REQUEST FOR BID PROPOSALS

FOR

EASTERN OREGON TRADE AND EVENT CENTER PROJECT

BID ISSUANCE #7 – SITE LIGHTING AND ELECTRICAL

Hermiston, Oregon

February 12, 2016
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## DIVISION 01 GENERAL REQUIREMENTS

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ADVERTISEMENT FOR BID

Date: February 12, 2016

Re: Eastern Oregon Trade and Event Center Project
Bid Issuance #7 – Site Lighting and Electrical

The Eastern Oregon Trade and Event Center ("EOTEC" or "Owner") is accepting contractor bid proposals from all interested bidders for the design and construction of sidewalk paving as part of the Eastern Oregon Trade and Event Center Project located in Hermiston, Oregon. This Project is being executed with a design-bid-build delivery method.

EOTEC is a special district created by the Oregon State Legislature for the purpose of acquiring land and relocating the existing Farm-City Pro Rodeo, Umatilla County Fairgrounds and Umatilla County 4-H from their current location in the City of Hermiston. Frew Development Group, LLC ("FDG") is the Project Manager for the Owner. The successful bidder will be contracted through EOTEC.

Bid proposals will be opened, reviewed, and evaluated privately by FDG and reported to the Owner who will select the successful bidder. EOTEC reserves its right to waive any non-material irregularities that it believes to be in the best interest of the Project. The selection and award for the Sidewalk project will be based on “Best Value” for the Owner as determined by the EOTEC.

Bids shall be submitted in accordance with this Request for Bid Proposal. Submitted bids are to be clearly labeled with “Eastern Oregon Trade and Event Center – Bid Issuance #7 – Sight Lighting and Electrical.

Pre-qualification prior to submission of a Bid response is not required.

A non-mandatory pre-bid meeting will be held on Tuesday, February 16, 2016 at 8:00am PST. The pre-bid meeting location will be the EOTEC site located at 1705 E Airport Road, Hermiston OR, 97838. Although it is strongly encouraged for interested bidders to attend the pre-bid, it is not required in order for a bidder’s proposal to be considered.

FDG will answer questions from bidders only if they are submitted, via email, to Rob Dreier at rdreier@frewdev.com. Questions must be received by Friday, February 19, 2016 at 5:00pm PST. Addenda will be issued in response to all questions by Tuesday, February 23, 2016.

As part of the evaluation of the price component of the bids, EOTEC shall add a percentage increase to the Bid of a non-resident bidder equal to the percentage, if any, of the preference given to the bidder in the state in which the bidder resides. Bidder shall indicate residency status on the qualification form.

The successful bidder must comply with the Oregon Public Contracting Code (ORS 279A, 279B and 279C), as amended from time to time, in the performance of the work.
The project is subject to the state prevailing wage rates under ORS 279C.800 to 279C.870. The wage rates will be found at [http://egov.oregon.gov/BOLI/WHD/PWR/pwr_state.shtml](http://egov.oregon.gov/BOLI/WHD/PWR/pwr_state.shtml) and in the January 1, 2016 Prevailing Wage Rate Book.

No bid shall be received or considered unless the bidder is licensed by the Oregon State Construction Contractors Board, or by the State Landscape Contractors Board, as applicable, and as required by ORS 671.530.

Bidding Documents will be available for examination at the following location:

Hermiston Plan Center  
1565 N. 1st Street, Suite 8A  
Hermiston, OR 97838  
541/564-0420

Hard copy of bid documents can be ordered from Hermiston Plan Center for a fee. Electronic plans and specifications are available at no cost. No bid security is required. Addenda, as applicable, will be distributed only through the Hermiston Plan Center. It is the bidders’ responsibility to check to make sure all addenda are received and acknowledged on the bid form.

Bidding Documents will be available on or about Monday February 14, 2016.

-- END OF ADVERTISEMENT FOR BIDS --
00 20 00 INSTRUCTIONS TO BIDDERS

1. BIDS
   A. Bid proposals will be received as indicated in the Advertisement for Bids.
   B. The bidder shall include any and all taxes required by law in the Bid Proposal.
   C. All contractors shall comply with the State of Oregon prevailing wage laws, including submission of certified payrolls.

