

November 6, 2023

# Request for Proposals

Architecture Services for: Space Planning for CCC  
Administrative functions

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**Proposals Due:** Friday, December 15, 2023

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**Submit Proposals to:** Central City Concern  
Heather.Hollingsworth@ccconcern.org

**Or by mail to:** 523 NW Everett St, Portland OR 97209

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**Refer Questions to:** Heather Hollingsworth  
Heather.Hollingsworth@ccconcern.org

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CENTRAL CITY  
**CONCERN**

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HOMES HEALTH JOBS

## Invitation

Central City Concern (“CCC”) invites qualified firms to submit a proposal for Space Assessment services. CCC will contract directly with the selected firm for this project. In order to ensure a fair review and selection process, respondents submitting proposals are specifically requested not to make contact with CCC’s team except as authorized herein. Failure to comply with this request may result in disqualification.

## Instructions

Respondents may submit questions until the deadline, however, CCC will only publish answers from other respondents to those respondents who have completed and submitted the by the deadline below.

Proposals must be submitted by the deadline and be organized as outlined below. Respondents must also submit the Proposal Form with their proposal. Failure to submit either document may result in CCC’s rejection of respondent’s submitted offer.

## Attachments

Attachment 1: Proposal Form

Attachment 2: Estimated Project Schedule

## Schedule

RFP issued	Monday, November 06, 2023	
Deadline to submit questions	Friday, December 01, 2023	5 p.m.
Proposals due	Friday, December 15, 2023	5 p.m.
Interviews (optional)	Week of Friday, January 05, 2024	TBD
Notice of award issued	Week of January 8 <sup>th</sup>	

## Question Submission

Questions pertaining to this Request for Proposal (“RFP”) must be communicated in writing and be received via email by Friday, December 01, 2023, at 5 p.m. (Pacific Time). Questions must be sent to the contact designated on the title page of this RFP and should include a reference to the appropriate page and section of this RFP. CCC may publish portions of any of these communications in order to provide other potential respondents the benefit of any clarifications. CCC will respond to all questions no later than Monday, December 4<sup>th</sup>, 2023, by 5pm.

## Interviews [Optional]

Following its evaluation of the submitted proposals, CCC may opt to interview one or more respondents. By submitting a proposal, respondent agrees to participate in an interview, at a mutually agreeable time during the Interview week identified above in the Schedule.

## CCC Overview

CCC is a 501(c)(3) nonprofit agency serving single adults and families in the Portland metro area who are impacted by homelessness, poverty and addictions. Founded in 1979, the agency has developed a comprehensive continuum of affordable housing options integrated with direct social services including healthcare, recovery and employment. CCC currently has a staff of 1200+, an annual operating budget of over \$100 million and serves more than 13,500 individuals annually.

## Scope of Work

### Project Background

Central City Concern is a dynamic organization serving Portland's most vulnerable at different points on the road to self-sufficiency. CCC's growing and changing workforce has a diverse set of space needs and as an agency we see a need to evaluate how teams use our current spaces and how we'll need to use space in the future. Phase one of evaluating space for the agency is an assessment of administrative spaces and functions in CCC's geographic headquarters spread amongst multiple buildings in the Old Town neighborhood in Portland, OR.

### CCC Administrative Functions

Human Resources  
Accounting and Finance  
Legal, Risk and Safety  
Office of Integration and Innovation  
Information Technology  
Community Development (Housing Administration)  
Public Affairs  
Employment Access Center

Currently the above functions occupy commercial spaces in Old Town across four buildings. Please note the above list of departments are composed of sub departments, some that will be included and some that will not be included is the first phase of space evaluation.

### **Scope of work**

The objective is to evaluate current administrative teams and spaces for efficacy and growth in the short and medium term (1-3 years). The work product produced through this assessment will help CCC evaluate teams' needs and whether current spaces can meet their needs and potential growth. The scope of work should consist of inventory and assessment of current space utilization and projection for space needs in the next three years. The selected team will help the agency develop a questionnaire to distribute to teams not included in this evaluation located in old town to help inform Phase II of the agency's space assessment to be executed at a later time. With the information gathered we'd like to also have a tool for assessing space planning inquiries received by internal departments. The selected team will work closely with a CCC Real Estate Development Project Manager who will help facilitate interactions with relevant stakeholders to develop a comprehensive plan of action to accomplish evaluation.

## What services are expected as part of the Workplace Analysis

Site visits to all selected locations to observe existing conditions, flow between spaces, any standards, etc.

### Work Products:

- Assessment of spaces to produce current SF utilization matrix by building including FTE occupying spaces and available underutilized, vacant office space
- Interview and/or survey with program leads to determine FTE growth over next 3 years and production of matrix identifying SF needed to accommodate future program growth
- Template space assessment tool developed for CCC future use

After information gathering is complete, selected firm will provide summary of findings, along with key opportunities, challenges and big picture project goals.

Meet with department heads and relevant stakeholders to review summaries and provide input on any additional common area space needs. Provide final report for client use in developing a real estate strategy.

