

City of Waldport
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REQUEST FOR PROPOSAL: Use and Occupation of the former Waldport Museum Building

DUE DATE: Dec 31st, 2021 at End of Day

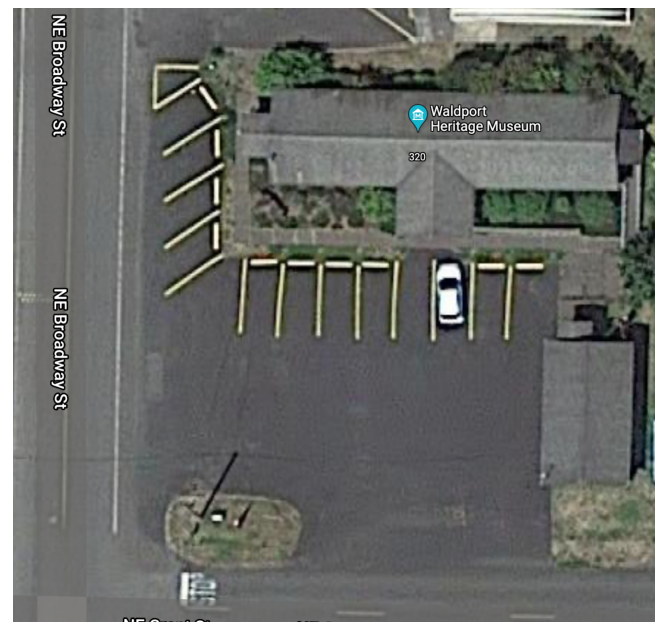
Introduction:

The City of Waldport is soliciting for interested parties to propose usage and occupation of the former Waldport Museum Property located at 945 NE Broadway. Detailed requirements are provided.

Background:

Waldport is a small bedroom community located 15 miles south of the Newport, the Lincoln County seat. It has roughly 2300 residents, over 10,000 in the nearby communities and grows substantially during the summer months due to tourism. It recently acquired and moved the Waldport Heritage Museum. It vacated an old barracks building which had been moved to that location for the Museum in 1988.

The former museum building now sits empty. It consists of large open building space, office space and restroom and is ready to be converted to a new purpose.



Objectives:

The City is seeking qualified parties to submit 'best use' proposals for the commercial, non-profit or other development of the 945 NE Broadway location (The city will for the time being retain the small outbuilding for storage retention as it looks for alternative sites). This development can take the form of either a lease, or potentially an outright purchase. The current zoning is Public Facility but will revert to Commercial-1 unless used by a non-profit.

The Proposals should:

- Demonstrate a use consistent with non-exclusive services to a large portion of the population.
- Proposals should show a demonstrable commitment to diversity, equity and inclusion.
- Usage must be self supporting. Entities must show that they are financially solvent.
- Due to City policy no alcohol, marijuana or tobacco activities are allowed if city owned.
- Examples of usage: Dance studio, Arts Center, Workplace Housing, Food Bank, Kitchen.



Proposal Requirements:

General

The proposal should be concise, well organized, and demonstrate the proposer's qualifications and experience applicable to the project. The proposal shall be limited to fifteen (15) one-sided pages (8 1/2 x 11 inches), inclusive of resumes, graphics, forms, photographs, cover letter, etc. Type size and margins for text pages should be in keeping with accepted standard formats for desktop publishing and processing and should result in no more than five hundred (500) words per page in either MS Word or PDF format.

The proposal must include a discussion of the proposer's approach to the project, a breakdown and explanation of project tasks, a proposed project schedule, an estimate of costs, documentation of the proposer's qualifications for the scope of work, and any other relevant materials.

Contents

Proposals submitted in response to this RFP shall be in the following order and shall include:

Executive Summary – Include a one (1) page summary of the entire proposal describing the most important elements of the proposal.

Identification of the Proposer, Including:

Legal name and address of company or non-profit.

- Legal form of company or non-profit (e.g. partnership, corporation, non-profit status, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member.
- Disclosure of "parent company" if proposer is a wholly-owned subsidiary.
- Address(es) of office(s) working on this project.
- Name, title, address, email, and telephone number of the person to contact concerning the proposal.