2. CONTRACT AND CONTRACT DOCUMENTS
   A. Each bid shall include the names and addresses of all proposed Subcontractors and/or Vendors. Subcontractors and/or Vendors with contracts of $5,000 or less need not be listed initially.
   B. The Contract, which the successful Bidder will be required to enter into, is EOTEC’s standard Contract agreement. The Contract is available from FDG for review prior to bid submission. No alterations to the Contract will be allowed after the submission of the bid.

3. WITHDRAWAL OF BIDS
   A. Bids may be withdrawn upon written request received from Bidder prior to the time fixed for opening. Negligence on the part of a Bidder in preparing its bid confers no right for withdrawal of that bid after the bid due date and time.
   B. Negligence on the part of the Bidder in preparing the Bid, or the failure or omission of any Bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to its bid.
   C. All bids shall be effective and may be accepted by FDG for a period of ninety (90) calendar days after the date established for receipt of bids.

4. PERFORMANCE BOND AND PAYMENT BONDS; INSURANCE.
   A. The successful bidder shall be required to file with FDG, at the time of execution of the Contract a Performance Bond and a Payment Bond, each of not less than the Contract Price, on the forms deemed acceptable by FDG, naming EOTEC and FDG as obligees. The surety company furnishing this bond shall have a sound financial standing and a record of service satisfactory to Owner, and shall be authorized to do business in the State of Oregon. Alternatively, the Contractor may file cash, or a certified or cashier’s check made payable to EOTEC in lieu of all or a portion of the
Payment and Performance Bond. Bonds shall continue for twelve (12) months after date of final certificate for payment.

B. The successful bidder shall submit certificates evidencing insurance coverage required by the Contract within seven (7) days of its receipt of the Contract.

5. INADEQUACIES AND OMISSIONS

A. No oral explanation in regard to meaning of Bidding Documents will be made and no oral instructions will be given before receipt of bids. Bidders shall bring discrepancies, omissions, conflicts or doubt as to the true meaning of any part of Bidding Documents to the attention of Owner by email only prior to the deadline established in Section 00-60-00. Prompt clarification will be supplied by Addendum, and each Bidder shall acknowledge receipt of each Addendum on the Bid Form. All addenda so issued shall become part of the Contract Documents.

B. Failure to request clarification or interpretation of Contract Documents will not relieve a Subcontractor and/or Vendor of their responsibilities. Signing of the Proposal/Bid Form will imply that the Subcontractor has thorough comprehension of the full intent and scope of the Contract Documents.

C. Email all pre-bid questions to Rob Dreier at rdreier@frewdev.com.

6. CONTRACT AWARD

A. EOTEC reserves the right to accept or reject any or all Bids, and to waive non-material informalities and errors in such Bids.

B. It is the intent of EOTEC to award to the bidder providing the best value to the Owner.

C. Upon written request to FDG from a bidder, a debriefing meeting will be made available to the unsuccessful bidders after a subcontract for that bidder's scope of work has been executed.

-- END OF INSTRUCTIONS TO BIDDERS --

00 30 00 PROJECT SCOPE OF WORK

The Project Scope of Work is to install site lighting and electrical as designed by MKE Engineering dated February 6, 2016 (the “MKE Plans”). The MKE Plans will be made available to bidders through the Hermiston Plan Center. The successful bidder will provide Site Lighting and Electrical in two phases: (1) prior to May 2, 2016 for the area depicted as “Area #1” on Attachment A; and (2) prior to May 1, 2017 for the areas depicted as Area #2 and Area #3.

1. GENERAL
   A. This Project shall be coordinated in all aspects with the EOTEC Grading Plan, a copy of which will be made available with the Contract Documents.
   B. Design-Builder shall prepare a site logistics and management plan that is coordinated with the overall site development.
   C. Design-Builder shall prepare a safety plan for the Project.

2. CONSTRUCTION
   A. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.
   B. Design-Builder shall employ only Subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents

--END OF PROJECT SCOPE OF WORK--
00 40 00 PROPOSAL REQUIREMENTS

1. Proposals must:
   A. Follow the format outlined below and include a signature by an officer or principal of your firm authorized to legally commit your firm to a contract.
   B. Be contained in a document that is prepared on page sizes of 8 ½ x 11 inches. Exceptions to this may include floor plans, renderings, or proposed project schedule. In these cases, 11”x17” is acceptable.
   C. Bidders shall provide (3) hard copies and (1) electronic copy of the Bid Proposal. The electronic copy shall be provided in PDF format and shall be on a suitable electronic media device. Bidders may select whichever format of binding is most suitable for the hard copies.

