

**ADDENDUM NO. 1
CONSTRUCTION OF
VETERINARY MEDICAL CENTER
REQUEST FOR BIDS #10-1638
April 14, 2010**

Acknowledge receipt of this addendum by inserting its number in the Proposal Form. The contents of this addendum are to be covered in the bids and in closing the Contract will become a part thereof. Changes noted herein affect only the specific words in paragraphs mentioned and the balance of the Drawings and/or Specifications remains in full force.

CLARIFICATION:

The bid process is a Two-Step process as described in the attached RFB. The drawings and specifications that are available are 95 percent complete. The dates as stated in the 95 percent complete specifications are superseded by the dates stated in the RFB.

- The submission for Step-One is due by Wednesday, April 28, 2010 at 2:00PM.
- A Pre-bid Conference will be held on Wednesday, April 21, 2010 at 2:00PM

ATTACHMENTS:

Construction of a Veterinary Medical Center Step One of a Two-Step RFB
#10-1638-ZOO

END OF ADDENDUM NO.1



4001 SW Canyon Rd
Portland OR 97221-2799

**ADDENDUM NO. 1
VETERINARY MEDICAL CENTER
REQUEST FOR BIDS #10-1638
April 14, 2010**

ADDENDA ACKNOWLEDGEMENT

This addendum hereby implements the following specific addition(s), deletion(s) or clarification(s). All other terms and conditions of the original bid or proposal document shall remain unchanged unless specifically addressed herein, and all changes shall be as stated with no additional meanings attached or implied.

In accordance with the above, the following changes are hereby accomplished:

ADDENDUM No. 1 (attached).

The Bidder is presumed to have read and hereby acknowledges receipt and acceptance of Addenda No. 1 dated April 14, 2010.

ADDENDA ACKNOWLEDGED:

Contractor

By

Date



**REQUEST FOR BID SUBMISSION OF
STEP ONE OF A TWO-STEP RFB FOR**

**CONSTRUCTION OF
VETERINARY MEDICAL CENTER**

RFB #10-1638

Contact Information

Oregon Zoo
4001 SW Canyon Road
Portland, OR 97221

Bond Construction Manager

Jim Mitchell
Email: jimmitchell@oregonzoo.org
503-914-6025 Fax 503-226-2786

Procurement Contact

Melanie Briggs, Procurement Analyst
Email: Melanie.briggs@oregonzoo.org
503-220-5718 Fax 503-220-3680

Notice is hereby given that submissions for Step One of the Two Step Request for Bid (RFB 10-1638) for construction of the Veterinary Medical Center shall be received by the Oregon Zoo, 4001 SW Canyon Road, Portland, Oregon 97221 until **2:00 PM on Wednesday, April 28, 2010**. It is the sole responsibility of the proposer to ensure that Metro receives the Bid Submission by the specified date and time. **All late Bid Submittals shall be rejected.** **SUBMITTERS SHALL REVIEW ALL INSTRUCTIONS AND TERMS.**

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Veterinary Medical Center Two-Step RFB

The Oregon Zoo, a division of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting sealed bids in response to the first step of this two-step process for providing construction services to complete the new Veterinary Medical Center at the Oregon Zoo.

1. Firms determined to be qualified under the bid submission of Step One will be invited to submit bids for the construction services proposed in the second step of the two-step process. The Contract will be awarded to the lowest responsive, responsible bidder in the Step Two Request for Bids (RFB).
2. Interested Bidders are encouraged to register with Melanie Briggs at the Oregon Zoo, melanie.briggs@oregonzoo.org. In the event solicitation addenda are issued, only registered Bidders will be notified via e-mail of the availability of addenda for download.
3. **A pre-bid conference**, prior to receipt of Step One Request for Bids, will be held on **Wednesday, April 21, 2010, at 2:00 p.m. in the Sunset Room at the Oregon Zoo, 4001 SW Canyon Rd. Portland, OR 97221. The Sunset Room is located in the Cascade Grill Restaurant at the main entry to the zoo. Admission tickets are not needed for entry.**
4. This solicitation is for a public works project subject to State of Oregon Prevailing Wage requirements (ORS 279C.800 - 279C.870). Bidders who are determined to be qualified under Step One must certify compliance with prevailing wage requirements when submitting their Step Two bid. Step Two bidders will also be required to submit a bid bond with their bid.
5. Metro will receive sealed technical bid information at the Oregon Zoo, Facilities Management Office, Gate A, 4001 SW Canyon Rd., Portland, OR 97221, Attn: Jim Mitchell, until **2:00 p.m. (PDT) on Wednesday, April 28, 2010**. Technical bid information will not be publicly opened.
6. All questions regarding this procurement must be directed via email to Melanie Briggs at melanie.briggs@oregonzoo.org.



