



HOUSING AGENCY

REQUEST FOR PROPOSAL

RIVERVIEW TERRACE GENERATOR

ENGINEERING SERVICES

Contract #25-P-0029

Proposals Due no later than Tuesday, July 8, 2025, at 2:00 p.m.

Email digital submissions to: thashagen@homesforgood.org



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

Homes. People. Partnerships. Good. www.homesforgood.org



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Homes for Good Housing Agency is requesting proposals from professional engineering consulting design firms to provide plans, technical specifications, engineer's estimate and construction support for the installation of an emergency standby natural gas generator. The Provider for these assessments must possess valid and current licenses and certifications necessary to comply with the "Scope of Services" listed on page 5-6 and as regulated by all applicable state, county, and/or local laws and ordinances.

BASIC OVERVIEW

RFP Release Date	June 10, 2025
Submission Due Date & Time	July 8, 2025, by 2 PM
Submission Methods	Digital Submission – email thashagen@homesforgood.org
Anticipated Contract Term	TBD
Maximum Number of Contracts Awarded	1
Agency Contact	Teresa Hashagen thashagen@homesforgood.org (541) 852-6044
Subcontracting	Not permitted
Questions Regarding the RFP	Due by June 19, 2025, by 5 PM thashagen@homesforgood.org (541) 852-6044



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents secure and maintain affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors, and people with disabilities find and secure affordable housing.
- ❖ Match low-income residents with public and assisted housing units.
- ❖ Partner with other community organizations and non-profits to build, finance, and develop affordable housing.
- ❖ Connect residents with self-sufficiency programs and wellness supports.
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable.
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County.

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state, and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting, and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



I. PROJECT BACKGROUND

Riverview Terrace is a five-story building which offers 60 one-bedroom units for seniors and persons with disabilities, located at 925 W. Main Street in Cottage Grove Oregon. The original blueprints for Riverview Terrace are dated November 22, 1968, however, it was not completed or occupied until 1968.

The building has two elevators that serve each floor. In the event of power disruption, the elevators cease to function, creating difficulties for residents and staff to engage in typical daily activities. The objective of the overall project is to install (gas preferred) generator to provide emergency power to existing lighting in common areas (hallways, stairwells and Community Room).

It is crucial that the generator be connected to the existing elevator system to enable functions during power outage(s). Generator must power existing exterior building and grounds lighting, well as provide backup power to heating/cooling system in Community Room.

II. SCOPE OF SERVICES

The following Scope of Services has been developed as a general guide to identify the minimum tasks that Homes for Good believes is needed to be performed by the Consultant.

If the Consultant feels that the project can be enhanced by the addition of new tasks or the deletion of any of the specified tasks, such information should be included with their proposal. A final scope of work will be agreed upon during the contract negotiation process and become an attachment to the Contract Documents.

The Consultant will be the engineer of record and is responsible for providing quality control on all design and engineering deliverables prior to sending to the City of Cottage Grove for permitting and plan.

Project Tasks:

A. Project Management and Coordination

- Attend project kickoff meeting and any necessary progress and coordination meetings. Prepare notes, track action items and schedule updates.
- Perform quality assurance/quality control (QA/QC) activities.
- Assist with permitting, environmental, and local code compliance, including coordination of bringing natural gas to the site.



B. Site Investigation, Data Collection, Record Research

- Conduct site visits and review existing conditions.
- Review existing records and data, including but not limited to drawings, maps, and other documents relevant to the scope of this project.
- Locate on-site utilities and contact utility companies for existing base maps.
- Determine clearance requirements and assess if any utility relocations are necessary.
- Coordinate with any proprietary requirements of existing elevator technology.
- Critique the site for potential generator placement locations. Determine feasibility. Consider constraints and potential conflicts. Perform any topographic surveys required.

C. Design

- Develop preliminary design, showing existing and proposed improvements.
- Prepare a list of technical specifications that will be needed and a rough cost estimate.
- Meet with Contract Administrator to discuss design/proposed improvements.
- Prepare complete, detailed plans, project details (project-specific generator shop drawings), technical specifications, bid schedule, bid item descriptions, and 95% engineer's cost estimate.
- Homes for Good will prepare the front-end solicitation, bid documents and incorporate Consultant's specifications and related materials.
- Submit one set of full-size stamped and signed final drawings along with technical specifications and other contract documents.
- Submit one copy of final quantity calculations and engineer's construction cost estimate.
- Submit all digital files (AutoCAD, MS Word, MS Excel, etc.) for the project.

D. Bid and Construction Support

- Homes for Good will administer the bidding and contract award processes.
- Provide bidding support, which may include responding to questions from potential bidders, attending a pre-bid meeting and job walk and assisting with preparation of addenda, if necessary.
- Conduct site visits, as necessary, during construction.
- Review submittals, shop drawings, change order requests and provide written recommendations to Homes for Good.
- Review and respond to clarifications and request for information (RFI) during construction and provide written recommendations to Homes for Good.
- Participate in the final inspection and assist with preparation of the punch list.
- Prepare and submit digital record drawings to Homes for Good to reflect as-built conditions.