## Submission Requirements

Proposals must conform to all requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal. Before submitting a proposal, respondent shall familiarize itself with the entire RFP, including Scope of Work, Proposal Form, and all laws, regulations and other factors affecting performance of the Scope of Work. Respondent shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of the Scope of Work.

The submission of a proposal will constitute a representation of compliance by respondent. There will be no subsequent financial adjustment for lack of such familiarization.

Respondent is responsible for delivery of its proposal by the deadline, notwithstanding any claims of error or failure to perform by email systems. In the event of closures due to inclement weather, emergency, or any published event, solicitation closings will automatically be moved to the next business day.

## Method for Submitting Proposals

The deadline for receipt of proposals is Friday, December 15, 2023, at 5:00 p.m. Pacific time. All submissions must be emailed to: [heather.hollingsworth@ccconcern.org](mailto:heather.hollingsworth@ccconcern.org) with a read receipt enabled.

All proposals submitted must be received by the submittal deadline. Proposals received after the deadline may be accepted by CCC in its sole discretion.

## Proposal Organization

### Cover Letter

All proposals must include a cover letter submitted under respondent's name on respondent's letterhead, containing the signature and title of a person who is authorized to commit respondent to a potential contract with CCC. The cover letter must also identify the primary contact for this proposal, contact information (email, telephone and mailing address), and include reference to "Request for Proposal: "Space Planning for CCC Administrative Functions."

### Proposal Form

All proposals must include the complete Proposal Form signed by a person authorized to commit respondent to a potential contract with CCC.

### Firm Overview

Respondent must describe its industry competence and specialization in Architecture and/or Space Planning

### MWESB

Central City Concern maintains an equity in contracting percentage goal of achievement of at least 20% MWESB participation for Real Estate projects. Respondent organizations should provide evidence of COBID or other forms of certification for their firm and/or any sub-contractors coming in under the proposal.

### Qualifications

The proposal must describe respondent's qualifications to provide the requested services, relevant experience of the team who will be assigned to CCC (including resumes), and level of involvement of key partners and managers.

Proposals should highlight work with similar size organizations, wide range of program functions including, if applicable, administrative, client facing, and program operation. Please demonstrate the ability to offer space planning services to diverse set up teams within one organization that will have different needs. Firms should speak to their capacity to execute requests and include an estimated timeline. Include approach to how firm will go about gaining information across departments and please speak to developing a tool that can be used by agency for future space planning inquiries.

### References

Respondent must provide at least one (1), but not more than three (3) corporate references. To the extent possible, CCC requests references for professional services contracted vendors. CCC reserves the right to contact references not explicitly listed in the RFP documents.

### Proposed Cost Structure

Respondent must include a detailed cost proposal (description of pricing structure) for all services, including any ongoing fees. The form of agreement services will be CCC's standard Professional Services Agreement unless an alternative contract form is agreed to by both parties.

CCC has allocated up to \$50,000 of its budget for agency Administrative Functions Space Planning. Please demonstrate the use of funds for project scope. If project scope is outside of allocated amount, please provide explanation.

### Subcontractors

If respondent intends to use subcontractors in the performance of the services, respondent must provide the name, address, qualifications and criteria used by respondent to select the third party, and the intended services to be performed. The services provided under the Scope of Work, in part or in whole, shall not be subcontracted or assigned without prior written permission of CCC.

### Respondent Documentation

Respondent must provide samples of any documentation or forms that it will request that CCC sign.

### Exceptions Requested

Respondent must include a list of any exceptions to the requirements of this RFP that it would like CCC to consider. Each alternate or exception should be addressed separately and must include a reference to the specific requirement. If respondent has no requested exceptions, then a statement to that effect must be included in this section of the proposal. Any proposed terms and conditions, contracts, waivers, licenses, or agreements required by respondent should be included here with a brief explanatory introduction.

### Evaluation Criteria

Evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly and impartially. The evaluation committee of designated reviewers shall review and evaluate proposals. The committee will be composed of individuals with experience in, knowledge of, and responsibility for this project. Additional funders may participate in the selection process.

CCC reserves the right to use the evaluation criteria set out in this RFP or to make its selection and award decisions based, in whole or in part, on any and all additional or different factors and considerations that it chooses in its sole discretion. Nonetheless, in preparing proposals, respondents should make every effort to respond to the evaluation criteria set out in this section.

Selection will be based upon the following criteria:

- a) Completeness of proposal.
- b) Qualifications of proposed staff;
- c) MWESB and/or COBID criteria
- d) Project approach;
- e) Fees and Compensation and Overhead and Profit percentages;
- f) Respondent's ability to deliver full scope of services
- g) References, project examples and relevant experience;
- h) Awardee shall comply with Oregon workers' compensation law, ORS Chapter 656, as it may be amended. If Grantee is required by ORS Chapter 656 to carry workers' compensation insurance, Grantee shall acquire workers' compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current and valid certificate of workers' compensation insurance on file with the City for the entire period during which Project work is performed

under this Agreement. Grantee shall acquire workers' compensation coverage in an amount not less than \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit.

