGE

All responsive, responsible Respondents evaluated by this RFQu will be notified of the Selection Review Committee's recommendations for the Competitive Range.

2.18 PROTEST OF COMPETITIVE RANGE SELECTION

A Respondent may protest the selection of the Competitive Range if the Respondent claims to have been adversely affected or aggrieved by the selection of a competing Respondent. Respondents 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.

The following procedure applies to Respondents who protest the Notice of the Competitive Range, OAR 137-049-0450(5). All protests must be in writing and physically received by 4:00 p.m. at the City of Albany, seven (7) calendar days from the date of the Notification of Competitive Range selection. Protests shall be addressed to the City Purchasing Coordinator at the submittal address listed in Section 2.2. Protests not filed within the time specified or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based, shall be dismissed.

2.19 DEFINITIONS (as used in these contract documents, except where the context otherwise clearly requires)

CITY, OWNER means the City of Albany, Oregon.

CITY'S REPRESENTATIVE, CONTRACT ADMINISTRATOR means the person or persons designated by the City to administer this Contract and monitor compliance hereunder.

COMPETITIVE RANGE means the selected firms or persons after the City evaluated and scored Requests for Qualifications based on a list of criteria.

CONTRACT DOCUMENTS means all written documents existing at the time of execution of this Contract and setting forth the obligations of the parties, including the Request for Qualifications, Non-Collusion and Conflict of Interest Certification, Certification Statement for Corporation or Independent Contractor, Respondent Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters, Certification of Insurance Requirements, References, SOQ Response, and other attachments, exhibits, or addenda applicable to the final Contract Documents. In addition, written amendments to the Contract Documents executed by the parties from time to time, and any documents expressly incorporated by reference elsewhere in the Contract Documents enumerated above.

CONTRACTOR, FIRM, OR RESPONDENT means the person or firm that has undertaken to perform the work subject of this contract and by whom or on whose behalf the contract was signed.

DELIVERABLE means the acceptable product or service as identified in the statement of work; received as requested at the right: time, place, quality, quantity, and price. A deliverable must be measurable to determine that all conditions and acceptable performance are met.

GC means General Contractor.

INVITATION TO BID (ITB) means the process to solicit Bids from a Person or Firm for a defined Project or Purchase.

RESPONSIVE RESPONSE means an Offer or Response that substantially complies in all material respects with all prescribed procurement procedures and applicable solicitation requirements. When used alone, Responsive means having the characteristic of substantially complying in all material respects with applicable solicitation requirements.

REQUEST FOR QUALIFICATIONS (RFQu) means the process to evaluate a Person or Firm's qualifications prior to inviting the Person or Firm to submit a Bid or Solicitation Response for a Project or Purchase.

STATEMENT OF QUALIFICATIONS (SOQ) means the Response submitted by a Person or Firm to meet the requirements of a Request for Qualifications.

STATEMENT OF TIME means a period of time, unless stated as a number of City business days, shall include Saturdays, Sundays, and holidays. The word "day" as used in this RFQu document, and any resulting contract awarded as a result of this process, shall constitute a calendar day of 24 hours measured from midnight to the next midnight.

SUBSTANTIAL COMPLETION means a stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or use the Work or a portion thereof for its intended use.

WORK means all tasks specified or necessarily implied in these Contract Documents to perform and complete their intended result. The term encompasses all labor, materials, supplies, tools, equipment, fuel, administrative and support services, overhead, and other direct and indirect expenses necessary to achieve the result intended by the Contract Documents.

SECTION 3 – PROJECT SPECIFICATIONS

3.1 PROJECT DESCRIPTION

The Project will consist of construction of two new facilities to be built concurrently at two different sites. The new Fire Station will be located off 6th Street in downtown Albany, and the Police Station will be located off Pacific Blvd. in southwest Albany. The buildings are designed by Mackenzie and the overall square foot requirements for the Police Station are 40,400 and for the Fire Station are 24,300.

