

Request for Proposal

**Surplus Residential Structure Removal;
980 River Loop 2, Eugene
1050 River Loop 2, Eugene**

Solicitation Number RFP 2020200021

Due Date and Time:
Wednesday, October 23, 2019 3:00 PM

CITY OF EUGENE



Central Services

Finance Division/Purchasing
100 West 10th Avenue, Suite 400
Eugene, Oregon 97401
Telephone: (541) 682-5055
Fax: (541) 682-6233
Office Hours: 8 am – 12 pm; 1 – 5 pm
Closed from 12:00 to 1:00 pm

I. REQUEST FOR PROPOSALS

CITY OF EUGENE
REQUEST FOR PROPOSALS
Solicitation Number RFP 2020200021

Notice to Proposers

Pursuant to City of Eugene Administrative Order 44-14-08F, Public Contracting Rule (City Rule) Exemption E-16(B)(2) Immediate Removal of Surplus Residential Structures, sealed proposals for **Surplus Residential Structure Removal; 980 River Loop 2 and/or 1050 River Loop 2, Eugene** for the City of Eugene will be accepted by the Purchasing Office, 100 West 10th Avenue, Suite 400, Eugene, Oregon 97401 until Wednesday, October 23, 2109, 2:30 PM. Proposals will be opened immediately thereafter and a record of proposals received will be made. Proposals will not be accepted after the Request for Proposals (RFP) closing time and date. Proposals shall be valid for 60 days after opening unless otherwise specified in the specifications. This Request for Proposals does not commit the City to pay any costs incurred by any proposer in the submission of a proposal.

Project Description

In general the purpose of the RFP is to advertise two surplus residential structures sited on City owned properties located at 980 River Loop 2 and 1050 River Loop 2. The structures are available for purchase however must be removed from the properties per the terms and conditions outlined in RFP 2020200021.

Solicitation Documents

Solicitation documents must be used to prepare proposals. Solicitation documents and related addenda may be downloaded at <https://www.eugene-or.gov/108/Purchasing> and selecting the Notices tab.

Proposers must submit a total of 1 original proposal directly to the City's Purchasing Office at 100 West 10th Avenue, Suite 400, Eugene, Oregon 97401 before the due date and time specified in the request for proposal.

Pre-Closing Meeting

A VOLUNTARY pre-close meeting will be held at **980 River Loop 2 on Wednesday, October 9, 2019 at 3:00 PM**. The purpose of the meeting will be to offer potential proposers the opportunity to ask questions intended to assist in preparation of a proposal. This will be the only opportunity to preview the property prior to proposals being due. Statements made by the City's representatives at the pre-proposal meeting are not binding upon the City unless confirmed by written addendum.

Dated: October 3, 2019

Shawn Hubbell
Purchasing Analyst
City of Eugene
541-682-5050
shubbell@eugene-or.gov

II. INSTRUCTIONS TO PROPOSERS

1.0 STANDARD PROPOSAL FORM

- 1.1. Proposals shall be submitted with the Standard Proposal Form identical to the form provided by the City. The proposer shall make no alterations or additional stipulations on the Standard Proposal Form nor qualify the proposal in any other manner. Alteration of any part of the Standard Proposal Form content may cause the proposal to be considered non-responsive.
- 1.2. All blanks on the Standard Proposal Form shall be filled in electronically, by typewriter or manually, in ink. Mistakes should be crossed out and corrections typed or written in ink and initialed by the party signing the proposal. No erasures are permitted. The omission of any required information or forms may invalidate a proposal.
- 1.3. Complete sets of RFP documents shall be used in preparing proposals.

2.0 SUBMISSION

- 2.1 Proposers must submit a total of 1 original proposal directly to the City's Purchasing Office at 100 West 10th Avenue, Suite 400, Eugene, Oregon 97401 before the due date and time specified in the request for proposal or any extension thereof made by addendum. Proposals must be in sealed envelopes and marked with the following information:

RFP Number
RFP Title
Due Day, Date & Time
Proposer Name

The City is not responsible for the premature opening of or the failure to open a proposal not properly identified or addressed.

- 2.2 Proposer is responsible for submitting their proposal prior to the closing date and time. Late proposals will not be accepted. Proposals received after the scheduled closing time for filing will be returned to the proposer unopened.
- 2.3 Oral, telephonic, telegraphic, or faxed proposals are invalid and will not be considered.
- 2.4 A VOLUNTARY pre-close meeting will be held at **980 River Loop 2 on Wednesday, October 9, 2019 at 3:00 PM**. The purpose of the meeting will be to offer potential proposers the opportunity to ask questions intended to assist in preparation of a proposal. This will be the only opportunity to preview the property prior to proposals being due. Statements made by the City's representatives at the pre-proposal meeting are not binding upon the City unless confirmed by written addendum issued under Section II (6.0) of this RFP.