## Terms and Conditions

1. General. This RFP is an invitation to submit a proposal and does not create a binding agreement. All materials submitted in response to this RFP will become the property of CCC.
2. Right to Accept or Reject. This RFP is not an agreement to purchase goods or services. CCC is not bound to enter into a contract with any qualified respondent. CCC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel or revise this RFP at any time. Further, CCC reserves the right to waive any nonconformity in submissions received, to accept or reject any or all of the items in the submission and award any ultimate contract in whole or in part as it is deemed in CCC's best interest.
3. Expenses. Respondent is solely responsible for its expenses in preparing a response and for any subsequent negotiations, including without limitation attorneys' fees and other costs incurred in negotiation with CCC regarding the terms of the contract. CCC will not be liable, under any circumstances, to any Respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.
4. Representations. By submitting a proposal, respondent represents: (a) that it has read and understands the terms and conditions set out in this RFP, (b) that it agrees to be bound by all such terms and conditions except as explicitly and expressly stated otherwise in its proposal, (c) that it understands and acknowledges that its statement of any such exception may, in CCC's discretion, result in CCC's rejection of the firm's proposal, and (d) that CCC in its discretion may accept the firm's proposal as submitted without any negotiation, notwithstanding stated objections, or engage the firm in negotiations regarding one or more of its stated exceptions.
5. Proprietary Information. In the event that respondent includes in its proposal any information deemed "proprietary" or "protected," such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. CCC discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. CCC cannot and does not warrant that proprietary information will not be disclosed. CCC shall have the right to use any and all information included in the proposal unless the information is expressly restricted by respondent.

### Attachments:

Attachment 1: Proposal Form

Attachment 2: Estimated Project Schedule

## Attachment 1: Proposal Form

# Proposal Form

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**Failure of respondent to complete and sign this form may result in rejection of the submitted offer.**

Project Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

The undersigned, having full knowledge of the specifications for the goods or services specified herein, offers and agrees that:

1. This offer shall be irrevocable for at least thirty (30) calendar days after the date offers are due or as stated in the solicitation, and if accepted, to furnish any and/or all goods or services as described herein at the prices offered and within the time specified.;
2. If selected for award, to enter into and execute a mutually agreeable Professional Services Agreement with Central City Concern governed by the laws of the State of Oregon, without giving effect to any conflict of law principal that would result in the laws of any other jurisdiction governing the contract;
3. It will obtain the required insurance, and will furnish such evidence as is required by Central City Concern;
4. This proposal has been arrived at independently and is being submitted without collusion with, and without any agreement, understanding or planned common course of action with any other consultant to limit independent bidding or competition; and
5. By submitting a proposal, respondent agrees and accepts the terms and conditions contained in this Proposal Form, the Request for Proposal, and any attachments or exhibits contained therein. Any exceptions to the terms and conditions, including but not limited to the Request for Proposal, must be clearly exchanged in writing and attached to the proposal. In the absence of written exceptions, Central City Concern will assume that respondent agrees to all terms and conditions, and will base its acceptance of respondent's bid on such assumption.

Further, respondent attests that:

1. The person signing this offer has the authority to submit an offer and to represent respondent in all phases of this procurement process;
2. The information provided herein is true and accurate;
3. Any false statement may disqualify this offer from further consideration or be cause for termination of any resulting contract; and
4. Respondent will notify Central City Concern within thirty (30) days of any change in the information provided on this form.



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Respondent certifies to the best of its knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
2. Have within a five (5) year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2 of this certification;
4. Have, with a five (5) year period preceding the date of this certification had a judgment entered against itself or its principals arising out of the performance of a public or private contract;
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and
6. Have with a five (5) year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reasons related to contract performance.

**CERTIFICATION REGARDING CONFLICT OF INTEREST**

“Organizational conflict of interest” means that, because of other activities or relationships with other persons or firms, a contractor or consultant (including its principal participants, directors, proposed consultants or subcontractors) would be unable to render impartial, technically sound assistance or advice to Central City Concern; or the contractor’s or consultant’s objectivity in performing the work would or might be otherwise impaired. Respondent certifies to the best of its knowledge and belief that neither it nor any of its principal participants and agents:

1. Has any relationships with any firms or individuals that are or appear to be an organizational conflict of interest.
  2. Has or has had the following relationships with the specific firm(s)/individual(s), identified below, which may be determined to be an organizational conflict of interest. I understand that based on the information provided by respondent, Central City Concern may exclude respondent from further consideration and may withdraw its selection of the real or apparent organizational conflict of interest cannot be avoided or mitigated. Respondent further certifies that the degree and extent of the relationship of respondent with these named firm(s)/individual(s) have been fully disclosed below.
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**Where respondent is unable to certify to any of the statements in this certification, respondent shall attach an explanation to its offer. The inability to certify to all of the statements may not necessarily preclude respondent from award of a contract under this procurement.**

**SIGNATURE OF AUTHORIZED PERSON**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 2: Estimated Project Schedule

Time	Milestone
Fall 2023	Issue RFP
Winter 2024	Choose firm/Execute contract
Winter 2024	Work through project scope
Spring 2024	Project Completion
Summer 2024	Contingency: Project should be completed within fiscal year, June 30 <sup>th</sup> 2024