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Veterinary Medical Center Two-Step RFB

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SECTION 1 – TWO-STEP INVITATION TO BID REQUIREMENTS

1.1 Two-Step Request for Bid (RFB)

The Oregon Zoo, a service of Metro, is requesting bids (RFB) to provide **construction services to construct the Veterinary Medical Center**. The Oregon Zoo will use a two-step procurement method for these services.

The first step of the solicitation process includes:

- Issuance of this Step One - Request for Bids;
- Submission of Step One Bids from qualified firms;
- Evaluation of the Step One – Request for Bids received; and
- Determination of acceptable Step One Bids based upon the criteria set forth in this request.

The second step of the solicitation process will include:

- Issuance of the Step Two Request for Bids to those firms selected as a part of the step-one bid process;
- Submission of sealed bids in accordance with the Request for Bids;
- Evaluation of bids in accordance with the Request for Bids; and
- Award and execution of the Contract.

Bids under step two of the solicitation process shall be based upon Metro's Request for Bid, as accepted under step one of the solicitation process.

Draft contract and bidding requirements are included in this document as Attachment A and may change at the time the step-two Request for Bids, (RFB) is issued.

This Step One - Request for Bids sets forth the minimum requirements that all bidders shall meet. Failure to submit bids in accordance with this request may render the bid unacceptable. This Step One - Request for Bids is issued by Metro. All communications pertaining to this solicitation shall be directed to The Oregon Zoo, 4001 SW Canyon Rd., Portland, OR 97221. Attn: Melanie Briggs, via email to melanie.briggs@oregonzoo.org.

Metro reserves the rights to analyze, examine, and interpret any bid for a period of not more than ninety (90) days, commencing from the bid due date and time. Bids shall not be conditioned to allow for less than a ninety- (90) day acceptance period.

1.2 Changes to RFB

Metro reserves the right to make changes to the Step One - RFB. Bidders will be notified of changes that in Metro's estimation would affect bidders if bidders were not notified. All changes to the RFB prior to receipt of Step One bids shall be made by written addendum. In the event solicitation addenda are issued, only registered bidders will be notified via e-mail of the availability of addenda for download.

A prospective bidder may request a change in the RFB by submitting a written request to the contact person set forth above. The request shall specify the provision of the RFB in question and contain an

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explanation for the requested change. If the requested change is to the Scope of Services, the request must be submitted no later than seven (7) days prior to the date set for receipt of Step One RFB. Metro, in its sole discretion, may not consider requests received within seven (7) days of the date set for receipt of Step One bids.

Metro shall evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Bidders shall not rely on oral or written representations regarding this RFB unless issued in writing by the Contract Administrator.

1.3 **Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by the bidder in 1) preparing its bid in response to the request, 2) submitting the information to Metro, 3) negotiating with Metro any matter related to this bid, and 4) any other expenses incurred by the bidder prior to the date of award, if any, of the contract.

Metro shall not, in any event, be liable for any pre-contractual expenses incurred by bidders in the preparation of their bids. Bidders shall not include any such expenses as part of their bid.