The current Fire Station will be vacated approximately May 2016 with staff moving into a temporary building at 1120 Hill Street SE, Albany, with a demolition date for Fire Station 11 in June 2016. The current Police Station will remain operational throughout the construction of the new Police Station. Construction is anticipated to start July 2016. Construction is expected to be complete by June 2017. The completed project is intended to be functional structures and improved sites that can be legally occupied and fully used for the intended functions as constructed.

Construction plans at 90% completion for both the Police and Fire Facilities are available on the City website.

3.2 PROJECT TEAM

This project involves multiple stakeholders, committees, and team members.

1. City Council – The City is governed by the City Council which is comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City.
2. Project Management Team (PMT) – The main responsibility of the Team is to manage the Project. The PMT will be composed of City staff, Owner’s Representative (David Evans and Associates, Inc.), the Design Consultant (Mackenzie), and the Construction Contractor. It is anticipated the Project Management Team will meet regularly. This team will review the status of the project and provide guidance on project issues and goals.
3. Technical Working Group – The City is composed of technical experts in specialized fields that will advise the PMT and the City on recommendations for specific issues. This may include City staff from Finance, Information Technology, Procurement, Public Works, Community Development – Planning and Building, and the City Attorney.

3.3 PROPOSED PROJECT SCHEDULE

The proposed Project Schedule includes:

- Finalize facility design Spring 2016
- Issue solicitation for project construction Spring 2016
- Begin construction Summer 2016
- Complete construction of the facilities for occupancy Summer 2017

SECTION 4 – RESPONSE SUBMITTAL REQUIREMENTS

4.1 RESPONSE SUBMITTAL INSTRUCTIONS

Failure to comply with these instructions may result in the rejection of the SOQ.

- A. SOQs must be submitted on letter-sized (8.5” x 11”) paper. Margins must be at least ½” on all sides. Font size can be no smaller than 11.
- B. SOQ should be printed double-sided, and prepared in a simple, economical manner, with all pages numbered within each section. The SOQ should be prepared succinctly, providing a straight forward, concise description of the Respondent’s ability to meet the requirements of the RFQu.
- C. The SOQ should be separated with section divider pages in the same criterion number order as provided below in Section 4.3.
- D. Respondent must provide an electronic version of the SOQ on a USB drive in non-editable, Adobe format.

4.2 JOINT RESPONSES

If Respondent is a partnership or joint venture, information must be provided for each partner or joint ventures, and each partner or joint ventures must sign the Response and any contracts on behalf of both itself and the Respondent, and each will be jointly and severally liable. In the case of a legal partnership or joint venture, a written Memorandum of Understanding between the parties must be submitted with the Response setting forth the business and service delivery agreements between the parties.

4.3 SOQ SUBMITTAL CONTENT MANDATORY

Indicate in writing the following information about your firm’s ability and desire to perform this work. Failure to complete any question or request for information, in whole or in part, or any deliberate attempt by the Respondent to mislead the City, may disqualify the Respondent. Respondents shall provide, and will be evaluated on, the following information:

Section 1 Introductory Letter

This letter shall specifically stipulate that the Contractor accepts all terms and conditions contained in the RFQu and supporting documents. The letter should provide general information relative to the firm, i.e. name, address, telephone, fax, contact email, owners of firm, and Oregon Contractors License Number. The Introductory Letter should name the person(s) authorized to represent the Respondent in negotiations and the name of the person(s) authorized to sign any contract that may result.

Proof of Licensure

Contractor shall submit proof that they have a current, active license by the Construction Contractors Board for construction projects in the State of Oregon.

Section 2 Key Personnel Qualifications

Describe the positions you would identify as “key personnel”, management and supervisory for this project and the amount of time they will be on site during the duration of the project. (There will be a “key personnel” clause in the contract.) Identify your proposed key personnel and their specific experience with construction projects of a similar nature, using specific examples and include their roles and responsibilities in the project. Describe their success in constructing projects with similar requirements and schedules. Identify which project(s) are closest to this Project in terms of size and complexity and their

specific role in each project. Provide availability, current assignments, and location for key personnel.

