

STATE OF OREGON



COVER PAGE

Travel Information Council

OREGON TRAIL INTERPRETIVE PROJECT

Request for Proposal (RFP)

Date of Issue: July 12, 2021

Closing Date and Time: August 12, 2021, 12:00pm

Single Point of Contact (SPC): Annie von Domitz, Heritage & Community Assets
Manager

Address: 1500 Liberty St SE
City, State, Zip: Salem, OR 97302
Phone (voice): 503-373-0864
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1 INTRODUCTION AND BACKGROUND

1.1 Introduction

The State of Oregon, acting by and through its Travel Information Council (TIC), is issuing this Request for Proposal for design and manufacture of interpretive panels.

TIC is a semi-independent state agency with a diverse portfolio. Our programs help strengthen local economic infrastructure across the state by directing traffic to essential services with our Highway Logo Sign program. We also ensure that travel is both safe and convenient with onsite rest area supervision; our supervisor teams oversee all aspects of the Rest Area Program.

TIC also administers the Oregon Heritage Tree and Oregon Historical Marker programs with groups of highly motivated and professional volunteers. These programs preserve our state's important historical icons. TIC ensures that significant trees and historical markers retain their significance for future generations.

1.2 Background

The mass migration over the Oregon Trail was a transformative event in Oregon history, one that forever changed the lives of both the people who migrated here and the people who originated in this land. Telling the full, honest story of that transformation is both difficult and necessary.

In 1993, in honor of the sesquicentennial of the beginning of mass migration in 1843, Oregon Trail Interpretive Kiosks were developed across the state. Eleven of those original kiosks are in rest areas along I-84 managed by TIC. The Travel Information Council directed staff to update the kiosks within TIC rest areas, with the goal of creating inclusive and honest interpretation.

Additional details on the Scope of the goods or services or both are included in the Scope of Work/Specifications section.

2 GENERAL

2.1 Schedule of Events Event	Deadline
Request for proposals issued	July 12, 2021
Deadline for proposals	August 12, 2021
Notification of finalists	August 26, 2021
Interviews scheduled, if deemed necessary	September 2, 2021
Notice of intent to award issued	September 9, 2021
Contract signed	September 16, 2021

2.2 Proposal Deadline

Both hard copy and electronic proposals are acceptable. Electronic proposals may be emailed to anniev@oregontic.com. Hard copies may be mailed to the Administrative Contact in Sec. 2.3. All proposals received after the date and time indicated above will not be opened or considered. Hard copies received after the deadline will be rejected.

2.3 Administrative Contact

Name: Annie von Domitz

Title: Heritage & Community Assets Manager Telephone: (503) 373-0864

Email: anniev@oregontic.com.

Address: 1500 Liberty St SE, Ste 150, Salem, OR 97302

2.4 Right to Retain

TIC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between TIC and the Proposer selected.

2.5 Cost of Preparing Proposal

TIC will not pay any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

3 SCOPE OF WORK

Phase 1:

- Using pre-developed text, create interpretive panels regarding the Oregon Trail to be placed along the I-84 corridor in 11 kiosks in 7 rest areas (see attachment 1 for map.) There are currently 102 interpretive panels, but some will be duplicates (see attachment 2 for sizes):

Number of Interpretive Panels Per Interpretive Kiosk Location, Based on Currently Installed Interpretive Content

Kiosk Location	No. of Panels	Notes
Ontario	13	
Weatherby	7	4 site specific panels, 3 with repeat content
Bakery Valley Westbound	7	4 site specific panels, 3 with repeat content
Baker Valley Eastbound	7	Same content as Baker Valley Westbound kiosk
Charles Reynolds Westbound	7	4 site specific panels, 3 with repeat content
Charles Reynolds Eastbound	7	Same content as Charles Reynolds Westbound kiosk
Deadman Pass Westbound	7	4 site specific panels, 3 with repeat content
Deadman Pass Eastbound	7	Same content as Deadman Pass Westbound kiosk
Stanfield Westbound	7	4 site specific panels, 3 with repeat content
Stanfield Eastbound	7	Same content as Stanfield Westbound kiosk
Memaloose Westbound	13	Same content as Ontario kiosk, except 4 site-specific panels
Memaloose Eastbound	13	Same content as Memaloose Westbound kiosk
Total Number of Interpretive Panels: 102 (37 different designs)		