1.4 **Project Scope**

Metro intends to use committed general obligation bond funds to construct a new Veterinary Medical Center on Oregon Zoo grounds. The veterinary facility will serve the current zoo animal population and also serve as a quarantine building for new and sick animals. The project scope is represented in the 95 percent plan set (Project Specifications and Drawings) provided as Exhibit 1, which is attached and made a part of this solicitation by this reference, and includes:

- Removal of selected trees
- Demolition of existing Quarantine Building
- Preparation of site including utilities and paving
- Retaining walls and shoring including soil nail walls
- Construction of an approximately 15,500 sq. ft. concrete, wood and steel Veterinary Medical Building
- HVAC, Plumbing and Electrical Systems
- Medical Equipment Installation
- LEED Silver Qualification and Documentation Required
- Animal Caging
- Landscape and Irrigation including E-zone mitigation planting

It is critically important that impacts during construction to vehicular and pedestrian traffic be kept to an absolute minimum. Oregon Zoo operations must be maintained. All personnel on zoo grounds must adhere to The Oregon Zoo safety and construction work rules. Public, worker and animal welfare is of utmost importance.

1.5 **Content of Step One Bids and Substitution Requests**

A. Bids shall be prepared simply and economically, providing a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this request. Submission of technical literature,

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display charts, or other supplemental materials are the responsibility, and within the discretion, of the bidder, and should directly address Section 2.2, Evaluation Criteria.

B. Bids shall conform to the following format: Limit to no more than 15 double-sided pages (equivalent to 30 single-sided written pages) of material (excluding resumes, which should be included in an appendix), addressing the information listed below.

C. Bidders should include all information necessary for The Oregon Zoo to evaluate the Step One bid against the stated criteria.

D. Bidders shall submit a clearly marked **original and six (6)** complete copies of the Step One Bid as required below. The original must be un-bound, un-stapled, and contain no dividers (for copying purposes). Step One Bids must be printed using duplexing / double-sided printing and sustainable materials as long as this presentation does not prevent a reader from clearly understanding the Step One Bid.

E. All bids shall be complete in every detail with respect to establishing the qualifications and technical abilities of the bidder to meet the Oregon Zoo's requirements, and shall contain sufficient information to permit the Oregon Zoo to completely evaluate the Step One Bid.

F. Submit one (1) electronic PDF format version of the bid on compact disc (CD) for archiving. In the event of any conflicts between the hard copy and electronic CD copy, the hard copy will prevail.

Note: Under Step One of this solicitation process, bids shall not contain any prices or pricing information.

G. Bid documents shall be sectionalized as described below:

Part I - Introduction of the Bidder

Include an introduction of the firm bidding on the project and any major subcontractors who may be involved in the performance of the work. For each firm described herein discuss primary business experience, length of time in business, ownership, the location of offices and other matters bidders might deem pertinent and introductory in nature.

A primary contact person for solicitation purposes must be included, with address, phone number, email address and fax number.

Include:

- (1) **Staffing and Organization plan:** The bidder's staffing and organization plan shall be included. This plan shall provide identification of the individual who will act as project manager and identify key individuals who will be responsible for safety, quality control, budget control, schedule control, and coordination. The plan should list any major proposed subcontractors and identify the portion of work they will complete on the project.
- (2) **Resumes:** Include resumes (in the proposal's appendix) for all individuals listed in your organization chart. Clearly identify their proposed role for this Project, and relevant experience. Resumes should include each individual's education, work history, length of tenure with the firm,

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and relevant experience with similar projects. Provide reference contacts for proposed full-time individuals.

Bid Forms (3.1 and 3.2) are contained in Section Three of this Request for Step One Bids. These forms must be completed and submitted with the bid. Failure to complete and submit these forms may render the bid unacceptable.

Part II - Qualifications, Experience, and References

All bidders must have been in business as a general contractor for at least the five consecutive years prior to the date this contract is awarded (if a company has merged or otherwise been consolidated in the past five years, please explain the circumstances).

- (1) **Capacity:** Include annual volume figures for the last five years, current firm commitments and current bonding capacity.
- (2) **Similar project experience:** List your firm's experience over the last five years with projects similar in scope and value to this Project. Base similarity upon the work described in Section 4. Provide:
 - A. Name of the contact person (Owner) and current phone number. This information should include the name of a current employee of each customer who is familiar with bidder's performance. The Oregon Zoo reserves the right to contact references, and by submitting its technical proposal, bidder consents to such contact.
 - B. Location of the project and completion date.
 - C. Brief description of the project, highlighting scope and value similarities.
 - D. Amount of initial contract award and final contract close-out or projected price.
 - E. Number and dollar amount of each claim greater than \$100,000 that required mediation, arbitration or litigation to settle, and their current disposition.