Section 3 Experience with Similar Projects

Describe your firm's recent (past 5 years) experience with similar projects. Describe your firm's success in constructing projects with similar requirements. Identify which project(s) you feel to be the closest to this project in terms of size and complexity, and include information about the size, construction type, the client, building use, construction budget, number of change orders and claims, and project timeline/completion date. Include contact information of each project listed.

Section 4 Scheduling

Propose a rough schedule no more than one page (fold out is optional), for this project. Assume a July 2016 construction start date. Ideally construction will be completed no later than June 2017; demobilization may occur after this date. Address how you will phase the work between the building sites and deliveries if awarded a contract for both the Police and Fire Stations. Describe your firm's planning, scheduling, phasing and project monitoring processes. Propose modified construction schedule and completion date if assumed completion date is not feasible or if schedule can be expedited.

Section 5 Proposed Site Coordination

Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise and other related factors. Demonstrate an understanding of the City's need to maintain work areas and to continue to use adjacent buildings, streets and parking areas concurrent with construction activity. Identify construction activity required to maintain safe user access to continued operation of the adjacent spaces. Provide an overview of your firm's safety program and include at a minimum your Oregon Experience Modification Rating (EMR). If awarded a contract for both Police and Fire Stations, describe your firm's approach to the management and administration of on-site construction activities at two sites simultaneously.

Section 6 Management Techniques

Address your firm's planning, scheduling, phasing, and project monitoring skills and processes as it pertains to this Project. This Project may include Owner-furnished materials and shared materials between two building sites. Describe each key person's experience with coordination of construction schedules and Owner-furnished material delivery deadlines, including multiple building sites, if applicable.

Section 7 References

Provide references on similar projects completed in the last 5 years. Include names, addresses, and phone numbers from a maximum of 9 references. References should cover the following 3 groups (Architect/Engineer, Owner, and Contractor/Subcontractor). Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. City may check with these references and/or may check with other references associated with past work of your firm. Exhibit E is provided for submittal of reference information.

Section 8 Adequate Bonding

Describe your firm's current bonding capacity; include a letter from your bonding surety to confirm your bond capacity.

Section 9 Claim History

Describe any claims, liens, or lawsuits you have filed against Owners, Architects or Engineers in the last five (5) years. Provide and describe any claims or liens filed against the General Contractor.

Section 10 Adequate Insurance

Provide a certificate of insurance as evidence of the insurance currently in place for your firm. Submit Exhibit D which outlines insurance requirements for construction of the police and fire stations. **The City of Albany will carry and provide the Builder's Risk Insurance.**

Section 11 Appropriate Resources

Describe the material and equipment resources your firm has available to complete the projects.

Section 12 Subcontractor Management

Describe how you manage your subcontractors. Include explanations of quality control and schedule adherence.

Section 13 Self-Performed Work

Describe the firm's ability to self-perform construction work. List the construction trades (general labor, carpentry, electrical, landscaping, etc.) employed by the firm and the general work capacity of the trades listed.

4.4 ADDITIONAL FORMS REQUIRED WITH RESPONSE SUBMITTAL

The following should be included with the submittal Response.

1. Non-Collusion and Conflict of Interest Certification (Exhibit A)
2. Certification Statement for Corporation or Independent Contractor (Exhibit B)
3. Respondent Representations and Certification Regarding Debarment, Suspension and Other Responsibility Matters (Exhibit C)
4. Certification of Insurance Requirements (Exhibit D)
5. References (Exhibit E)
6. Addenda - All addenda of this RFQu should be submitted as part of the Solicitation Response.

