



**Western Lane Ambulance District / Siuslaw Valley Fire & Rescue**  
2625 Highway 101 N.  
Florence, OR 97439  
(541) 997-3212

February 6, 2017

To Whom It May Concern:

Western Lane Ambulance District (WLAD) is requesting proposals for the design and two phase construction of an enclosed parking structure attached or adjacent to their facility. WLAD is a small coastal ambulance district that provides advanced life support service to western Lane County. This project has a first phase budget of \$30,000. If you would like to learn more about our ambulance district, please visit our webpage at [www.westernlaneambulance.com](http://www.westernlaneambulance.com). If you have any questions or would like a tour of our facility, do not hesitate to call me at the number listed above. Thank you for your time and consideration in this process.

Respectfully,

Jim Langborg  
Fire Chief / Director

## REQUEST FOR PROPOSAL

### **Design services for the construction of a covered parking area**

**BACKGROUND** Western Lane Ambulance District (WLAD) is requesting proposals to build a covered parking structure that is adjacent to, or attached to their existing facility. The construction of the parking structure is considered a two-phase project that will result in a fully enclosed structure. The first phase will involve everything needed to design and construct a covered structure that is ready to be fully enclosed during the second phase. The budget for the first phase is \$30,000.00. The budget for the second phase has yet to be determined. The intent of this RFP is to have the firms, under consideration, specifically address the services required and provide a well-considered proposal for those services. WLAD is looking for a "turnkey" approach, where the architect will provide the following (not listed in order of preference):

1. A two phase conceptual plan for a covered and enclosed parking area adjacent to or attached to the main structure. Phase -1 will include everything necessary to construct a covered parking structure. Phase-2 will be completed in the next fiscal year and will include all necessary work to enclose the structure.
2. Recommendations relative to different building systems (e.g., attached vs. not attached).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Assistance with the preparation of necessary bid documents to be sent to construction firms for the project.
5. Help with the selection of construction firms who bid on the project.
6. Preparation of all drawings used in the permitting process and assistance, where necessary, with the government approval process (i.e., permits).
7. Scheduled site observations of the contractor and subcontractors during the construction phase to ensure the construction materials and techniques meet the standards established in the blue prints and building codes.
8. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

**NOTE:** Bidders are encouraged to schedule an appointment with our staff and preform an onsite visit to better understand the needs of this project. To schedule an appointment please contact Matt House at (541) 997- 9614.

**Please include the following information in your RFP:**

- a. Name of firm
- b. Complete address
- c. Contact person
- d. Telephone number
- e. Fax number
- f. Internet address
- g. E-mail address of contact

**Please answer the following questions:**

Provide a general statement of your firm's qualifications and how they fit the need of this project. When answering this question, please include the following information:

- a. Specific information as to your experience on similar projects.
- b. A list of four clients you have provided similar services to within the past year.
- c. List of any professional consultants outside your firm whom you propose would provide services not available in your firm. Please provide specific information documenting their work on similar projects.

Provide specific project information to include:

- a. A detailed budget, to include total project cost based on a two-phase construction plan.
- b. Project schedule, to include a completion and occupancy date.
- c. All special design considerations.
- d. Describe how your firm can add value to this project and the process. Please include examples of situations from comparable projects where the owner realized tangible value.
- e. Describe cost control methods you use and how you establish cost estimates.
- f. List the steps in your standard change order procedure.
- g. Provide a description of your general liability insurance coverage, to include documentation of your coverage.
- h. Documentation of a payment bond and performance bond.

***All proposals must be delivered to:  
Western Lane Ambulance District  
2625 Highway 101 N.  
Florence, OR 97439  
No later than March 10, 2017 at 5:00 pm***

Bid selection and the awarding of a contract will take place at the March Western Lane Ambulance District Board of Directors Meeting scheduled for March 23, 2017 at 6:00 pm. Bidders are welcome but not required to attend this meeting.



**Western Lane Ambulance District  
Design and Construction of a Covered and Enclosed Parking Area**

**Request for Proposal Schedule of Events**

| <b>EVENT</b>                                | <b>TIME</b> | <b>DATE</b> | <b>UPDATED /<br/>CONFIRMED</b> |
|---|-------------|-------------|--------------------------------|
| RFP Opens                                   | 0800        | 02/07/2017  | Confirmed                      |
| RFP Closes                                  | 1700        | 03/10/2017  | Confirmed                      |
| RFP Scoring and Selection                   | 1800        | 03/23/2017  | Confirmed                      |
| Bidder Notification and Contract<br>Signing | 1000        | 03/24/2017  | Confirmed                      |

*NOTICE: The Western Lane Ambulance District (WLAD) reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. WLAD will communicate any adjustment to the Schedule of Events to the potential Proposers from whom WLAD has received a Notice of Intent to Propose.*