Part III - Work Plan, Safety and Management Plan

The bidder's approach to this request shall be fully described in the manner indicated below. Step One Bids should be clearly and concisely written and describe in detail how the bidder intends to meet the specific requirements of this Request for Bids. Statements that merely indicate that the bidder will meet or comply with specific requirements are not sufficient.

Describe your firm's proposed work plan so that the Project is completed as follows:

- (1) **Within budget:** Explain how you will approach the cost estimating and construction to complete the project within the contract range.
- (2) **On-time completion:** Describe how you will manage the project to complete construction work on time. Provide a preliminary baseline schedule showing your proposed phasing, sequencing of work, and target durations.
- (3) **Oregon Zoo, Guests and animal impact:** Describe steps that you will take to minimize adverse impacts to the public, Oregon Zoo operations, adjacent property owners, and traffic

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inside and outside the zoo grounds. Explain how you intend to establish and maintain good relations and foster open and productive communications with all interested parties.

- (4) **Safety:** Provide your most recent Workers Compensation Insurance experience modifier, and OSHA 300 form. For this project, identify your proposed plan and approach to incident-free management of public safety risks, including your firm's safety experience and performance on other projects involving construction in and around an operating facility with large volumes of pedestrian traffic.
- (5) **Quality Assurance:** A draft outline Quality Assurance plan, describing the methods for planning, implementing and maintaining quality, schedules and costs in all phases of construction.
- (6) **MWESB Compliance:** Metro Specifically Requires all Bidders/Bidder's to demonstrate and document good faith efforts reasonably expected to produce and maximize the opportunities for subcontractor and supplier involvement by MBE/WBE/ESBs. For this project describe your firms plan for participation and recent participation in at least three (3) public works projects.
- (7) **Sustainability:** Metro intends to build a building that achieves LEED Silver standard. Describe your firm's experience with working on sustainable projects. Describe how your firm will ensure that sustainable techniques and processes will be exercised during the construction of this project including waste reduction and recycling of construction debris.

Part IV – Exceptions/Deviations

Bidders must clearly state any exceptions to the requirements of this Step One RFB. Unless specifically noted as an exception, Metro assumes that the bid will meet all requirements and conditions set forth in the Step One Bid. Metro reserves the right to deny any requested exception/deviation to the contractual terms and conditions and/or the bid requirements.

1.6 Step Two – Bid Pricing

Bidders determined to meet all the bid requirements will be invited to submit bid pricing for the goods and services specified under this contract in the second step of the two-step process. **No pricing or price lists should be submitted with this Step One – Request for Technical Proposals.**

1.7 Late Step One Bids

A bid is late if Metro receives it after the deadline stated in this RFB for delivery of Step One Bids. A bid shall be deemed received by Metro when it has been physically received by a staff member of the Oregon Zoo's bond team, located at 4001 SW Canyon Rd., Portland, OR 97221, Gate A, Facilities Management Office.

1.8 Supplements to Step One Bids

If any bid indicates minor noncompliance or variance with the RFB, Metro may, but may not, request that the Step One Bid be supplemented.

If requested, the bidder may submit a supplement to the RFB, within the time period established in such

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request, which Metro will receive and evaluate in conjunction with the bid.

1.9 Submission of Step One Bids

Step One Bids must be submitted no later than **Wednesday, April 28, 2010, at 2:00 p.m. local time.**

One clearly marked original and six (6) copies of the technical proposal submittal shall be submitted with a cover letter to:

Oregon Zoo
Gate A, Facilities Management
4001 SW Canyon RD
Portland, Oregon 97221
Attn: Jim Mitchell

To ensure proper identification and handling, mark the submittal "**RFB #10-1638 STEP ONE, VETERINARY MEDICAL CENTER**" on the lower left hand portion of the container with the date and hour due.