III. PROPOSAL REQUIREMENTS

Proposals should demonstrate an understanding of the project's objectives while highlighting the consultant's qualifications and experience. The proposal should be brief and precise, with a suggested 20 pages maximum length, excluding cover, table of contents, title sheets, dividers, and resumes. The proposal should generally include the following components:

Cover Letter

- Include the firm's name, office location where work is to be done, and contact person's name, telephone number, and email address * Note that the proposal is good for 120 days.

Organization Chart

- Identify key personnel and subcontractors.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate team experience with similar projects performed within the last 5 years.
- Provide references for sample projects that Homes for Good may contact.
- Provide information on team member qualifications, licenses, and proposed responsibilities.
- Provide key staff resumes.

Work Plan and Project Approach

- Describe the approach and methodology that will be used to manage the overall project costs, schedule, quality of work, and other critical issues.
- Address how the suggested scope of services and project-specific requirements outlined in this RFP will be accomplished.
- Specify the anticipated level of effort and estimated amount of time each team member will spend on the project.
- Provide a schedule for project submittals, deliverables, milestones, and turnaround times.
- As appropriate, this may include a sample of past, similar work.



Cost

The cost proposal will include the following:

- Provide a spreadsheet showing the cost per task with an estimated number of hours and the billable rate of the staff person assigned. The format shall indicate the total dollar cost for each task by row and the total dollar cost for each staff person by column.
- Include, in a similar format, lump sum costs for proposed subcontracted work.
- Provide the total, time and materials, not to exceed amount.
- List assumptions that go into the cost proposal including how additional costs such as reimbursable expenses, subcontracted services markup, overtime, travel, overhead or other anticipated project costs will be accounted for.

Conditions

All proposals and material contained therein shall be considered public documents and as such are subject to inspection under the Public Records Act

Developing the proposal is the consultant's responsibility; Homes for Good shall not bear any cost or reimbursement associated with its preparation.



Expectations & Timeline

Additional Work

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

Insurance Coverage Requirements

At the signing of the contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or fail to renew insurance coverages during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warranty/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

General Contractor's General Liability

- ❖ **Workers' Compensation:** In accordance with State Law, the general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- ❖ **Commercial General Liability & Professional Liability:** The minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as Additional Insured for this project, with an attached Endorsement Page, showing the additional insured as:

[Homes for Good Housing Agency
100 West 13th Avenue
Eugene, OR 97401]

