



CITY OF COOS BAY

Request for Proposal
For
Egyptian Theater
(Egyptian Theater Façade Project)

The City of Coos Bay wishes to obtain bids in regards to the Egyptian Theater Façade project. All bids must provide for the following scope of work on this structure as well as comply with all provisions of this document (as well as Local, State and Coos County laws, codes or regulations as they apply to public buildings):

SUBMISSION OF QUOTE

To receive consideration, proposal must be submitted in accordance to the following instructions:

1. All quotes shall be in a sealed envelope and delivered to the

City of Coos Bay
City Manager's Office
500 Central Avenue
Coos Bay OR 97420

2. The envelope must be clearly marked **"Egyptian Theater Façade Project."**
3. Submit three (3) copies of the proposal by 4:00 p.m. April 29, 2014.
4. Engineer: Josh Richards, S.E. KPFF Consulting Engineers 111 SW 5th Avenue, Suite 2500, Portland, Oregon 97204. 503-227-3251, Email: Josh.Richards@kpff.com
5. Historical Preservation Consultant: George Kramer, Kramer & Company, 386 N Laurel Street, Ashland, OR 97520, Phone; (541) 482-9504, Email: george@preserveoregon.com
6. If you have any questions regarding the project or contract documents contact Randy Dixon, Operations Administrator at 541-269-8918 or email rdixon@coosbay.org
7. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

GENERAL INSTRUCTIONS

The City of Coos Bay invites qualified contractors to submit proposals for the Egyptian Theater Façade Project. It is expected workmanship includes one year warranty, along with manufacture/product warranty or fabricator. There will not be a pre bid meeting for this project. However after bid qualification and selection is completed a pre-construction meeting will be held (May 8, 2014) onsite to discuss logistics, project scope. Project is to be completed by June 15, 2014.

PROPOSAL REQUIREMENTS

The successful proposer must be bonded or bondable and insured, must execute a contract with the City for goods and services rendered.

Cover Letter: All proposals must include a cover letter to the attention of the City Manager's Office signed by the person legally authorized to bind the applicant to its proposal. The cover letter must include the name of the firm, the names of partners/principals. You will need to include with your bid; 3 past projects of equal size that your company has fabricated and installed reader board in order for the City to verify references.

QUALIFICATION EVALUATION CRITERIA

Cost Proposal: The cost component of each submittal will be evaluated with respect to the probable cost to the City of doing business with each submitter; cost proposals will be evaluated for realism and reasonableness of the overall cost and individual cost element estimates.

PROJECT SCOPE:

The Work of Project is defined by the Contract Documents and consists of the following:

- Demolition of the main entrance canopy and marquee support, ticket booth soffit, entry doors. Salvage poster boards and canopy.
- Replacement of the main entrance canopy and marquee support per design detail.
- Fir-out façade under new canopy minimum 3" to allow for new electrical, and to even out wall surface per design detail.
- Replacement of the existing front façade, including new doors and windows and fixtures per design detail.

PROTECTION:

- All necessary steps shall be taken to protect the public, Contractors employees and any property from damage while the work is being performed.
- Provide sufficient barricades and signs as needed during the demolition and construction of the façade. Right-of-Way permits will be obtained by the City.

COMPLIANCE WITH RULES

Proposers responding to this RFP must follow its procedures and requirements; except as otherwise provided in the RFP, the applicable provisions or Oregon Administrative Rules shall apply where the City of Coos Bay Contract Rules do not address. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

SCHEDULE OF REQUEST FOR QUOTES

Proposal due	April 29, 2014
Bid opening at 4 p.m. at City Hall	April 29, 2014
Contract finalized	May 5, 2014
Letter to Proceed	May 7, 2014
Pre Construction Meeting	May 8, 2014
Work Completed By	June 15, 2014

PROPOSAL WITHDRAWAL

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the firm shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new Proposal.

APPEALS

Bidders who wish to appeal their proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) business days of the proposal due date who disagree with the procurement process.

Address: City of Coos Bay
Rodger Craddock, City Manager
500 Central Avenue
Coos Bay OR 97420

OWNERSHIP OF DOCUMENTS

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to a vendor by the City and all other documents to which the vendor's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

PUBLIC RECORD

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

INDEMNITY

Vendor shall hold harmless, indemnify, and save the City, its officers, employees, and agents from any and all liability claims, losses, or damages arising or alleged to arise during the

performance of the work described herein by reason or any act or omission of the vendor or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

EMPLOYMENT STATUS

Contractor shall perform the work required by this contract as an independent contractor. Although the City reserves the right to determine and modify the schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means and manner of the Contractor’s performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

Contractor represents and warrants that the Contractor is not an employee of the City of Coos Bay and meets the specific independent contractor standards of ORS 670.600. Contractor is not an officer, employee, or agent of the City. Contractor shall be responsible for any federal or state taxes applicable to any compensation of payments paid to Contractor under this contract and, the City will not withhold from such compensation or payments any amounts to cover Contractor’s federal or state tax obligations. Contractor is not eligible for any Social Security, unemployment insurance, or workers compensation, from compensation paid to Contractor under this contract except as a self-employed individual.

INSURANCE

The Contractor shall maintain during the life of this contract the following minimum public liability and property damage insurance which shall protect the City and Contractor from claims for injuries including accidental death, as well as from claims for property damages which may arise from the performance of work under this contract, and the limit of liability for such insurance shall be as follows:

<u>Level 3 Insurance Requirements:</u> Construction contracts \$50,000 and under:	
<u>Commercial General Liability</u> Per occurrence	\$ 1,000,000
<u>Workers’ Compensation</u>	Statutory Limit
Applicable Federal (e.g., Longshoremen’s)	Statutory Limit
Employer’s Liability	\$ 500,000
<u>Umbrella/Excess Insurance</u> Per occurrence	\$ 1,000,000
<u>Automobile Liability</u> Per occurrence.	\$ 1,000,000

Coverage provided by the contractor must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

The Contractor shall provide certificates of coverage, including applicable endorsements, for such policies within ten (5) days of execution of the Contract. The City shall be named as an additional insured on the policy; provided, however, that each party shall be liable for injuries or claims arising solely out of that party’s acts or omissions and no claim as an “additional insured” shall be made against the other party’s carrier for injuries or claims solely from or arising out of that party’s acts or omissions. There shall be no cancellation, material changes,

reduction of limits, or intent not to renew the insurance coverage without 30 days written notice from the Contractor's insurers to the City.

BID SHEET

As a publicly owned/operated structure, please note that Prevailing Wages for both the State of Oregon and Coos County apply. If your bid exceeds \$50,000 for the project, which must include a wage factor for painting apprentice hours (1 to 1,000) to be worked during the duration of this project. The full rate tables for both journey and apprentice can be found at:

http://egov.oregon.gov/BOLI/WHDPWR/PWR_Jan2012_Index.shtml

The City of Coos Bay requests that the work be completed no later than June 13, 2014.

LUMP SUM _____

Submitted by

Print name of firm and signer

Signature

Date