SECTION 5 – EVALUATION CRITERIA

5.1 SELECTION PROCESS

Beginning with responses to this Solicitation, the selection procedure will be used to evaluate the capabilities of interested GC firms to provide construction services to the City for this Project. The Responses to this Solicitation will be evaluated by the Selection Review Committee. On the basis of this evaluation, the City will establish a Competitive Range of up to five (5) Respondents. However, the City may increase the number of qualified Respondents in the Competitive Range if the City’s evaluation indicates a natural break in the scores that are closely competitive, or have a reasonable chance of being determined to be the best Respondent.

Respondents must meet the requirements and demonstrate the necessary experience and qualifications to complete the project with the essential staff on time and within budget and provide the required ongoing services in an efficient and cost-effective manner to the City. Each Response will be judged on its completeness and quality of its content. The City reserves the right to reject any or all Responses and is not liable for any costs the Respondent incurs while preparing the Response. All Responses will become part of the public file, without obligation to the City.

5.2 SELECTION REVIEW COMMITTEE

The Selection Review Committee will be comprised of eight (8) members from City staff, the Owner’s Representative, and the Design Consultant. The role of the Selection Review Committee is to evaluate the Responses submitted. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process. The goal of the evaluation process is to select qualified firms to bid the construction project and believed to best meet the City’s expectations for providing the highest quality of services at a cost representing the best value to the City.

5.3 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

The Selection Review Committee will evaluate whether the Respondent provided the following:

Response Questions

Section 1 Introductory Letter & Proof of Licensure (Pass/Fail)

- This letter shall specifically stipulate that the Contractor accepts all terms and conditions contained in the RFQu and supporting documents.
- The letter should provide general information relative to the firm, i.e. name, address, telephone, fax, contact email, owners of firm, and Oregon Contractors License Number.
- The Introductory Letter should name the person(s) authorized to represent the Respondent in negotiations and the name of the person(s) authorized to sign any contract that may result.
- Contractor shall submit proof that they have a current, active license by the Construction Contractors Board for construction projects in the State of Oregon.

Section 2 Key Personnel Qualifications (weight 30)

- Describe the positions you would identify as “key personnel”, management and supervisory personnel for this project and the amount of time they will be on site during the duration of the project. There will be a “key personnel” clause in the contract.
- Identify your proposed key personnel and their specific experience with renovations of similar nature, using specific examples and include their role and responsibilities in the project.
- Describe their success in constructing projects with similar requirements and schedules.
- Identify which project(s) you feel to be the closest to this project in terms of size and complexity and their specific role in each project.

- Section 3 Experience with Similar Projects (weight 25)
- Describe your firm's recent (past 5 years) experience with similar projects.
 - Describe your firm's success in constructing projects with similar requirements.
 - Identify which project(s) you feel to be the closest to this project in terms of size and complexity, and include information about the size, construction type, the client, building use, construction budget, number of change orders, number of claims, and project timeline/completion date. Include contact information of each project listed.
- Section 4 Scheduling (weight 25)
- Propose a rough schedule no more than one page (fold out is optional), for this project. Assume a July 2016 construction start date. Ideally construction will be completed no later than June 2017; demobilization may occur after this date.
 - Address how you will phase the work between the building sites and deliveries if awarded a contract for both the Police and Fire Stations. Describe your firm's planning, scheduling, phasing and project monitoring processes.
 - Propose modified construction schedule and completion date if assumed completion date is not feasible or if schedule can be expedited.
- Section 5 Proposed Site Coordination (weight 25)
- Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise and other related factors.
 - Demonstrate an understanding of the City's need to maintain work areas and to continue to use adjacent buildings, streets and parking areas concurrent with construction activity.
 - Identify construction activity required to maintain safe user access to continued operation of the adjacent spaces.
 - Provide an overview of your firm's safety program and include at a minimum your Oregon Experience Modification Rating (EMR).
 - If awarded a contract for both Police and Fire Stations, describe your firm's approach to the management and administration of on-site construction activities at two sites simultaneously.
- Section 6 Management Techniques (weight 20)
- Address your firm's planning, scheduling, phasing, and project monitoring skills and processes as it pertains to this Project. This Project may include Owner-furnished materials and shared materials between two building sites.
 - Describe each key person's experience with coordination of construction schedules and Owner-furnished material delivery deadlines, including multiple building sites, if applicable.
- Section 7 References (weight 15)
- Provide references on similar projects completed in the last 5 years. Include names, addresses, and phone numbers for at least 3 references from 3 groups (Architect/Engineer, Owner, and Contractor/Subcontractor) totaling 9 references. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. City may check with references and/or may check with other references associated with past work of your firm. Provide reference information of Exhibit E.
- Section 8 Adequate Bonding (weight 10)
- Describe your firm's current bonding capacity; include a letter from your bonding surety to confirm your bond capacity.
- Section 9 Claim History (weight 10)
- Describe any claims or lawsuits you have filed against Owners, Architects or Engineers in the last 5 years.
 - Provide and describe any claims or liens filed against the General Contractor.

