



City of Scio

P. O. Box 37

Scio, OR 97374

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Covered Bridge Capital of the West

REQUEST FOR PROPOSALS

For

CONSTRUCTION OF PUBLIC RESTROOM

City of Scio, Oregon, 97374

Date Issued: August 10, 2022

Date Due: **Wednesday, August 31, 2022, 4:00 PM**

Contact: Kostanty Knurowski, Project Manager, Public Works
Ko@sciooregon.gov
503-394-8152

OR

Cathy Martin, Administrative Assistance
Cathy@sciooregon.gov
503-394-8154

ALL RESPONSES MUST BE MAILED or HAND-DELIVERED TO:

**CITY OF SCIO
ATTENTION: CATHY MARTIN
P.O. BOX 37
SCIO, OREGON 97374**

I. INTRODUCTION

The City of Scio is located in the central part of the beautiful Willamette Valley, 70 miles south of Portland, Oregon.

Scio is the 10th oldest town in Oregon, incorporated on October 24, 1896. The community itself has been in existence since 1856 and was originally known as McDonald Precinct. Records indicate that the first voting took place in 1848.

Both the Calapooia and Santiam Indians lived peacefully in the area until 1856 when they were moved onto the Grand Ronde Indian Reservation.

Scio remains a small quiet town, surrounded by old churches and early homes. Near Scio are covered bridges, old cemeteries and remnants of early schoolhouses and old settlement. Farms line the country roads where mint, grass seed, and small grains are grown along with vegetables and fruits for local canneries; cows, sheep and horses can be seen grazing in the pastures.

The official population of the City of Scio is 934. Scio is a full-service city which encompasses 265.25 acres.

Scio defines “rural beauty”.

II. SOLICITATION

The City of Scio is seeking proposals from qualified contractors for the construction of a Public Restroom Facility.

Prospective contractors are required to provide a proposed work plan schedule, project budget and building plans for the restroom facility. The deadline for submitting a proposal will be Wednesday, August 31, 2022, by 4:00 p.m. The selected bid will be presented to the Scio City Council on Monday, September 12, 2022, at 6:00 p.m.

III. PROJECT DESCRIPTION

The public restroom facility shall have two ADA assessable rooms with a separate utility room. The structure shall be built with concrete materials for easy cleaning. All floors shall be cement based. A cement pad outside the restrooms, with a wood over hang, will be on the front of the building. The design of the overhang shall be in a craftsman architectural style that compliments the SMTA Building across the street.

Restroom Building Fixtures:

Stainless steel fixtures shall be used throughout the building for easy cleaning/sanitation. Each bathroom shall have:

- Changing Table
- Sink with push facet and cold water (timed water usage on the facet)

- Toilet with a push button flush, that uses cold water (no flush “handles” that can be broken off)
- Lockable Toilet Paper Dispensers
- Push button soap dispensers
- Hand air dryers, motion activated
- The doors entering into the restrooms must have timed locking and opening systems with an emergency bar exit from the inside of the restroom.
- A stainless steel, timed water fountain will be located outside the restrooms, under the craftsman overhang.

Utility Room Fixtures:

Large, stainless steel utility sink with hot and cold water. Storage room large enough to hold restroom supplies (shelving unit/cabinet) and other tools needed to maintain the small park site.

Lighting:

All lighting fixtures will need to have protective covering over the light bulbs. The fixture locations should be included in the plan drawings.

VI. SCOPE OF WORK

The City is requesting proposals from qualified contractors and required services shall include but are not limited to:

1. Site Development including:
 - Landscape needs minimal (details to be discussed during contractor’s site visit)
 - Drainage
 - Utility Services
 - Sewer Connection
 - Water Connection
 - Electricity
2. Comprehensive Building plans that describe, in detail the exterior and interior design and materials used throughout the structure including, but not limited to:
 - Foundation, roof, walls, water fountain, doors lighting, fire safety issues, ventilation, plumbing system and electrical. Should the contractor feel the need for other specialized construction, equipment or systems within the build, please reflect those suggestions on a separate piece of paper under the heading of “Additional Suggestions”.
3. Attached is a drawing of the desired structure and an informal site map of the area in which the structure will be placed.