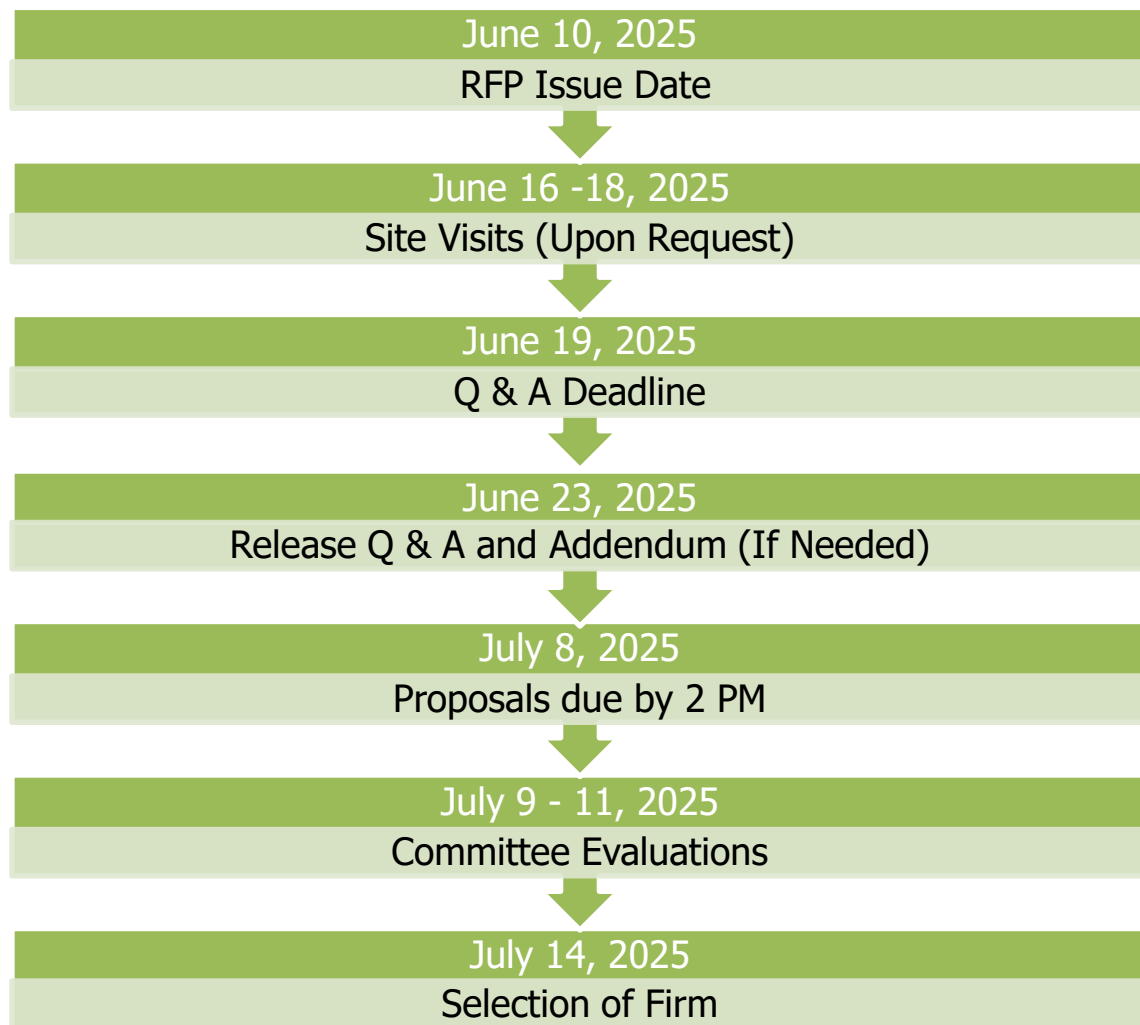
Payment

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.



TARGET TIMELINE:

Prospective proposers may contact Teresa Hashagen by email at thashagen@homesforgood.org for further information regarding this process or to request clarification. Follow-up questions and/or clarifications may continue to be submitted in this fashion until Thursday, June 19th, by 5 PM.





Evaluation & Selection Criteria

A committee comprised of representatives from Homes for Good will review the proposals for conformity with the requirements of the Request for proposals described above. Conforming proposals will be evaluated according to the evaluation criteria.

First, the proposals will be examined to determine whether the organization satisfies the mandatory elements identified below. Next, the committee will use the selection criteria to score each proposal. Based on the strengths of the proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews if any, the committee will make a final selection based on the best overall interests of Homes for Good. The committee will rely on information provided in the proposals and during interviews if any, as well as information provided by references.

Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represents the criteria that will be considered during the evaluation process. Total points will be awarded to the low bid. Points to be deducted by distance from the low bid. Full points will be awarded to bidders who include full information.

OBJECTIVE CRITERIA	POSSIBLE POINTS
Cost	20
Work Plan & Approach	10
Completeness of RFP	20
SUBJECTIVE CRITERIA	POSSIBLE POINTS
Understanding of the work to be performed and the ability to manage work	20
The qualifications of the organization	15
References & Sample of Work	15
TOTAL	100

Each Proposal will be in digital format and be a signed submission. If emailing, please put the following in the subject line: **"Riverview Terrace Generator Engineer Services #25-P-0029"**. If the file size is too large to email, please submit your proposal on a thumb drive. Thumb drive submissions must be received in a sealed envelope that denotes the RFP number and company name. These will need to be dropped off in the grey bid box in the lobby basement at our service center, located at 100 W. 13th Avenue, Eugene, Oregon no later than July 8, 2024, by 2 PM.

AMP 600

6-7

Riverview Terrace

Cottage Grove, Oregon

925 W. Main St., Cottage Grove, Oregon 97424

Dates:

6-7 The original blueprints for Riverview Terrace are dated 22 November 1966. It was very likely not completed or occupied until 1968 or later (due to size of project).

Tax Maps and Acreage:

Tax Map: 20-03-28-33 01400

Acreage: 1.544 Acres per original Surveyor's Map (dated Jul 2, 1966) in Original Construction Drawings.
67,263 Sq. Ft

Riverview Terrace Dwellings

ONE BEDROOM

60 One-bedroom apartments on Five Floors

Gross Sq. Ft. = 484 Sq. Ft. (Middle units)

Gross Sq. Ft. = 489 Sq. Ft. (Corner units)

Gross Square footage listed includes thickness of exterior walls and to center of party walls:

Net interior square footage (includes interior walls but not party walls or exterior walls) = 427 sq. ft.

Apartment balconies at 72 Sq. Ft. each

Riverview Basement Level

Gross Area: 3,251 Sq. Ft. (Does not include Stairs)

Community Room net Sq. Ft. approximately 1,350 Sq. Ft.