3.0 SOLICITATION CLARIFICATION & CHANGE REQUESTS

Prior to the deadline for submitting a protest, a prospective Proposer may request that the City clarify any provision of the Solicitation Document. The City's clarification to an

Proposer, whether orally or in Writing, does not change the Solicitation Document and is not binding on the City unless the City amends the Solicitation Document by Addendum.

Any requests for clarification regarding any provision of the RFP shall be delivered to the City's Purchasing Analyst, in writing, preferably by email, in conformance with City Rule 137-047-0730(6).

Any requests for change of the requirements or specifications shall be delivered to the City's Purchasing Analyst, in writing, preferably by email, not later than ten (10) days prior to the RFP closing date and time.

A request for change shall be marked "Contract Provision Request for Change" and include the solicitation number and title along with a statement of the requested change(s) to the terms and conditions, including any Specifications, together with the reason for the requested change.

Contents of questions, clarifications, modifications, or substitutions shall include the following, as applicable:

- The solicitation number and title
- A reference to the page and item being addressed
- The reason and any proposed alterations

Proposals containing questions, clarifications, modifications, or substitutions included with the response and not submitted according to these instructions may be considered non-responsive.

4.0 SOLICITATION PROTESTS

A prospective Proposer may protest the Procurement process or the Solicitation Document for a Contract solicited under ORS 279B.055, 279B.060 and 279B.085 as set forth in ORS 279B.405(2). Pursuant to ORS 279B.405(3), before seeking judicial review, a prospective Proposer must file a Written protest with the City and exhaust all administrative remedies. Protests must be submitted in writing to the City's Purchasing Manager no less than ten (10) days prior to solicitation closing. The protest should be delivered in an envelope that is clearly identified as a protest, marked with the protester's name and sufficient information to identify the solicitation being protested. The protest may also be emailed to Eugene.Purchasing@ci.eugene.or.us, clearly identified as a protest and identifying the solicitation being protested. Faxed protests shall not be accepted. The Purchasing Manager shall consider the protest if it is timely filed in accordance with City Rule 137-047-0730 and contains the following information: 1) sufficient information to identify the solicitation that is the subject of the protest; 2) the grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name; 3) evidence or supporting documentation that supports the grounds on which the protest is based; and 4) the relief sought; 5) a statement of the desired changes to the Procurement process or the Solicitation Document that the prospective Offeror believes will remedy the conditions upon which the prospective Offeror based its protest. The Purchasing Manager shall issue a decision on the protest no fewer than three (3) business days before the solicitation closing, unless a written determination is made by the Purchasing Manager that the public interest requires a shorter time limit.

5.0 PROPOSAL MODIFICATIONS OR WITHDRAWAL

- 5.1 Proposals may be modified in writing prior to closing in accordance with City Rule 137-047-0440(1). Proposer shall submit any modification to its proposal in accordance with the requirements for submitting a proposal listed in II. INSTRUCTIONS TO PROPOSERS, 2.0 SUBMISSION.

Any modification must include proposer's statement that the modification amends and supersedes the prior proposal. Proposer shall mark the submitted modification as follows:

- a. Proposal Modification; and
- b. Solicitation Number and title

- 5.2 A Proposer may withdraw its Offer by written notice prior to closing in accordance with City Rule 137-047-0440(2).

6.0 ADDENDA AND INTERPRETATIONS

- 6.1 Statements by City staff or its representatives are not binding on City, unless confirmed by written addendum. Addenda will issue and proposers shall receive addenda per City Rule 137-047-0430, and as follows: City will post addenda on City website - <https://www.eugene-or.gov/108/Purchasing> under the Notices tab.
- 6.2 Interested parties should visit the website frequently to confirm no addenda has been issued prior to the closing date/time.
- 6.3 Any written addendum issued which includes changes, corrections, additions, interpretations, or information, and issued in accordance with City Rule 137-047-0430(3) shall be binding upon the proposer.

7.0 NONDISCRIMINATION

Submittal of a proposal in response to this RFP evidences proposer's agreement that, in performing the work called for by this RFP and in securing and supplying materials, proposer has not and will not discriminate against: 1) any person on the basis of race, color, religious creed, political ideas, sex, sexual orientation, source of income, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap; and 2) a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by, or that employs a disable veteran as defined in ORS 408.225.