EACH BID DOCUMENT SHALL IDENTIFY THE SERVICES PROVIDED BY THE CONTRACTING FIRM and PROJECT COST.

V. PROPOSAL REQUIREMENTS AND FORMAT

If interested in this RFP, please notify Cathy Martin by email at Cathy@sciooregon.gov so you may be added to the notification list for addendums. Failure to notify Ms. Martin could result in missing important and required information, and could result in disqualification.

Each proposer will be “*required*” to schedule a site visit within ten (10) days of bid opening date, August 10, 2022. The site visit is designed to allow the contractors an opportunity to see the site, ask clarifying questions and get to meet with city staff.

Respondents are encouraged to submit clear and concise responses to the RFP. The City of Scio reserves the right to include or exclude any part of the submittals in the final agreement with the selected contractor.

Two copies of the submittal, one (1) unbound, reproducible copy, and one flash drive (or other digital medium) containing a PDF copy must be submitted. Each submittal shall contain no more than 6 double-sided 8 ½ x 11 pages. Font shall be no less than 12 pts. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11 x 17.

To be considered for selection, submittals must arrive at the location shown below by the date and time specified in this section. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled “Scio Public Restroom Project” and hand-delivered or mailed to:

City of Scio
Administration Office
Attention: Cathy Martin
P.O. Box 37
38957 N.W. 1st Avenue
Scio, Oregon 97374

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

**Responses are due no later than
WEDNESDAY, AUGUST 31, 2022 at 4:00 P.M.
Responses received after this date and time will not be considered.**

VI. PROPOSAL TERMS AND CONDITIONS

1. EXAMINATION OF PROPOSAL MATERIALS: The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

2. ADDENDA INTERPRETATIONS: If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the city website. The City of Scio is not bound by any oral representations, clarifications, or changes made in the RFP by the city or its agents, unless such clarifications or change is provided in written addendum from the City of Scio.

3. DESIGNATED CONTACT: For the purposes of this RFP, the city's designated Project Manager is Kostanty Knurowski, Public Works. Any questions concerning the scope of work and the selection process shall be directed to Ko Knurowski, at Ko@sciooregon.gov . All questions must be received by noon (12:00 p.m.) on Friday, August 19, 2022.

Responses to questions will be posted on the City's website, <http://ci.scio.or.us> under Scio Restroom Project Q & A's and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

4. PUBLIC RECORDS: This RFP document and all submittals in response thereto are public records. Prospective contractors are cautioned not to include any material into the proposal that is strictly proprietary in nature.

5. PROPOSAL COSTS: All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

6. RESERVATION OF RIGHTS: The city reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

7. PRODUCT OWNERSHIP: Any documents resulting from the contract will be the property of the City of Scio.

8. INSURANCE: *All Proposers must be bonded and provide proof of Liability Insurance in their submittal packet.*

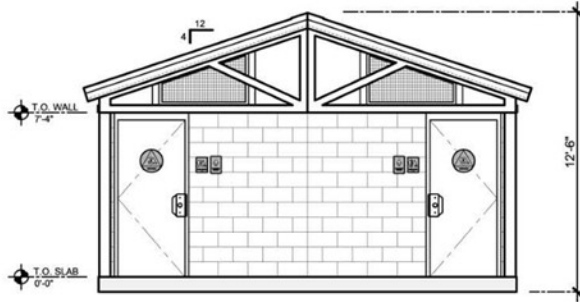
9. CAUSES FOR DISQUALIFICATION: Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents
- Any attempt to improperly influence any member of the evaluation panel

- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent, the city or any other party.