1.10 Discussions

Metro retains the right to request additional information and submissions pertaining to the work to be performed pursuant to this proposal, and each bidder's ability to perform such work, and to hold discussions with those who have submitted information in response to the request for bids. Metro will notify all bidders when discussions are closed. Discussions may take place in writing, by telephone or in person.

1.11 Cancellation of RFB

Metro reserves the right to cancel this RFB at any time without liability prior to execution of the contract by Metro.

1.12 Confidentiality

It is in the public interest for Metro to receive as many bids as possible. Metro acknowledges the possible confidential nature of any bid information requested by this request, and Metro obliges itself in good faith not to disclose such information during the evaluation process. After contract award, disclosure of information shall be made only in accordance with Oregon law. Metro shall not disclose the number of step one bids received or the identity of bidders until after step one bid evaluation is completed.

1.13 Agency Contact

Bidders are cautioned that until submission of their bids, they may have contact with only those Metro representatives, agents or personnel designated in writing within this RFB. Discussions or communications in any capacity with Metro or Oregon Zoo employees, its consultants, or contractors are strictly prohibited. Any violation of this restriction may result in disqualification of the bidder from further participation in this procurement and from award of any contract or subcontract under this solicitation.

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1.14 Administrative Remedies

A bidder may seek administrative remedies under Appeal Procedures of Metro's Procurement Code. Copies of Metro's Procurement Code are available upon request from Metro's Procurement Office, 600 NE Grand Ave., Portland, OR 97232-2736.

1.15 Anticipated Procurement Schedule

The following procurement schedule is anticipated, but is subject to change:

Submission of Step One Technical Proposal.....	April 28, 2010
Final Determination of Acceptable Step-One Submissions.....	by May 12, 2010
Issue Invitation for Step Two Bid.....	by May 13, 2010
Step Two Bid Opening.....	June 11, 2010
Notice of Intent to Award.....	by June 15, 2010
Contract Award	June 29, 2010

1.16 95 Percent Plan Set

The 95 percent plan set (Contract Specifications and Drawings) for this Step One are available to purchase or view online at Ford Graphics. Go to www.fordgraphics.com, click on Oregon/SW Washington, Planwell – Enter Planroom, Public Planroom, and then select Oregon Zoo Veterinary Medical Center. Bidders selected for Step Two of this request who provide a refundable deposit will receive full sets of plans and specifications. Checks will be held by Ford Graphics and refunded to the depositor upon request when documents are returned clean and mark-up free within one week of the bid date.

1.17 Organizational Conflict of Interest

Because of the nature of this procurement, special attention is called to the potential for organizational conflict of interest. An organizational conflict of interest means that because of other activities, relationships or contracts, a Contractor is unable, or potentially unable, to render impartial assistance or advice to the Owner; or a Contractor's objectivity in performing the contract work is or might be otherwise impaired; or a Contractor has an unfair competitive advantage.

Bidders shall disclose to Metro any and all potential organizational conflicts of interest. Metro will evaluate potential conflicts on a case-by-case basis.

-- End of Section--

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SECTION 2 - EVALUATION OF STEP-ONE REQUEST FOR BIDS

2.1 Evaluation Criteria: Step One Request for Bids

A. Metro will appoint an Evaluation Committee (EC) to evaluate Step One (RFB) from bidders. The Evaluation Committee will evaluate the bidders' qualifications and written responses to the requirements of the RFB, and shall apply the evaluation criteria set forth in Section 2.2.

B. If the evaluation discloses that a bid contains ambiguities, minor areas of noncompliance or variance with the requirements of the RFB, or is otherwise in need of clarification, Metro may request that the bidder supplement its bid. Such a request will identify the ambiguities, areas of noncompliance or variance, or additional information required, and will establish a date for submission of the supplement. Metro will evaluate the information contained in the supplement in conjunction with the bid. Any supplement approved by Metro will, following its approval, form an integral part of the RFB.

C. Metro also reserves the right during the evaluation process to determine that grossly inadequate bids, which in Metro's opinion are not remediable, are unacceptable and that the respective bidders be dropped from further participation in the process prior to completion of the evaluation process.