2. The following constitutes the required minimum Proposal content and general format.
   A. Firm Qualifications
      i. Provide an overview of your firm’s history, company headquarters, services offered, and other information on your firm that may be relevant to demonstrate your ability to successfully complete this Project.
      ii. Provide a list of all firms, including subcontractors, suppliers, and other professional service providers that are part of the proposal team.
      iii. Identify up to three (3) projects that the bidder has successfully completed in Umatilla County during the past twenty-four months. For each project, identify the project name, square footage and contract amount.
      iv. Provide professional resumes for key personnel and confirm their availability to successfully complete the project.
   B. Contract Price
      i. Provide a unit price for each element of the MKE Plans.
   C. Schedule
      i. Provide a schedule that conforms to the requirements of the Bid Documents.
   D. Safety, Compliance, and Financial
      i. Demonstrate the bidder’s history of project safety on project and include, at a minimum, the bidder’s current EMR, the number of OSHA citation(s) issued the past three (3) years, the number of OSHA inspections the past three (3) years, and the bidder’s current incident rate.
   E. Bid Form – complete the bid form in its entirety

--END PROPOSAL REQUIREMENTS--
SELECTION PROCESS

The selection and award for the Project will be based on “Best Value” for the Owner as determined by the EOTEC Board of Directors.

If a bidder lacks a significant substantive scope of work, team qualifications, or other material requirements of the RFP, the bid may be rejected as non-responsive or the bidder's score may be reduced substantially for that particular category of scoring.

FDG intends to make a recommendation to the Owner on selection of the Contractor. Upon Owner's approval, FDG will notify all other bidders of its intent to award to another firm. Unsuccessful bidders shall have the right to protest the award by written notice delivered via email to Rob Dreier at rdreier@frewdev.com. Said written protest must be received by Mr. Dreier by 5:00PM PST five (5) days after Owner's approval of award to successful bidder. Protests shall include an explanation of why the bidder is protesting. Protests received after five (5) days of issuance of the notice of award will not be considered.

Scoring is based on a 100 point system as follow:

Scoring Criteria (based on 100 points):
Team Qualifications (25 points): Is the bidder and its team properly qualified to perform the work. Key factors include, but are not limited to: bidder's experience with similar projects and experience of the individuals assigned to the project by each respondent and any sub-consultants.

Total Price (60 points): The total price category consists of 60 points for the total Price. The bidder with the lowest base Price shall receive all 60 points (“base” does not include Mandatory Alternates or Voluntary Alternates). The other bidders shall be awarded points by calculating the difference between each bidder’s Price and the bidder with the lowest Price, and then deducting points from the total points available based on the chart below. Under no circumstances will a bidder receive a negative numbered score for this category.

<table>
<thead>
<tr>
<th>Difference in Price</th>
<th>Point Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1-$10,000</td>
<td>.5</td>
</tr>
<tr>
<td>$10,001-$20,000</td>
<td>1.0</td>
</tr>
<tr>
<td>$20,001-$30,000</td>
<td>1.5</td>
</tr>
<tr>
<td>$30,001-$40,000</td>
<td>2.0</td>
</tr>
<tr>
<td>$40,001-$50,000</td>
<td>2.5</td>
</tr>
<tr>
<td>$50,001-$60,000</td>
<td>3.0</td>
</tr>
<tr>
<td>$60,001-$70,000</td>
<td>3.5</td>
</tr>
<tr>
<td>$70,001-$80,000</td>
<td>4.0</td>
</tr>
<tr>
<td>$80,001-$90,000</td>
<td>4.5</td>
</tr>
<tr>
<td>$90,001-$100,000</td>
<td>5.0</td>
</tr>
<tr>
<td>$100,001-$110,000</td>
<td>5.5</td>
</tr>
</tbody>
</table>

The pattern in the chart above shall continue whereby for each additional $10,000 increment of price difference shall result in an additional half of point reduction.
Example:
Bidder A: $450,000 (low bid)

Bidder B: $500,000 ($50,000 more than low bid)

Bidder C: $550,100 ($100,100 more than low bid)

Scoring:

Bidder A receives all 60 points.