Section 10 Adequate Insurance (weight 10)

- Provide a certificate of insurance as evidence of the insurance currently in place for your firm. Include information on all insurance as required by the City for this Project listed in and submit Exhibit D.
- Include the insurance rate for general liability as an amount per \$1,000 of contract value.

Section 11 Appropriate Resources (weight 10)

- Describe the material and equipment resources your firm has available to complete the projects.

Section 12 Subcontractor Management (weight 10)

- Describe how you manage your subcontractors.
- Include explanations of quality control and schedule adherence.

Section 13 Self-Performed Work (weight 10)

- Describe the firm's ability to self-perform construction work.
- List the construction trades (general labor, carpentry, electrical, landscaping, etc.) employed by the firm and the general work capacity of the trades listed.

5.4 EVALUATION CRITERIA SCORE GRID

Section 1 - Introductory Letter & Proof of Licensure	Pass/Fail
Section 2 - Key Personnel Qualifications	30
Section 3 - Experience with Similar Projects	25
Section 4 - Scheduling	25
Section 5 - Proposed Site Coordination	25
Section 6 - Management Techniques	20
Section 7 – References	15
Section 8 - Adequate Bonding	10
Section 9 - Claim History	10
Section 10 - Adequate Insurance	10
Section 11 – Appropriate Resources	10
Section 12 – Subcontractor Management	10
Section 13 – Self-Performed Work	10
TOTAL (weighted)	200

5.4 RESPONSE EVALUATION

The City will utilize this Solicitation process to obtain information to enable selection of the most qualified Respondents through evaluation of the SOQ Responses to questions contained in this document and the results of discussions with the Respondents' references and others.

Each criterion has been assigned a weight between 0 and 30. Each member of the Selection Review Committee will rate each firm in each criterion between 0 and 5 (five being the highest), and multiply that number by the weight assigned to the criterion. The Selection Review Committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all Respondents.

After all of the Response evaluations are completed, the Selection Review Committee will select the firms for the Competitive Range by ranking the Respondents based on all information received, presented, found and heard.

5.5 FINANCIAL RESPONSIBILITY

The City reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed Response shall constitute approval for the City to obtain any credit report information deemed necessary to conduct the evaluation. The City shall notify the firms, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information; etc. Failure to promptly provide this information shall result in rejection of the submission.

The City may postpone an award or execution of a contract or selection of finalists for the Competitive Range in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for response rejection.

EXHIBIT A - NON-COLLUSION AND CONFLICT OF INTEREST CERTIFICATION

The undersigned hereby proposes and, if selected, agrees to furnish the services described in accordance with this Request for Qualifications, Exhibits, Attachments, and Addenda, if applicable, for the term of the Agreement and certifies that the Respondent is not in any way involved in collusion and has no known apparent conflict of interest in submitting a Response.