Project or Purpose Proposal

A detailed explanation of the proposal, addressing the objectives as appropriate.

Experience and Competence

- Describe knowledge of and indicate ability to execute the proposal including additional staff and volunteers who might participate.

Knowledge and Understanding of Local Environment

- Describe the proposer's experience working in the local environment and proposed local presence for interacting and/or working with the City of Waldport.



Project Organization and Key Personnel

- Describe proposed project organization, including identification and responsibilities of key personnel. Provide an indication of the approximate staffing level(s) for the project. (The City of Waldport's evaluation will consider the proposer's entire project team.)
- Describe the experience of the proposer's project team, including the team's project manager, and other key staff members, on projects of similar size, capacity, and dollar value. If new, describe the experience each has in their expected roles.
- Provide a three-year projected operational budget of costs and services proposed.

Financial Documents

- Include any other relevant documents which demonstrate the ability to undertake this endeavor.

Resource and Infrastructure Requirements

- A detailed list of expectations of City resources, and expectations which might need to be provided, and how those objectives will be met if the City cannot provide them. It is expected that the proposal will assume all responsibility for groundskeeping, maintenance, and all utilities for the facility building.

Exceptions to this Request for Proposal

- The proposer shall certify that it takes no exception(s) to any portion of the RFP. If the proposer does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception(s) is taken shall be identified and explained.

Submittal Requirements:

- An electronic of the proposal shall be submitted to dann.cutter@waldport.org with 'RFP Submission for Museum' as the subject line of the email or printed on 8.5" by 11" and hand delivered to City Hall. Proposals submitted by facsimile are not acceptable and will not be considered.
- The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.
- The entire proposal must be received no later than End of Day, December 31st, 2021.
- Failure to comply with the requirements of the RFP may result in disqualification. Proposals and/or modifications received after the hour and date specified above may not be considered at the discretion of the City.



Questions:

- All questions pertaining to the requirements or market should be made by email to: Dann.cutter@waldport.org. Please use the subject 'Museum Questions'.

Selection Process:

All submissions will be evaluated by the City Manager as to minimum qualifications (i.e. was all material turned in, does it have all required elements, and does it address the project requirements. For example, a formal lease for a bar would not qualify, nor would an application to purchase the building with no specific purpose). All applications meeting baseline standards will then be submitted to the City Council for evaluation. The Council will decide based on the presented material evaluating what they consider is the 'best usage'. It is very possible several qualified proposals will be considered and criteria applied by Council may be subjective in nature. Strong consideration will be based on these criteria:

- Proposer's understanding of project, including purpose and scope, budget and required tasks.
- Proposer's commitment to a diverse and inclusive opportunity and usage.
- Proposer's resources to apply to the project and history of execution of projects.

Timeline:

Issue of RFP: November 19th, 2021

Deadline for RFP: December 31st, 2021

1st Selection Review of Proposals: January 13th, 2022

Notice of Award: Upon motion of acceptance and award by City Council.

Receipt of Insurance and notice to proceed: 30 days from award

SPECIAL CONDITIONS

Reservations -

This RFP does not commit the City of Waldport to award a contract, to defray any cost incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work

Public Records -

All proposals submitted in response to this RFP become the property of the City of Waldport and are public records and, as such, may be subject to public review.

Right to Cancel -

The City of Waldport reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements.



Additional Information -

The City of Waldport reserves the right to request additional information and/or clarification from any or all proposers to this RFP.

Insurance Requirements -

The City of Waldport requires consultants doing business with it to obtain insurance. The required insurance certificates must comply with all requirements and must be provided within one week (7) days of notice of selection and prior to the commencement of any work on the project.

Advertisement -

The City will publish this on the City Website, social media and local news media.

FEMA Notice -

The property in question lies within the identified Flood Plain and in accordance with FEMA, may require evaluation of building height if substantial construction takes place (50% of the market valuation of the building), and may additionally require elevation if found to be lower than expected flood elevation. This expense will be expected to be borne by improving party.