Bidder B receives 57.5 points (60-2.5)

Bidder C receives 54.5 points (60-5.5)

**Schedule (10 points):** Is the proposed schedule in the best interest of the Owner. Key factors include, but are not limited to: overall schedule; properly managed pre-construction; bidder’s ability to meet proposed schedule; general understanding of the project schedule requirements.

**Safety, Compliance, and Financial (5 points):** Review of the bidder’s ability to provide a safe and low risk project. Key factors include, but are not limited to: safety performance metrics; financial stability; familiarity with local codes.

--END OF SELECTION PROCESS--
To: Frew Development Group, LLC
Project: Eastern Oregon Trade & Event Center
Bid Issuance #6 - Sidewalks

Bid Submitted By:
Company: __________________________________________________
Address: __________________________________________________
Telephone: _________________________________________________
Contact Person: ____________________________________________
Email Address: _____________________________________________

Base Bid Summary:
The undersigned hereby proposes to furnish the following and perform all work necessary for the completion of the Eastern Oregon Trade and Event Center BID ISSUANCE #6 - Sidewalks located in Hermiston, OR, in strict accordance with the Request for Proposal dated February 12, 2016.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Construction Costs</td>
<td>$______________</td>
</tr>
<tr>
<td>Design and Professional Services</td>
<td>$______________</td>
</tr>
<tr>
<td>General Conditions</td>
<td>$______________</td>
</tr>
<tr>
<td>Overhead &amp; Profit (OH&amp;P) %</td>
<td>$______________</td>
</tr>
<tr>
<td>Contingency %</td>
<td>$______________</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACT PRICE**  $______________

Addenda: The following Addenda are acknowledged, and modifications noted therein have been incorporated.

Addendum #______ dated ________________  Addendum#______ dated ________________
Addendum #______ dated ________________  Addendum#______ dated ________________
Addendum #______ dated ________________  Addendum#______ dated ________________

Mandatory Alternates:
The following items may be added/deducted from the Base Bid. Alternates will be considered add alternates unless otherwise noted. Alternates left blank will be considered at no change in cost to this bid proposal. Please see Section 00 80 00 for additional information regarding the scope of the alternates.
Alternate #1:

Alternate #1: Provide total increase in cost to pave sidewalks with 3” asphalt.

Voluntary Alternates:
Contractors are encouraged to suggest voluntary alternates or value engineering ideas. These items may be considered in the evaluation of bids. Provide description and cost impacts in space provided. Attach additional information as required to properly evaluate their inclusion into the project. Include anticipated impacts to other trade work in an attached narrative, if applicable.

<table>
<thead>
<tr>
<th>Alt. No.</th>
<th>Description</th>
<th>Amount</th>
<th>Add/Deduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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</tbody>
</table>

Unit Price (per square yard):

Residency Status as defined by ORS 279A.120:

a.) Check one:  ( ) Bidder is a Resident  
( ) Bidder is a non-Resident

b.) If an Oregon Resident, identify Oregon address:
__________________________________________
__________________________________________

c.) If a non-Resident bidder, state of residency:
__________________________________________
__________________________________________

Bid Form Signatures:

Authorized Signature: ________________________________

Printed/Typed Name: ________________________________

Title: ________________________________

Date: ________________________________

Email Address: ________________________________

--END OF BID FORM--
00 60 00    SCHEDULE FOR AWARD

An outline of the anticipated bid period, proposal evaluation and selection process is provided as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday February 12, 2016</td>
<td>Bid Issuance</td>
</tr>
<tr>
<td>Tuesday February 16, 2016</td>
<td>8:00AM PST Non-Mandatory Pre-bid meeting</td>
</tr>
<tr>
<td>Friday February 19, 2016</td>
<td>Questions due by 5:00pm PST</td>
</tr>
<tr>
<td>Tuesday February 23, 2016</td>
<td>Last Addenda issued (including answers to questions)</td>
</tr>
<tr>
<td>Friday March 4, 2016</td>
<td>Bid Proposals due by 12:00pm (noon) PST</td>
</tr>
<tr>
<td>Wednesday March 9, 2016</td>
<td>Interviews (if needed)</td>
</tr>
<tr>
<td>Friday March 11, 2016</td>
<td>Selection of contractor by EOTEC Board of Directors</td>
</tr>
</tbody>
</table>

--END OF SCHEDULE FOR AWARD--
00 65 00  GEOTECHNICAL REPORT

A copy of the overall site development Geotechnical Report may be obtained from FDG. Please submit a written request to Angela Young at ayoung@frewdev.com for instructions to obtain the report.