Certifications

Non-Collusion The undersigned Respondent hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to secure through any unlawful act an advantage over other Respondents or the City. The fees, prices, and Response submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices or Responses to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Discrimination The undersigned Respondent has not discriminated and will not discriminate against any minority, women or emerging small business enterprise or against a business enterprise that is owned or controlled by or that employs a disabled veteran in obtaining a required subcontract.

Conflict of Interest The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the award of this Response, or in the services to which this Response relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Response to furnish all work, services, systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Qualifications, Addenda, Agreement, Exhibits and Attachments, and associated inclusions and references, specifications, Respondent's response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the City, and all other Respondent's submittals.

Respondent must disclose any apparent or perceived conflict of interest, including but not limited to, current or past relationships with consultants, contractors, subcontractors, or engineers associated with this Project. Furthermore, Respondent must disclose any current or past relationship as a City of Albany employee. If a perceived conflict may exist, then attach a letter of explanation disclosing the potential conflict or relationship.

Disadvantaged, Minority, Emerging Small Business (DMESB) (check box that applies): Yes No

Signature Block

The Respondent hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Respondent's Name

Telephone Number

Mailing Address, City, State, Zip

Tax Id Number/Social Security Number

Facsimile Number

Email Address

Signature

Date

EXHIBIT B – CERTIFICATION STATEMENT FOR CORPORATION OR INDEPENDENT CONTRACTOR

A. Contractor is a Corporation, Limited Liability Company, or a Partnership

I certify under penalty of perjury that Contractor is a (check one):

- Corporation Limited Liability Company Partnership Nonprofit Corporation
authorized to do business in
the State of Oregon

Signature: _____

Title: _____ Date: _____

B. Contractor is a Sole Proprietor Working as an Independent Contractor

Contractor certifies under penalty of perjury, that the following statements are true:

1. If Contractor is providing services under this Contract for which registration is required under ORS Chapter 71 (Architects and Landscape Contractors) or 701 (Construction Contractors), Contractor has registered as required by law.
2. Contractor is free to determine and exercise control over the means and manner of providing the service subject to the right of the City to specify the desired results.
3. Contractor is responsible for obtaining all licenses or certifications necessary to provide the services.
4. Contractor is customarily engaged in providing services as an independent business. Contractor is customarily engaged as an independent contractor if at least three of the following statements are true.

Note: Check all that apply. You must check at least three to establish that you are an independent contractor.

- A. Contractor’s services are primarily carried out at a location that is separate from Contractor’s residence or primarily carried out in a specific portion of the residence which is set aside as the location of the business.
- B. Contractor bears the risk of loss related to the services provided under this Contract.
- C. Contractor provides services to two or more persons within a 12-month period or Contractor routinely engages in business advertising solicitation or other marketing efforts reasonably calculated to obtain new contracts for similar services.
- D. Contractor makes a significant financial investment in the business.
- E. Contractor has the authority to hire additional persons to provide the services and has authority to fire such persons.

Contractor
Signature: _____ Date: _____

EXHIBIT C - REPRESENTATIONS AND CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Failure of the Respondent to complete and sign this form may result in the rejection of the submitted offer. The Respondent will notify Purchasing in the Finance Department within 30 days of any change in the information provided on this form.

The Respondent 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 Responses by and 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 2 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; and
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.

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

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

(notarization is not required)

Signature: _____ Date: _____

Print Name and Title _____

Contact Person for this Procurement: _____

Phone: _____ Email: _____

EXHIBIT D – CERTIFICATION OF INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense for insurance noted below.

Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 or CCB (Construction Contractors Board) for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under ORS 656.027. **Employer's Liability Insurance with coverage limits of not less than \$500,000 must be included. THIS COVERAGE IS REQUIRED.** If Contractor does not have coverage, and claims to be exempt, Contractor must indicate exemption within their Bid/Response submittal letter with qualified reasons for exemption, see ORS 656.027. Out-of-state Contractors with one or more employees working in Oregon in relation to this contract must have Workers' Compensation coverage from a state with extraterritorial reciprocity, or they must obtain Oregon specific Workers' Compensation coverage ORS 656.126.