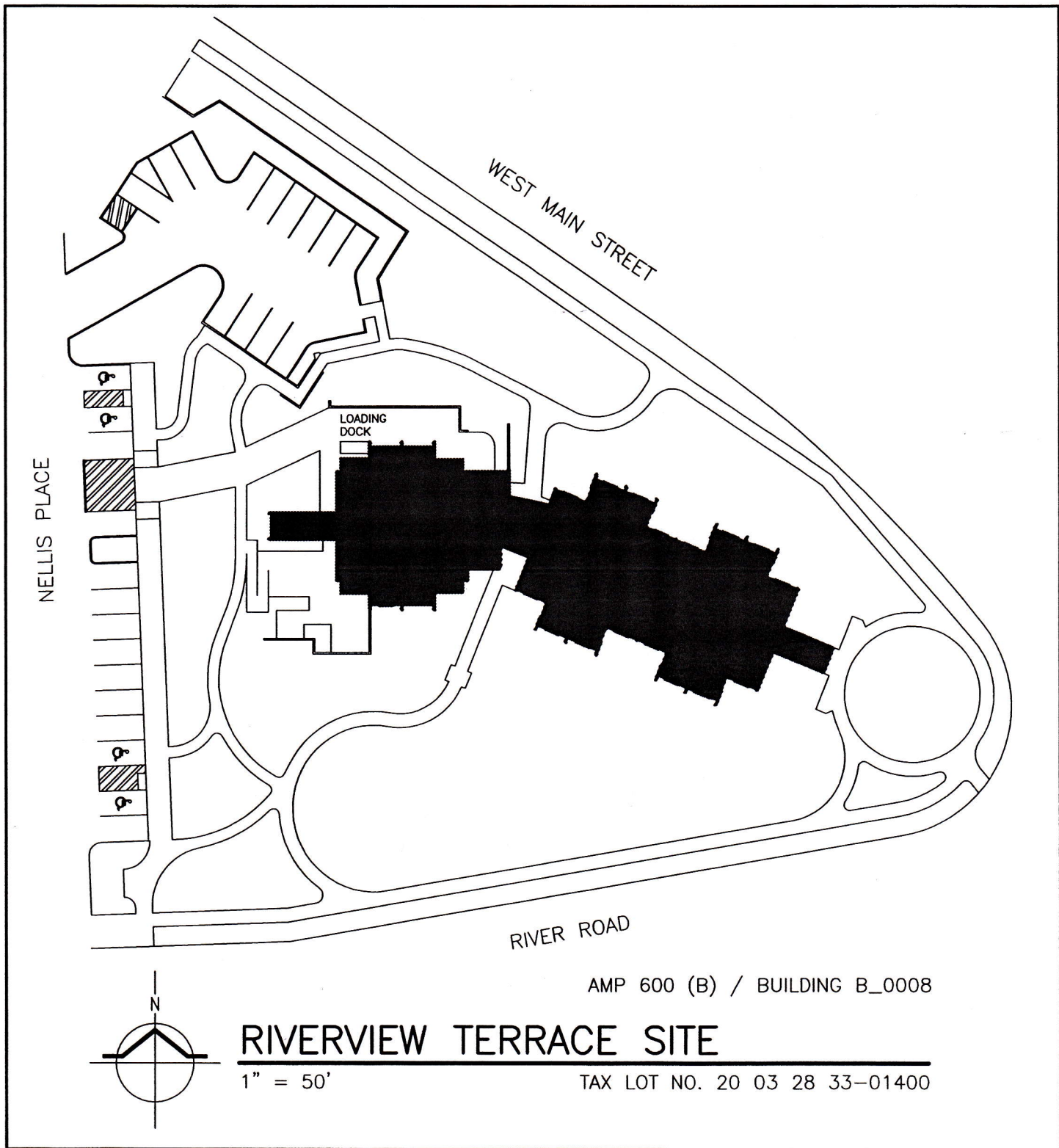
(Does not include Kitchen Prep areas or Elevator Lobby)

Parking:

North Parking area: 5, 250 sq. ft. of parking area and drive.

West Parking area: 2,875 sq. ft. of parking area.

Note: the drive for the West parking is a designated street (Nellis Place) and is not on Agency property.



AMP 600 (B) / BUILDING B_0008

RIVERVIEW TERRACE SITE

1" = 50'

