



**Lookingglass Rural Fire District**  
**CM/GC RFP Evaluation Committee Meeting**  
**3-21-23**

The meeting of the Lookingglass RFD Seismic Retrofit RFP Committee was called to order at 7:06 pm.

Members present:

Fire Chief Steve Rhodes, Asst. Chief Bob Scott, LT/EMT Bridger Barclay, AO Tylor Giusto, FF Lester McEwing, FC Justin Fox, FF/EMT Kevin Nelson, Retired Chief Gary Hermes.

Chief Rhodes reviewed the RFP process so far. Two proposals were received, with all committee members having copies prior to the meeting (received 3/15/23).

Chief Rhodes reviewed the evaluation process as identified in the RFP. The proposals will be rated in 8 areas, with each bidder scored according to the criteria identified in the RFP. A total cumulative score for each proposal will be arrived at, and the highest overall total will be the recommended proposal. The two finalists will be invited to an oral interview as soon as possible but prior to 3/28/23. At that time, a recommendation will be made to the Board of Directors, and a Notice of Intent to Award will be sent to the selected proposer. The proposer who is not selected will be notified by phone contact and email, and advised of the protest process as noted in the RFP.

Prior to evaluation, each proposal was reviewed to confirm they met the requirements as listed in the RFP. Each member has a copy of the requirements and the evaluation process.

Steve Rhodes noted that both proposers met the requirements in their proposal. He notes that both proposers have successful projects related to seismic rehab and fire stations, and there is not much difference in either proposal.

A review of each category with each member commenting was started. Several members of the committee had checked references and had specific knowledge of projects in Douglas County both companies had completed or were in the process of completing.

Cover Letter: Not rated, both had in place.

Firm Experience : In general, there is minimal difference in firm experience. Ausland has been in business 22 years, and Vitus has been in business 33 years. Both have experience in seismic retrofits, renovations, and work on public buildings including fire stations.

CM/GC Experience: Both have listed previous experience similar to our project. Ausland has listed North Douglas Fire, Tangent Fire, Langlois Fire, numerous schools and public buildings within budget. Vitus has listed Halsey Fire, Roseburg Fire, Riddle Fire, and numerous schools and public facilities with a successful history of staying within budget.

Key Personnel Experience : Ausland group has Project Executive Kelley Ausland, PE at 21 years experience w/Ausland, Brian Gray with 14 years experience and 3 with Ausland, and Rich Pacheco with 33 years of construction experience and 12 with Ausland. Vitus has Corey Vitus as president with 33 years of experience, Shalina Hamlet with 23 years of experience and 5 years with Vitus, and Win Elder with 35 years of experience and 7 years with Vitus. He did the Halsey-Shed and Sweet Home Fire projects, and Roseburg Fire's seismic upgrades.

Overall Project Understanding/Approach: Both demonstrated project understanding and have completed projects with ZCS and similar firms doing state seismic work. Both described phasing/fire dept operations during construction, how they would address a fast paced project, methods and systems used to handle accounting and real time job monitoring.

Scheduling Approach: Each has dealt with CM/GC fast track projects, and both discussed early procurement, proactive planning, being able to change and adapt on the move, and communicating at least weekly with all interests. Early bidding, using their own crews and local labor as much as possible, full time commitments of the site supervisors.

Cost Control: Both have programs in place for early project budgeting and providing a GMP to control possible overages, protecting us. Both have history of operating below budget, and implementing cost effective alternatives. Risks or changes will be dealt with early and solved together to save money. If actual costs are lower than the GWP, Vitus proposes returning savings to us or the State.

Fee: Ausland proposes pre construction costs at \$18, 720, and construction costs at 4%. Vitus lists preconstruction costs of \$5826, and construction costs of 3.7%.

References: Justin has checked fire references in the Willamette Valley, and found that both firms have satisfied customers. North Douglas was completed by Ausland with HMK he believes, and Ike and Rance were both satisfied with their work and project. Bob and Steve had checked references in Southern and Central Douglas County, especially Roseburg Fire and Riddle Fire. Chief Garrisi was called on the phone, and the committee heard his comments. Devon at Riddle was also called, and stated they were ahead of us a little and had chosen Vitus over Ausland and one other. He is happy with how things are progressing. A few of the committee were familiar with Roseburg's project, especially Station 2, where Win Elder had been the site superintendent. The firefighters down there were impressed with the fact that they came in and spent a shift with the crews before construction, saw what they did daily and how the building could be improved and worked into the seismic upgrade, and took the firefighters suggestions back to the designers and architects and made changes happen.

There was a round robin discussion of each subject and category with each member explaining their ratings and why. Chief Rhodes will record scores and will transfer them to a spreadsheet. In general, the ratings favored Vitus but were very close in all categories. The only factual differences were proposed construction and preconstruction costs, the sheer numbers of projects completed and listed, the annual volume in \$, references contacted that were more positive for Vitus, and Vitus' successful local fire projects in the

Roseburg area. The general consensus is that both firms are more than capable of completing the project, but if one has to be chosen, Vitus Construction was the choice.

Justin, Bridger, and Gary, and Tylor requested more time to review proposals and references prior to any interviews. Other members scored and their results will be recorded. Steve asked for the other scores to be returned by 3/23/23 prior to the interviews. After the interviews, members will be polled again to note any changes in ratings. All members will score and submit their rankings to Steve Rhodes, who will compile them and generate an overall committee ranking for the Board of Directors to approve. The intent is to have interviews done by March 28, scoring completed, and a recommendation to the Board made prior to the Board meeting April 12 at 7pm. After March 28, an intent to award will be sent to the successful proposer and ZCS, and a letter and follow up phone call will go to the next rated proposer. A 7 day protest period will start on March 29. The intent is to get Board approval at the April meeting so that the project can move forward.

Meeting was adjourned at 2125 hours, motion by Bob, second by Kevin. Unanimous.  
Minutes respectfully recorded by Steve Rhodes.