Professional Liability insurance covering any damages caused by error, omission or any negligent acts of the Contractor, its subcontractors, agents, officers, or employees performance under this Contract. **Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$3,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval).

Commercial General Liability insurance with coverage satisfactory to the City on an occurrence basis. **Combined single limit shall not be less than \$2,000,000 per occurrence for Bodily Injury and Property Damage and annual aggregate limit for each shall not be less than \$3,000,000.** Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

If this box is checked, the limits shall be \$1,000,000 per occurrence and \$2,000,000 in annual aggregate.

If this box is checked, the limits shall be \$5,000,000 per occurrence and \$5,000,000 in annual aggregate.

Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Commercial Automobile Liability covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). **Combined single limit per occurrence shall not be less than \$2,000,000.**

If this box is checked, the limits shall be \$1,000,000 per occurrence.

If this box is checked, the limits shall be \$5,000,000 per occurrence.

Required By City Not Required By City (Needs Finance Insurance Review and Approval.)

Builder's Risk – Coverage will be provided by the City.

Required By City **Not Required By CONTRACTOR**

Coverage must be provided by an insurance company authorized to do business in Oregon or rated by A.M. Best's Insurance Rating of no less than A-VII or City approval. Contractor's coverage will be primary in the event of loss.

Contractor shall furnish a current Certificate of Insurance to the City. Contractor shall provide renewal Certificates of Insurance upon expiration of any of the required insurance coverage. Contractor shall immediately notify the City of any change in insurance coverage. The certificate shall also state the deductible or retention level. The City must be listed as an Additional Insured by Endorsement of any General Liability Policy on a primary and non-contributory basis. Such coverage will specifically include products and completed operations coverage. The Certificate shall state the following in the description of operations: "Additional Insured Form (include the number) attached. The form is subject to policy terms, conditions and exclusions". A copy of the additional insured endorsement shall be attached to the certificate of insurance. If requested complete copies of insurance policies shall be provided to the City.

Certificate holder should be: City of Albany, P.O. Box 490, Albany, OR 97321. Certificates of Insurance can be faxed to the City Finance Department, Attn: Diane Murzynski, at (541) 917-7511.

Contractor's Acceptance: _____ Completed at City by: _____

EXHIBIT E - REFERENCES

Respondent Name: _____

Provide at least nine (9) references with telephone numbers and e-mail addresses. References must be able to verify the quality of your previous work in the proposed area of work. Add additional pages as needed.

REFERENCE 1

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

REFERENCE 2

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

Respondent Name: _____

REFERENCE 3

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

REFERENCE 4

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

Respondent Name: _____

REFERENCE 5

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____
_____	_____

REFERENCE 6

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____
_____	_____

Respondent Name: _____

REFERENCE 7

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

REFERENCE 8

_____ Organization Name	_____ Telephone
_____ Contact Person	_____ E-Mail
_____ Mailing Address	_____ Contract Term
_____ Project Description	_____
_____	_____
_____	_____

Respondent Name: _____

REFERENCE 9

Organization Name

Telephone

Contact Person

E-Mail

Mailing Address

Contract Term

Project Description

APPENDICES

ATTACHMENT A – SAMPLE CONSTRUCTION CONTRACT

ATTACHMENT B – PROJECT LOCATION MAP FIRE STATION

ATTACHMENT C – SITE LOCATION MAP FIRE STATION

ATTACHMENT D – PROJECT LOCATON MAP POLICE STATION

ATTACHMENT E – SITE LOCATION MAP POLICE STATION

ATTACHMENT F – ALBANY FIRE STATION CONSTRUCTION DOCUMENTS

ATTACHMENT G – ALBANY POLICE STATION CONSTRUCTION DOCUMENTS