TAX LOT NO. 20 03 28 33-01400

RIVERVIEW TERRACE
925 WEST MAIN
COTTAGE GROVE, OREGON



HACSA

Housing And Community Services Agency of Lane County

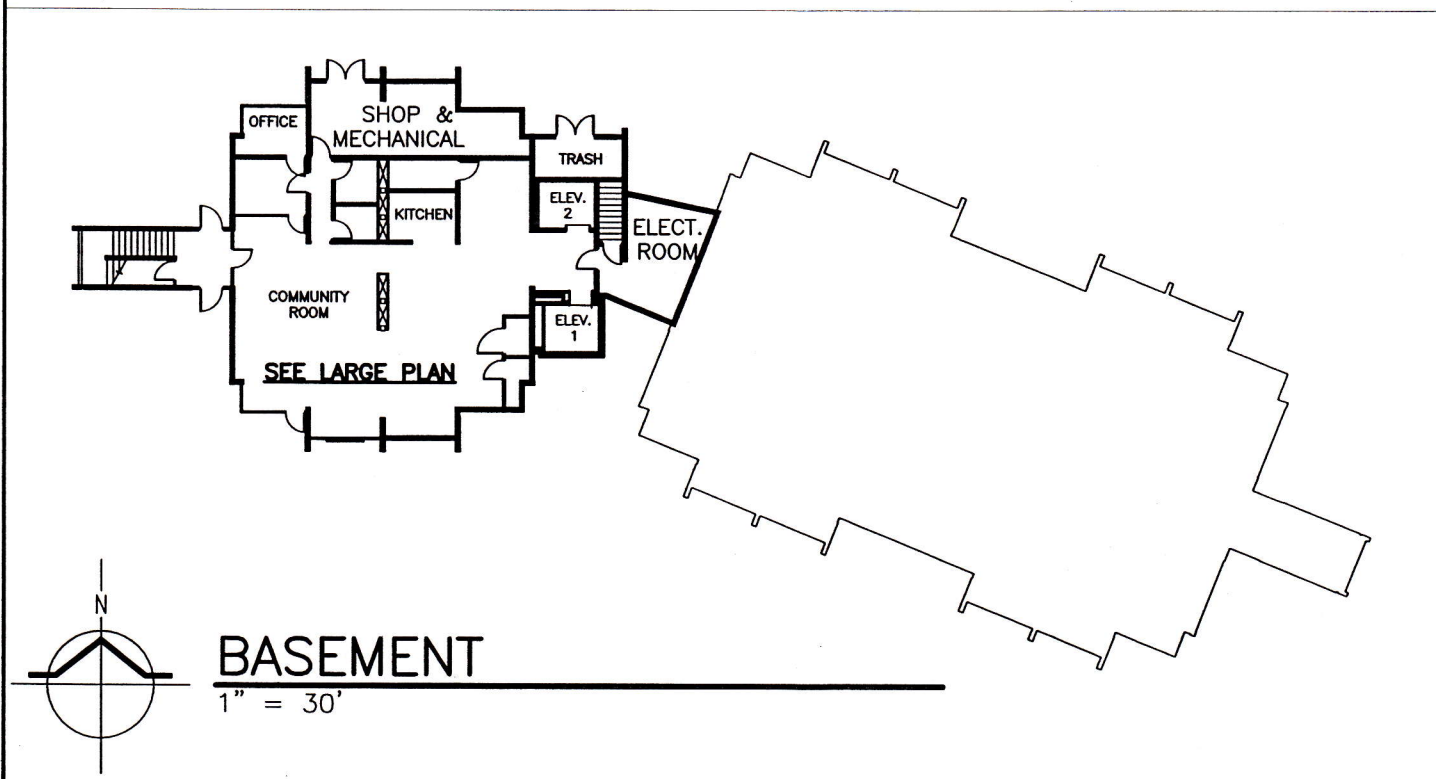
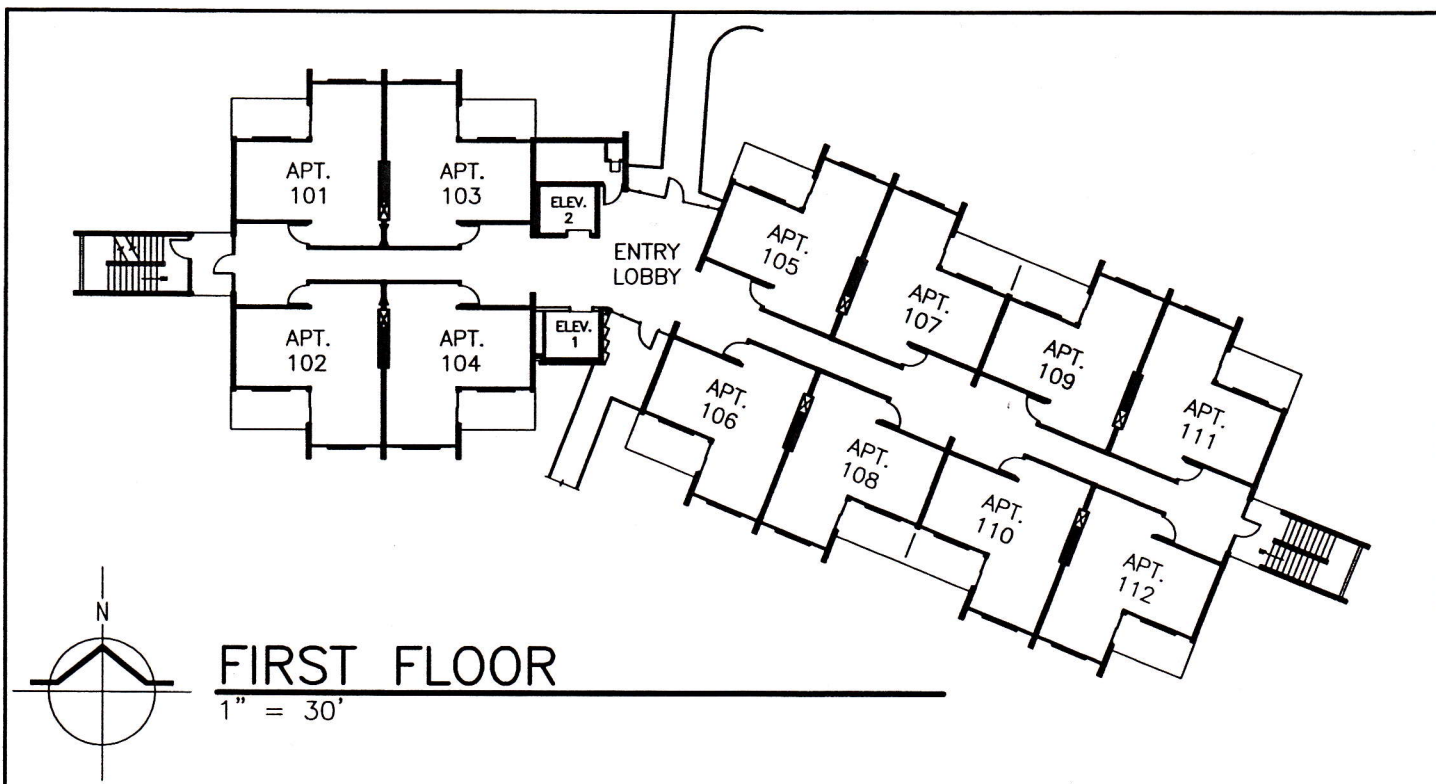
300 WEST FAIRVIEW DRIVE, SPRINGFIELD, OREGON 177 DAY ISLAND ROAD, EUGENE, OREGON
PHONE : (541) 682-4090 PHONE : (541) 682-3755
FAX : (541) 682-3875 FAX : (541) 682-3411
TTY : (541) 682-2565 TTY : (541) 682-3412