8.0 PREPARATION OF PROPOSALS

Proposers are expected to examine the specifications, schedules and all instructions. The City is not liable for costs associated with preparation of proposals in response to this RFP.

9.0 EMPLOYEES NOT TO BENEFIT

No employee or elected official of the City shall be permitted to receive any share or part of the contract resulting from this RFP or any benefit that may arise therefrom.

10.0 CITY FURNISHED PROPERTY

No material, labor or facilities will be furnished by City unless otherwise provided for in this RFP.

11.0 PERFORMANCE BOND

City may negotiate based on received proposals.

12.0 RESERVED RIGHTS

The City reserves the right:

- A. To reject any proposal not in compliance with all prescribed public bidding procedures and requirements.
- B. To reject for good cause any or all proposals upon the City's written finding that it is in the public interest to do so.
- C. To reject any and all proposals not meeting or differing from the specifications set forth herein.
- D. To waive any or all informalities in the proposals submitted.
- E. To consider the competency and responsibility of proposers in making any awards.
- F. In the event that two or more proposals are identical in price, fitness, availability and quality, award shall be made in accordance with City Rule Exemption E-16 and City Rule 137-046-0300.
- G. In the event any proposer or proposers to whom a contract is awarded shall default in executing said formal contract or in furnishing a satisfactory performance bond within the time and manner herein after specified, to re-award the contract to another proposer or proposers.
- H. To extend the deadline for submitting proposals, in according with City Rule 137-047-0430(3).
- I. To negotiate lease amounts, timeline for removal, insurance, and bond amounts.

13.0 CONSIDERATION OF PROPOSALS

- 13.1 Proposals will be opened publicly at the City of Eugene Purchasing Office, 100 West 10th Avenue, Suite 400, Eugene, Oregon 97401 at the due date and time indicated in the RFP or any extension thereof made by addendum. Proposers and other interested parties are invited to be present at the opening; however, the identity of the successful proposer will not be determined at the opening time.
- 13.2 The City intends to award a contract to the responsible proposer submitting the most advantageous proposal, based on evaluation factors contained in the proposal, provided the proposal has been submitted in accordance with the requirements of the RFP documents.
- 13.3 The City shall provide written notice by email, regular mail or facsimile of the City's intent to award the contract. Award shall not be final until the later of the following:

- a) Seven (7) calendar days after the date of the Notice of Intent to Award; or
- b) City provides a written response to all timely filed protest, if any, that denies the protest and affirms the award.

Proposers may protest the intended contract award in accordance with City Rule 137-047-0740.

14.0 CONTRACT AWARD

Submittal of a proposal evidences proposer's intent to execute and be bound by the terms of the solicitation and resulting contract. The City will enter into contract negotiations regarding any open terms. During negotiations, the City may require any additional information it deems necessary to clarify Proposer's approach and City's understanding of the property acquisition. Any changes agreed upon during Contract negotiations will become part of the final Contract.

15.0 PUBLIC RECORDS

- 15.1 This RFP and one (1) copy of each original proposal received in response to it, together with copies of all documents pertaining to the Award of a contract, shall be kept by the City of Eugene Purchasing Office and made a part of a file or record which shall be open to public inspection. If a proposal contains any information that is considered trade secret under ORS 192.345(2), each sheet of such information must be marked with the following;

"This data constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192."

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance." ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

- 15.2 The above restrictions may not include cost or price information which must be open to public inspection.

III. ANTICIPATED PROPOSAL SCHEDULE

The following is the anticipated schedule for submission and review of proposals and award of the desired contract. This schedule is subject to change by the City in its sole discretion. **Any change to the proposal submittal deadline will be done by an addendum to the RFP.**

ACTIVITY	DATE
▪ Request for Proposals issued.....	October 3, 2019
▪ Voluntary pre-close meeting.....	October 9, 2019
▪ Deadline for requests for changes.....	October 13, 2019
▪ Deadline for issuing addenda to RFP.....	October 20, 2019
▪ RFP CLOSING Submit proposals no later than 3:00 PM PST	October 23, 2019 3:00 PM
▪ Initial review of Proposals..... Evaluate written proposals	October 31, 2019
▪ Notice of Intent to Award.....	To be determined

The City reserves the right to delay any of the dates set forth above, if it is determined to be in the best public interest to do so. The contract shall become effective upon execution by the City.

