October 26, 2020

TO: Construction and Development Companies

FROM: NeighborImpact
Chelsea Schwab, Facilities Technician

RE: Request for Proposal (RFP)

Introduction
Requesting bids from entities interested in achieving a remodel of the NeighborImpact Redmond reception area. This renovation will accommodate current client interaction and needs during the pandemic which ensures safety of clients and staff alike.
NeighborImpact envisions an outdoor walk-up approach which includes such features as a secure transaction window and drawer, a canopy for weather protection, and a cement extension to the existing sidewalk. BLRB Architects have already provided the plans and NeighborImpact is seeking work to commence with all due haste.

Agency Overview
NeighborImpact is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, and provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes and Jefferson counties. The agency’s mission is “Supporting People, Strengthening Communities.”

The agency’s primary program areas:
1. Head Start and Early Head Start programs
2. Low Income Energy Assistance Program
3. Home Weatherization and Rehabilitation
4. Child Care Resources
5. HomeSource - Asset building and financial literacy programs
6. Housing Assistance and Shelter
7. Emergency Food – Regional food bank functions
8. Lending services – Home rehabilitation, down payment assistance, septic upgrade, and micro-enterprise loans

More information on the agency can be found online at: www.neighborimpact.org.

Objective
NeighborImpact has envisioned an improvement of the reception space at 2303 SW First Street, Building A, in Redmond that not only improves the quality of interactions with our clients now, but will also be able to adapt with the changing times.

This remodel will entail the following:

1. Removal of the existing window
2. Procurement of and installation of a transaction window OR an operable window panel with a corresponding security transaction drawer
3. Pouring a new concrete slab
4. Building a small retaining wall
5. Installing a canopy above the new transaction window for weather protection
6. Installing a floor mounted power outlet near the new reception desk location
7. Installing a floor mounted data outlet near the new reception desk location
8. Grind asphalt of parking lot in front of new transaction window to meet code minimum slope of 2% and reseal asphalt
9. Install secure through-wall drop box to the left of front door

NeighborImpact reserves the right to reject all proposals, to waive any informality in the proposal, and make award in the best interest of the Agency. All proposals are confidential within the agency.

NeighborImpact is committed to providing or ensuring the following tasks or needs are met:

1. Builders Risk Insurance
2. Restrooms will be available
3. Dump fees and Hazardous Material Abatement
4. Removal of masonry pavers
5. Removal of existing landscaping berm
6. Removal of existing retaining wall
7. Pavement striping and stenciling
8. Painting exterior and interior wall and trim to match
9. Floor protection during remodel
10. Set up of temporary enclosure for dust mitigation
11. Final cleaning and window cleaning

**Contract Tasks/Work Products/Requirements:**
- No tools or equipment are provided by NeighborImpact
- Site clean-up is required daily
- Work should be done during the business week form 7 AM to 5 PM Monday – Friday
- Entry must be secured when workers are not on site
- All bidders must be CCB licensed

**Submission Requirements and Deadline**
Interested proposers must submit the following:

1. Provide full legal name of the organization, organization type, and a general statement of the organization’s roles and purpose. Provide the name, title and contact information for lead staff person responsible for managing this contract.
2. Scope of work for this project, including a project timeline and description of necessary actions to achieve the contract tasks/work products/requirements.
3. Provide a detailed fee proposal, which includes fixed prices and identifies materials and labor. The proposed fees shall include all costs for providing the services under this contract.

**Inquiries about this bid**
Prior to November 9, 2020, interested parties are invited to review the site and work required by contacting Chelsea Schwab, Facilities Technician, at 541-410-1022 or chelseas@neighborimpact.org.

Inquiries and requests for information affecting this bid may be submitted by email to Facilities@neighborImpact.org any time prior to noon on November 9th.
If it becomes necessary to revise any part of this bid request to provide additional interpretation of a section or provision, an addendum will be re-sent to all original contractors involved in the process prior to the due date. An opportunity to re-bid based on the subsequent information will be afforded all bidders. And, if an addendum is necessary, NeighborImpact may extend the due date of the bids and the due date for project completion to accommodate such additional information requirements, if necessary.

**Evaluation Criteria**
Responsive proposers who meet the minimum RFP qualifications will be evaluated based on the RFP criteria. Final ranking and selection will be based upon the criteria and points listed below:

- Demonstrated experience and ability to provide the desired services and produce the contract deliverables (40 points)
- Quality of scope of work and approach to the work under this contract (35 points)
- Quality and competitiveness of cost proposal (20 points)
- Minority or women-owned business (5 points)

NeighborImpact may choose to interview proposers if additional information is necessary. If NeighborImpact deems that interviews are necessary, they will take place November 9-10, 2020.

Submit proposal and required information by email to Facilities@neighborImpact.org no later than 4pm on Monday, November 9th, 2020 Pacific Standard Time.

**Schedule**
RFP advertised – October 26, 2020
Respondent inquiry period ends – November 9, 2020
Proposals due – November 9, 2020, at 4:00 PM Pacific Time
Interviews (if necessary) – November 9-10, 2020
Contract awarded – November 12, 2020

**Eligible Contractors**
Contractors must be properly insured to perform work under this contract. See the attached Independent Contractor Agreement for insurance requirements.

**General Terms and Conditions**
See attached NeighborImpact independent contractor agreement.

**Additional Information**
If you have additional questions after reviewing this RFP document, contact Chelsea Schwab by email at chelseas@neighborimpact.org.

**Attachments:**
Photos of work site