SITE PLAN

PROJECT AMP 600
DATE JUL 2014
DRAWN WJH
AMP 600 (B)

OR 6-07
SHEET

6-7 B



RIVERVIEW TERRACE
925 WEST MAIN
COTTAGE GROVE, OREGON



HACSA

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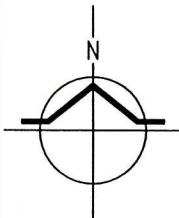
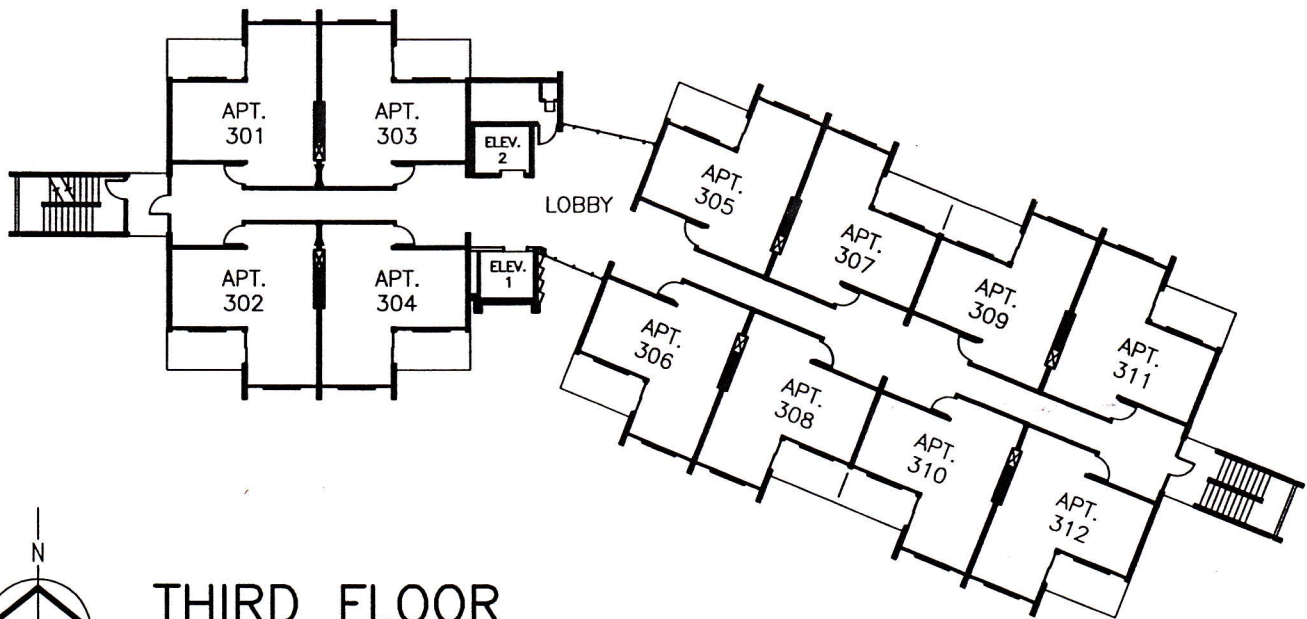
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**BASEMENT &
FIRST FLOOR**