IV. REQUIREMENTS / SPECIFICATIONS

The City of Eugene acquired property located at 980 River Loop 2 in 2008. As of 2018, the City has determined the property as surplus and pursuant to City of Eugene Administrative Order 44-14-08F, City Rule Exemption E-16 (B)(2) is accepting proposals from interested parties for immediate removal of structure located on said property.

Structure must be removed (not demolished) from the property using professional moving services that are licensed in the state to provide such services. Structure must be purchased at an agreed upon amount prior to any work beginning on site. Purchaser assumes ownership of structure upon payment. Purchaser will be responsible for all consequential damage including, but not limited to; City property, surrounding residential property, utility infrastructure, and road surfaces. Awarded proposer will be responsible for obtaining all required permits and paying all fees associated with acquiring and moving the structure.

Proposals must include the following information:

- **Proposal** stating where the property will be relocated to, the timeline for removal, the method of removal including moving services contractor's name, a statement that the proposer understands and accepts the risks and costs associated with moving an older structure and that the City is not responsible for any consequential damage, purchase price for structure in as-is condition.
- **Completed Proposal form.**

See Attachment A for structure pictures and hazardous material survey report.

V. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be submitted in accordance with the submission requirements listed in Section II, Instructions to Proposers. Proposals must contain all of the information requested in the submittal category below. A completeness check will be conducted for each proposal. A complete submittal will make the proposer a 'Responsive Proposer'.

Submittals

- Proposal
- Standard Proposal Form

Evaluation Criteria

Evaluation of the written response portion to the RFP will be based on City Rule Exemption E-16(B)(2). A committee will evaluate the proposals based on the following priority:

- (a) First priority shall be given to qualifying Nonprofit Organizations proposing to use the structure to provide low income housing;
- (b) Second priority shall be given to Nonprofit Organizations proposing to use the structure to provide educational or community service programs; and
- (c) Third priority shall be given to Proposals from all other persons, companies or agencies.

Within these priorities, preference will be given to purchase price and anticipated removal timeline.

The agent responsible for the solicitation may contact proposers for clarification of proposals; however no additions, deletions or substitutions may be made to proposals that cannot be termed as clarifications. Proposer's responses to questions should restate the question and provide the clarification requested.

VI. FORMS TO SUBMIT WITH PROPOSAL

**STANDARD PROPOSAL FORM
CITY OF EUGENE
Solicitation Number RFP 2020200021**

I, the undersigned, and authorized representative of _____
(Company Name)

certify the following:

Acknowledgement of terms, conditions and specifications

1. The proposer represents that proposer is properly licensed and adequately experienced, equipped, organized and financed to furnish and deliver the proposed offer as specified.
2. The proposer has carefully checked the figures entered in the Form, has carefully reviewed for accuracy all statements in this proposal and attachments, and agrees that the City will not be responsible for any errors or omissions of the proposer in preparing this proposal. The proposer agrees that this proposal may not be revoked or withdrawn for sixty (60) calendars days after the date on which proposals are received.
3. Contract Execution;. The proposer agrees that if this proposal is accepted it will, within ten (10) calendar days after having received the Notice of Award, execute and return to the City the Contract Documents, a copy of the contract with the moving service contractor, and provide payment for said structure.
4. Addenda. The proposer acknowledges that it has received the following Addenda No(s): _____ and agrees that all addenda issued are a part of the Contract Documents and have been considered in preparing this proposal. (Proposer: insert the number of each addendum received; if no addenda were received, write "NONE" in the space.)

Compliance with Laws

Proposer hereby agrees to comply with all applicable City of Eugene, Lane County, and Oregon Rules, Laws, and Ordinances related to this offer.

Certification of Nondiscrimination

Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because a subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

Noncollusion

The proposer certifies that the proposal has been arrived at by the proposer, independently, and has been submitted without collusion with, and without any agreement, understanding or planned course of action with, any other contractor, proposer, or vendor on materials, supplies, equipment or services, described in the solicitation documents, designed to limit independent offers or competition. The contents of the proposal herein presented and made have not been communicated by the proposer or their employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the solicitation, and will not be communicated to any such person prior the closing time of the solicitation.

We therefore make the following offer at the price indicated hereon in fulfillment of the requirements and specifications contained within the solicitation documents and all addenda.

Company: _____ Date: _____
Signature: _____ Title: _____
Name (Print): _____ Phone: _____
Address: _____ Email: _____

Company contact for this project (if different from above):

Name: _____ Title: _____
Phone: _____ Email: _____