D. Metro's evaluation committee will determine whether each bid is an acceptable or an unacceptable bid and will notify each bidder of this determination. Only a bidder that has submitted an acceptable Step One Bid will be invited to bid under Step Two of this procurement. Metro reserves the right to determine that any or all bids are unacceptable bids.

E. Metro's evaluation committee may schedule meetings with individual bidders. Meetings with individual bidders are intended to discuss specific details of their bid.

F. Metro reserves the right to request additional information and to make such investigation as it may deem necessary for the evaluation of Step One Bids, and bidders should be prepared to furnish additional information or discuss their bid upon request.

G. Metro will issue its Step Two RFB, for this contract when it has completed its evaluation of the Step One Bids. The Step Two RFB will only be issued to those bidders who submit acceptable Step One Bids.

2.2 Evaluation Criteria

A. The acceptability of bids will be evaluated on the basis of all of the following factors:

1. Compliance with the RFB - Step One;
2. The bidder's response to the requirements of Section 1.5 of this RFB;
3. Qualifications of the bidder and any subcontractors;
4. Bidder's similar experience and references; and
5. Bidder's demonstrated understanding of the work requirements and workflow.

Note: Bidders are cautioned not to minimize the importance of adequate response in any area.

B. Metro reserves the right to investigate the qualifications of all bidders under consideration and to confirm any part of the information furnished by bidders, or to require additional evidence of managerial,



METRO

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Portland, OR 97232-2736
(503) 797-1700

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financial, or technical capabilities, which are considered necessary for the successful performance of the work.

C. The EC will employ only those evaluation criteria set forth in this Request for Step One Bids, or in addenda that may be issued prior to receipt of bids. An evaluation criterion is deemed to include any unstated "sub criterion" that logically might be included within the scope of the stated criterion.

2.3 Notice to Unsuccessful Bidders

Those firms not selected to proceed into step two will be notified as soon as practicable following their elimination from further consideration. Step two of the selection process will be conducted via competitive Request for Bid (RFB) process.

2.4 Contract Award

The Contract to be awarded as a result of this two-step solicitation process will be awarded to the lowest responsive and responsible bidder whose bid conforms to the requirements of the Request for Bids.

-- End of Section --



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SECTION 3 - STEP ONE – REQUEST FOR BIDS

3.1 FORM OF BUSINESS

Name of Firm: _____

Principle Business Address: _____

Phone: _____

Fax: _____

E-mail: _____

1. What form of business is your organization? (Check one)

Sole Proprietorship

Partnership (Limited General)

Corporation

2. If a corporation, when and where was your organization incorporated?

3. If a limited partnership, when and where is your organization certified?

4. If not certified or incorporated in Oregon, is your organization authorized to do business in Oregon?

5. State of Oregon Certified M/W/ESB* Firm? Yes No

If yes, please provide State Certification Number: _____

*For more information on certification, please contact the State of Oregon Office of Minority, Women and Emerging Small Business at (503) 947-7976.



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Portland, OR 97232-2736
(503) 797-1700

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3.2 RECIEPT OF ADDENDA

ADDENDA RECEIVED:

Addendum No. _____ Date Received: _____

If no addenda received write "None Received": _____

Date

Signature

Name

Title

Important Note: Failure to acknowledge receipt of an addendum may cause a bid to be rejected as non-responsive.

-- End of Section --

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SECTION 4 – SCOPE OF SERVICES

4.1 General Tasks

Construction Services shall be provided under the terms of the contract to be executed by the parties, a sample of which is provided in the Draft Step Two RFB in Attachment A and is for informational purposes only.

Work consists of the construction of a new Veterinary Medical Center at the Oregon Zoo, Portland, OR.