PROJECT AMP 600
DATE JUL 2014
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AMP 600 (B)

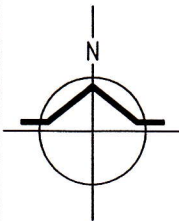
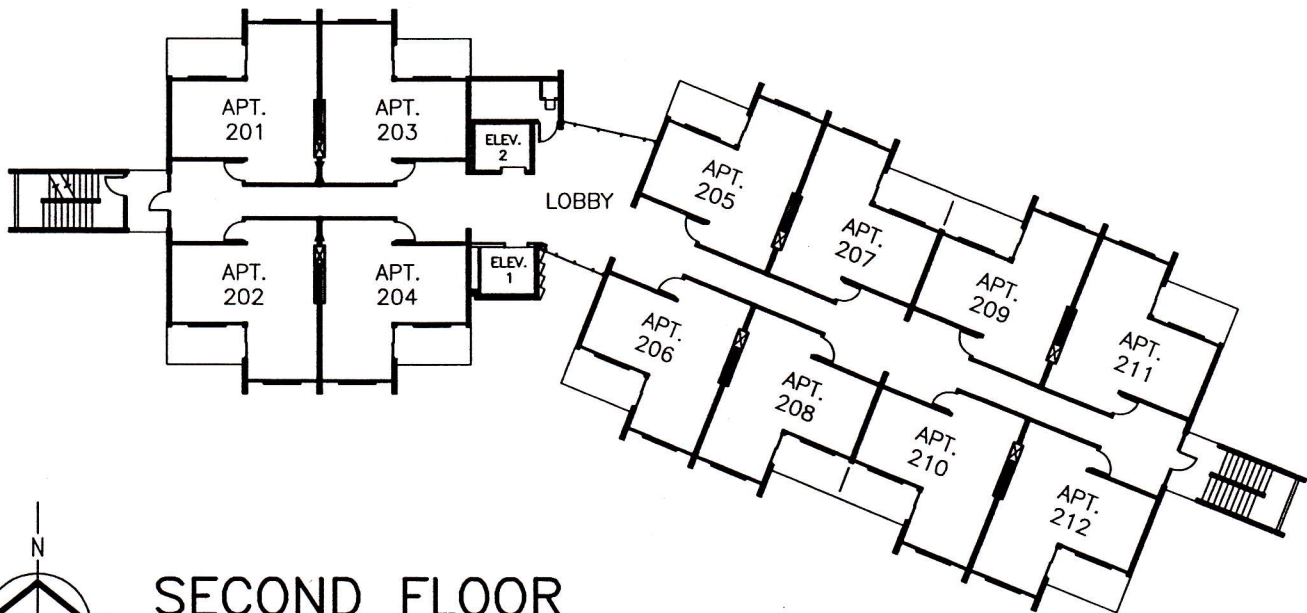
OR 6-07
SHEET

6-7 C



THIRD FLOOR

1" = 30'



SECOND FLOOR

1" = 30'