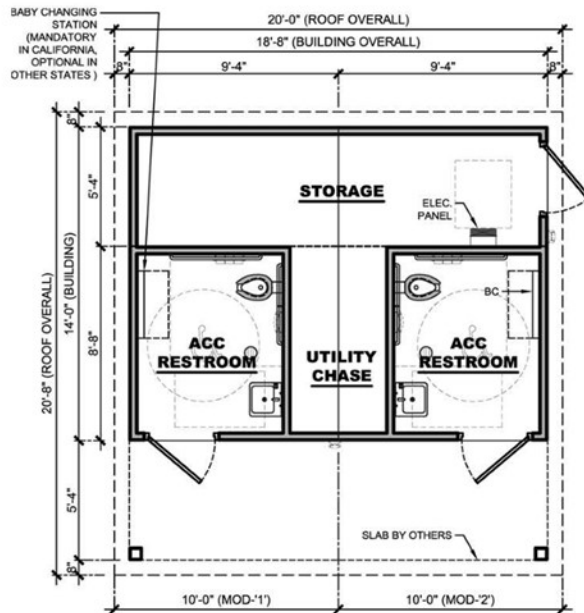
10. LAWUIT, ARBITRATION AND LITIGATION DISCLOSURES: All prospective contractors are requested to disclose any previous or pending lawsuits, arbitration or litigation claims that you or your company have been or are involved in at this time. Please provide the nature of the action and the final adjudication of the claim to the degree possible. If a claim is pending, simple state “case pending”.