The major elements of the work consist of:

- Removal of selected trees
- Demolition of existing Quarantine Building
- Preparation of site including utilities and paving
- Retaining walls and shoring including soil nail walls
- Construction of an approximately 15,500 sq. ft. concrete, wood and steel Veterinary Medical Building
- HVAC, Plumbing and Electrical Systems
- Medical Equipment Installation
- LEED Silver Qualification and Documentation Required
- Animal Caging
- Landscape and Irrigation including E-zone mitigation planting

4.2 Anticipated Scope

1. Anticipated scope of work will include: schedule preparation, obtaining permits, oversight and project coordination of work to complete project work, etc. Submit preliminary and final “Conduct of Construction” plans to the Oregon Zoo. The preliminary plan will be reviewed by all interested parties and used to establish the final plan. The Plan will address proposed construction phasing, staging, sequencing of work, duration of work within work zones, field office needs, parking requirements during construction, construction equipment storage and use of public roadways, coordination of work with public including utility disruptions, protection of private and public properties, dirt/debris mitigation, storm water drainage management, temporary facilities, construction zone pedestrian and vehicular traffic management including signage, noise and vibration control, work hours including number of shifts and weekends, temporary road closures or detours, emergency vehicle provisions, maintenance of access to all properties, public and worker safety protections, construction restrictions during special events, security and maintenance of construction work zones
2. Submit report identifying materials that may be cost-effectively recycled during construction, including cost estimate of potential cost increase or decrease from baseline estimate.
3. Attend meetings, as requested by the Oregon Zoo; to assist in resolution of any project related issues.
4. Prepare and submit a safety plan, in compliance with the Oregon Zoo’s safety program for use during construction.

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5. Prepare and submit a quality control plan for use during construction.
6. Prepare and submit a plan to handle unanticipated hazardous materials that may be encountered during construction.
7. Maintain a project manager and field superintendent on-site with the needed staff at a level adequate to coordinate, direct and manage the work.
8. Provide a Quality Control Manager to implement the quality control plan developed in phase 1, to be available on site at a minimum of 20% per week during construction.
9. Provide a Safety Manager to implement the safety plan developed during phase 1, to be available on site a minimum of 10% per week during construction. The Safety Manager will coordinate with the project manager and the field superintendent.
10. Prepare temporary traffic control and detour plans as needed to construct the project. The contractor is responsible for preparing the plans, obtaining all required permits, implementing and maintaining the traffic control plans.
11. Finalize a baseline CPM schedule. Maintain and update it monthly for progress payments, monitoring project progress, managing the work, and tracking changes. Prepare weekly detailed 3- to 4-week look-a-head work schedules that accomplish work in accordance with the overall CPM schedule.
12. Maintain current, hard copies of as-built drawings, including all subcontractors.
13. Work with the Oregon Zoo to establish and implement procedures for tracking, expediting and processing all submittals, change orders, and requests for information.
14. Conduct with the Oregon Zoo weekly job meetings. Prepare and distribute within 48 hours record minutes of each meeting.
15. Obtain any necessary sub-contractor or specialty permits for construction. Metro will procure the building and environmental permit.
16. Implement the plan, agreed-upon during the pre-construction phase, to recycle materials.
17. Complete all construction work identified in the contract documents for a price not to exceed the contract amount.
18. Prepare and submit final contract closeout information as required by the contract documents.
19. Provide lien waivers from all subcontractors and material suppliers.
20. No changes outside the scope of the contract shall be executed without authorization by the Oregon Zoo's Project Manager. Any matters considered outside the scope of the contract shall be immediately brought to the Oregon Zoo's attention by the contractor.



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(503) 797-1700

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21. At a minimum, all workers on this project shall be paid in accordance with the State of Oregon Prevailing Wage Rates that will be in effect as of the date of Step One advertisement.
22. The contractor shall work with the Oregon Zoo to incorporate Metro's art program into the design and construction of the project.
23. The contractor shall manage parking of workers during construction. Parking on zoo grounds and the adjacent parking lot are severely limited.
24. Construction shall not hinder the operations of the Oregon Zoo. Weekend and evening work may be permitted with appropriate notice to arrange for access and security.
25. The area of construction is fenced and separated off from the general public in order to minimize disruption and inconvenience to zoo operations and zoo patrons.
26. Construction mobilization and permits required for this work must be available before starting.

-- End of Section --