RIVERVIEW TERRACE
925 WEST MAIN
COTTAGE GROVE, OREGON



HACSA

Housing And Community Services Agency of Lane County

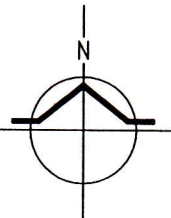
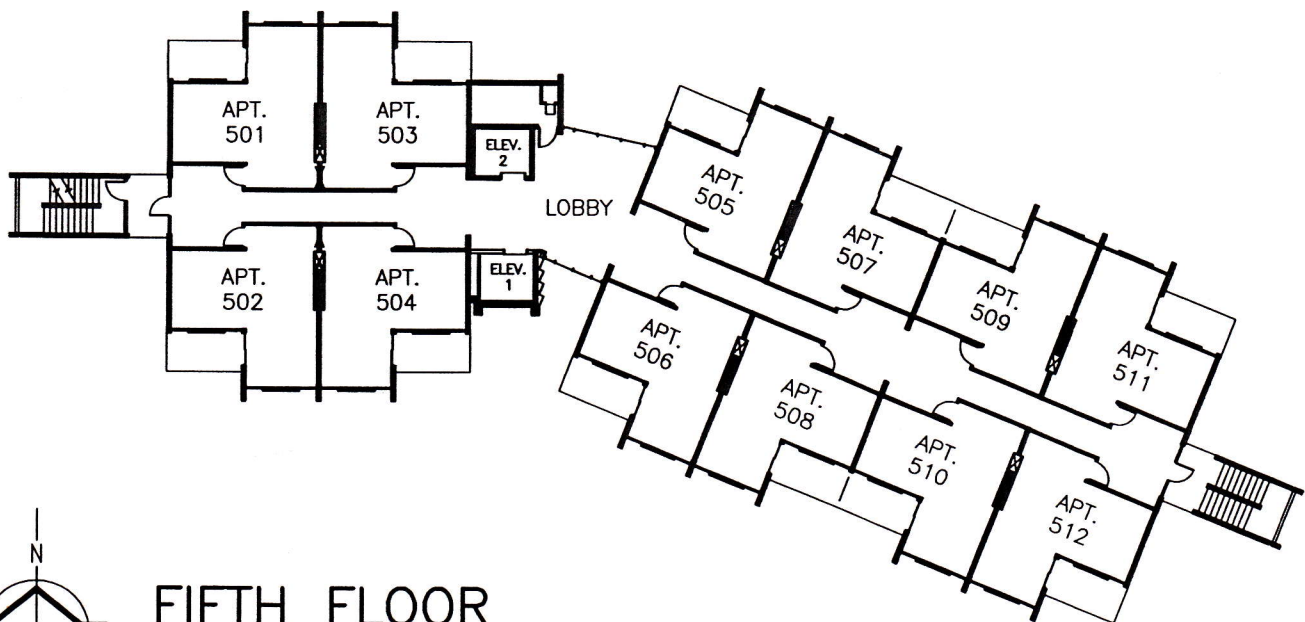
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2ND & 3RD FLOORS

PROJECT AMP 600
DATE JUL 2014
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AMP 600 (B)

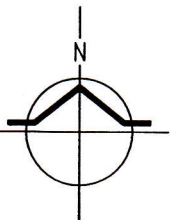
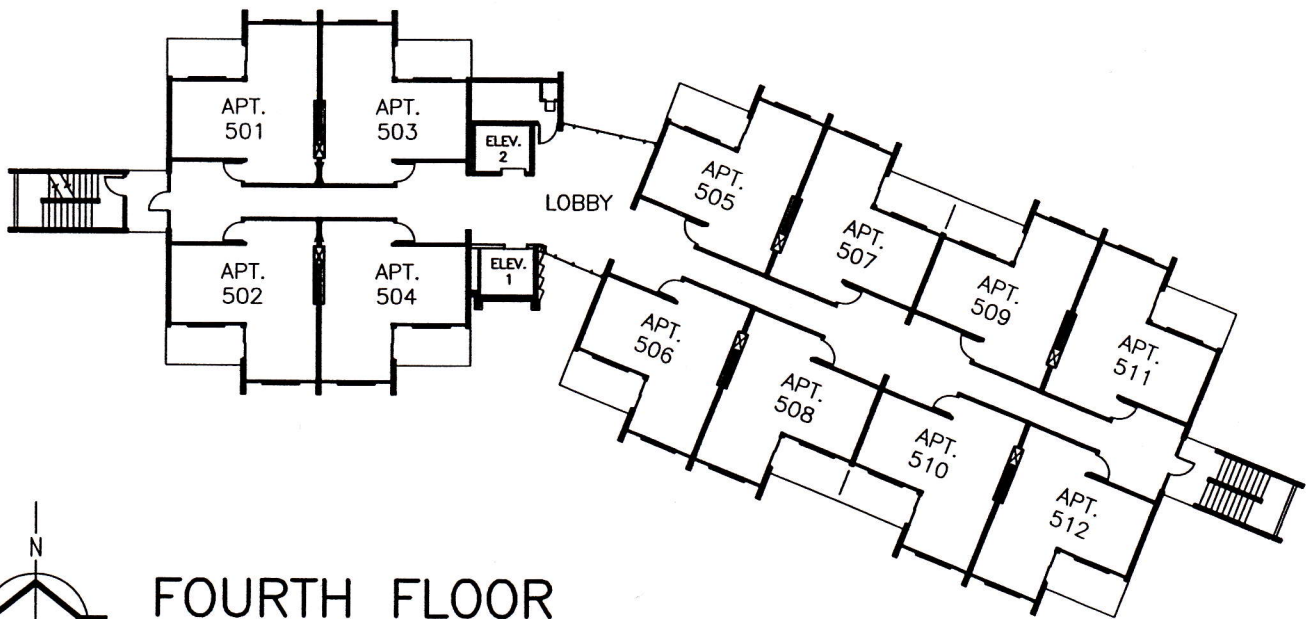
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SHEET

6-7 D



FIFTH FLOOR

1" = 30'



FOURTH FLOOR

1" = 30'

RIVERVIEW TERRACE
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HACSA

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4TH & 5TH FLOORS

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