Title:  Eastern Oregon Trade and Event Center
       SE Airport Road & S Ott Road
       Hermiston, Oregon

Dated:  August 2014

Geotechnical Engineer:  GN Northern, Inc.

A.  This report was obtained for use only in design of the overall sitework and is not a part of the Contract Documents.

B.  Report and log of test borings are for information only and are not a warranty of subsurface conditions.

C.  Bidders are encouraged to complete any necessary explorations and analysis of the existing site conditions prior to bidding. Bidders may be able to conduct exploratory excavations prior to bidding to assist in determining subsurface conditions upon approval by FDG and the Owner.

D.  The Design-Builder shall be fully responsible for all geotechnical investigations and engineering associated with its scope of Work.

--END OF GEOTECHNICAL REPORT--
00 70 00   GENERAL CONDITIONS

The General Conditions are State of Oregon General Conditions for Public Improvement Contracts, January 1, 2012 Edition, and shall be part of the contract between the selected contractor and EOTEC.

--END OF GENERAL CONDITIONS--
00 80 00  ALTERNATES

The following further describes the scope of work of each alternate. The alternate price shall include all labor, material, overhead, profit, and bonds.

Alternate #1: n/a.

--END OF ALTERNATES--
The form of contract will be the EOTEC standard contract agreement. All bidders are encouraged to familiarize themselves with the subcontract agreement. No alterations to the standard project agreement will be allowed after the submission of the bid.

A copy of the contract form of agreement is available from Angela Young at ayoung@frewdev.com.

--END OF FORM OF SUBCONTRACT AGREEMENT—
1) QUALITY REQUIREMENTS
   A. Regulatory Requirements
      i) Codes, Laws, Rules
         (1) Subcontractors shall conform to all applicable federal and state laws, municipal ordinances, rules and regulations or all authorities having jurisdiction over construction, including all construction codes and safety codes which may apply to the following:
            (a) Performance of work.
            (b) Protection of adjoining and adjacent property.
            (c) Maintenance of passageways, guard fences or other protective facilities.
         (2) Permits
            (a) Each contractor and subcontractor shall obtain and pay for all permits, trade permits, licenses, inspection fees, certificates, and approvals for the work, and give notices as required for each specific Work Category, both permanent and temporary.
            (b) Subcontractors shall pay for all utility connection fees associated with their work.

2) PAYMENT PROCEDURES
   A. The Design-Builder shall propose a Schedule of Values to include all project costs. The Schedule of Values shall be sufficiently detailed as approved by FDG.
   B. Pay Application forms shall be made on FDG approved forms.
   C. Pay Applications shall include as supporting back-up all invoices and pay applications from major subcontractors and suppliers. Provide additional supporting backup as requested by FDG, including but not limited to lien waivers for all work for which payment is requested and/or has been received.
   D. Any costs that exceed the Price will not be paid by the Owner.

-- END OF GENERAL REQUIREMENTS --

--END OF REQUEST FOR BID PROPOSALS --
EOTEC SITE ZONES

BUILDING AREA SUMMARY

<table>
<thead>
<tr>
<th>Area</th>
<th>Building Area</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHIBITOR &amp; EVENT CENTER</td>
<td>132' x 198'</td>
<td>28,000 SF</td>
</tr>
<tr>
<td>BARN - WEST</td>
<td>75' x 210'</td>
<td>15,750 SF</td>
</tr>
<tr>
<td>BARN - CENTER</td>
<td>27' x 211'</td>
<td>56,700 SF</td>
</tr>
<tr>
<td>BARN - EAST</td>
<td>75' x 210'</td>
<td>15,750 SF</td>
</tr>
<tr>
<td>RODEO GRANDSTANDS</td>
<td>28' x 16'</td>
<td>72,500 SF</td>
</tr>
<tr>
<td>RODEO ARENA</td>
<td>46' x 26'</td>
<td>44,800 SF</td>
</tr>
</tbody>
</table>