Concept Drawing—City of Scio Public Restroom



ELEVATION

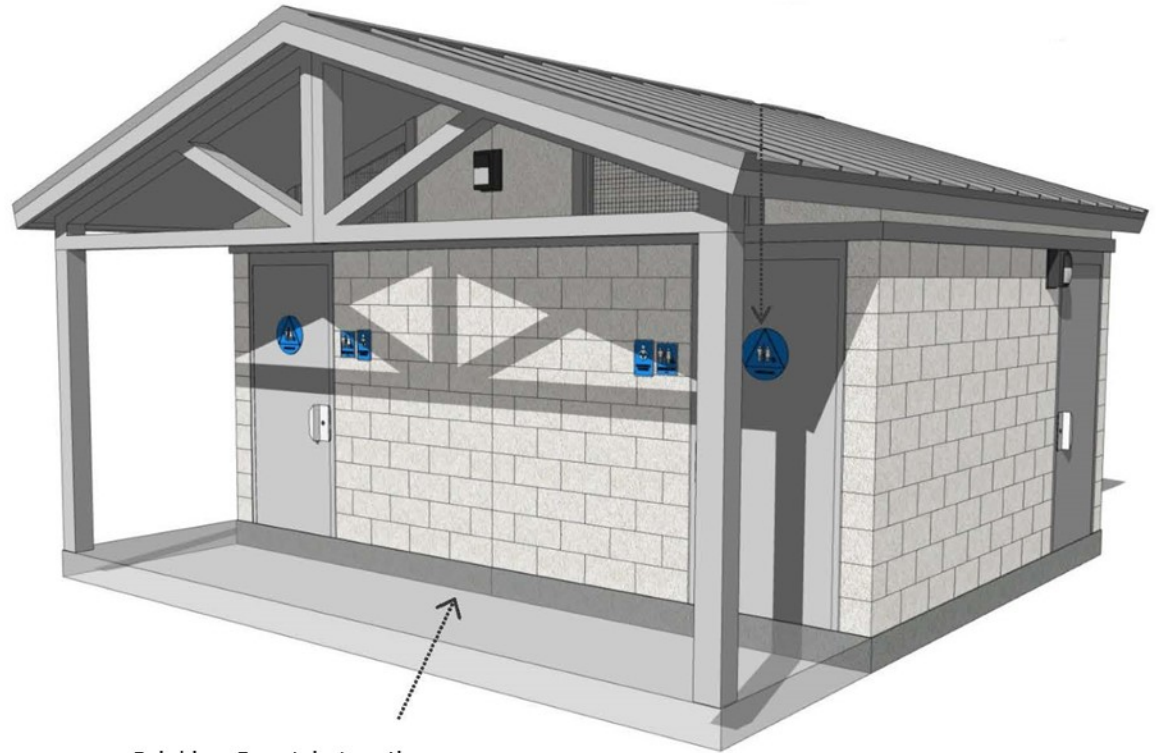
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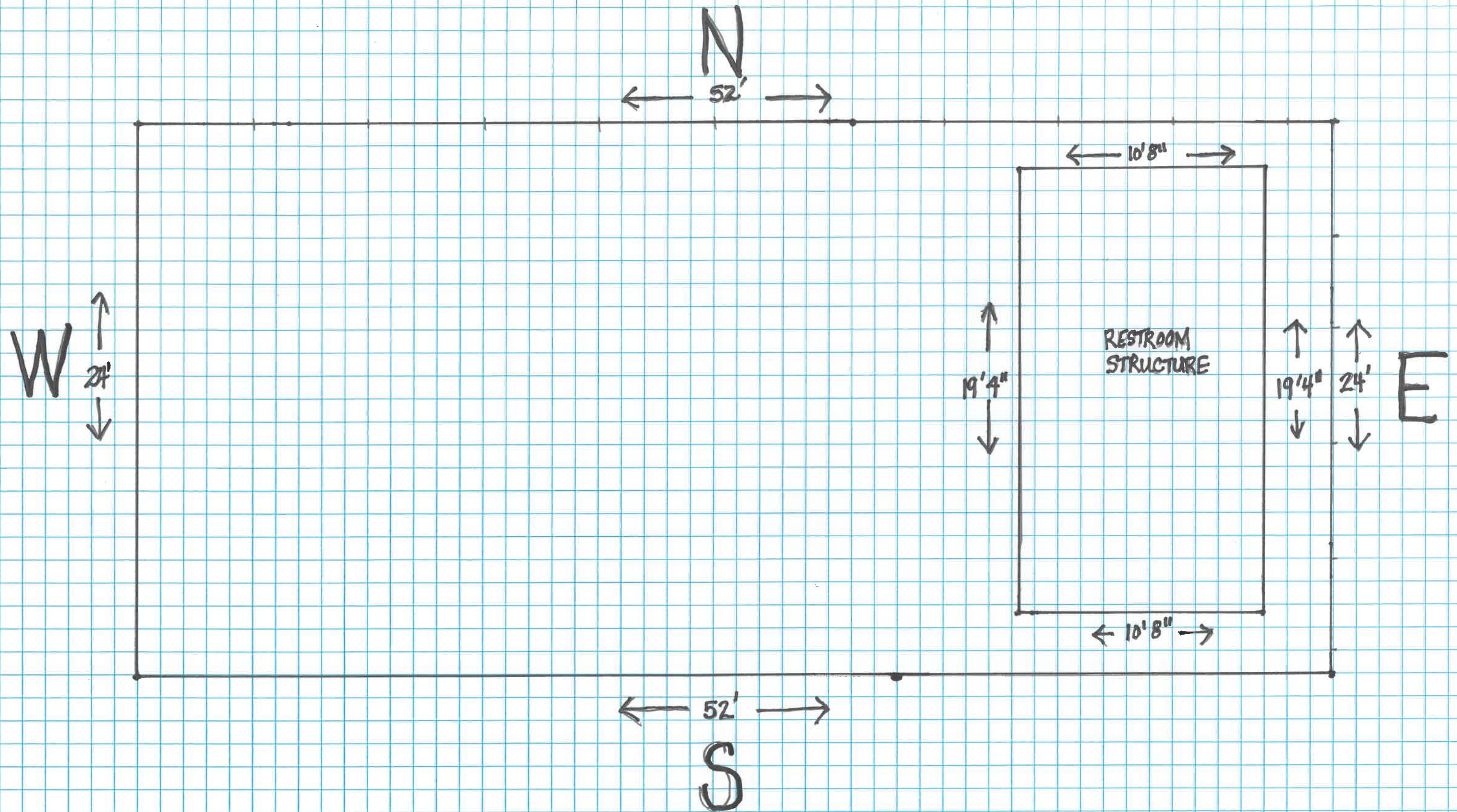
FLOOR PLAN

SCALE: 1/8"=1'0"

NOTE: STAINLESS FIXTURES



Drinking Fountain Location



SCIO RESTROOM SITE PLAN