- The Proposer will work with staff and the Oregon Trail Interpretive Kiosk Advisory Committee on the design elements. TIC and the Oregon Trail Interpretive Kiosk Advisory Committee may decide to reduce or increase the overall number of panels once the project enters the design, fabrication, and installation phases.
- Meet with and collect feedback from stakeholders identified by staff, the Advisory Committee during the design process.
- Develop a reasonable timeline and milestones in coordination with staff for project completion.

Phase 2:

- Manufacture the new interpretive panels. This might need to be done in phases, so please provide options for all of the panels to be installed at the same time or in one kiosk at a time.

Phase 3:

- Coordinate with TIC staff to install new panels in existing kiosk structures.

Preferred candidate will have:

- Deep experience with crafting interpretive displays for broad, general audiences
- Experience working with Oregon’s tribal communities.
- Demonstrated ability to listen carefully, distill feedback from a variety of sources.
- Strong communication skills

4 REQUIRED SUBMITTALS

4.1 Quantity of Proposals

Submit one (1) proposal to the Administrative Contact. Proposals should contain the submittals listed in this section and any other information not requested that illustrates qualifications and content from the Proposer.

4.2 Required Submittals

It is the Proposer’s sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive. If any part of a proposal is proprietary and is claimed exempt from disclosure, the Proposer must separately submit that material along with the Proposal and have it clearly marked as "Proprietary Information; Confidentiality Requested."

4.2.1 Cover Letter

A cover letter should not be more than two (2) pages long and should include as a minimum the following:

- a) A statement of the Proposer’s understanding of the objective of the services to be performed;
- b) A statement of the Proposer’s experience and ability to meet the Scope of Work;
- c) A positive commitment to perform the services within the time period specified; and
- d) The names of persons authorized to represent the Proposer, their title, mailing address, e-mail address, and telephone number (if different from the individual who signs the transmittal letter).

4.2.2 General Information

- a) Name of Proposer (individual or firm);
- b) Address;
- c) Federal Employer Identification Number;
- d) Length of time in business;
- e) Whether Proposer is local, regional or national;
- f) Location of the office from which the work is to be done (hereafter referred to as the “local office”);
- g) If the Proposer is a firm, description of the organization, size, structure and office location(s). Identification of principal supervisory and managerial staff assigned;
- h) Description of Proposer’s experience;
- i) The Proposer shall provide links to three (3) interpretive projects their firm has successfully seen through to completion;
- j) The Proposer shall include a statement describing the roles and responsibilities of the Proposer in the drafting of the plans provided in response 4.2.2. i) above;
- k) Resumes of consultants likely to be assigned to the representation. The description should include: Professional and educational background of each consultant, position in firm, years and types of experience, overall supervision to be exercised, and prior experience of the individual consultants with respect to the required experience listed above;
- l) Identification of any complaints to liability carriers, legal action, including lawsuits, administrative complaints, etc., in the past 5 years;
- m) Projected date in which the first draft designs will be ready for review;

n) Any other information that would help in the evaluation of the Proposer for this contract.

4.2.3 Customer Support

TIC operates on Pacific Standard Time (PST) and has primary hours of operation Monday through Friday from 7 a.m. to 4 p.m., with some programs having extended hours of operation. TIC business offices are closed on weekends and U.S. holidays. Please identify how Proposer will provide customer support during the planning process.

4.2.4 Project cost

Provide a cost breakdown for the project. Include all expenses expected to be paid by TIC.

4.2.5 References

Provide a minimum of three (3) references

5. SUBMISSION

Electronic Proposal Submittals

Electronic proposals shall be in PDF format included as attachment(s) in an e-mail sent to anniev@oregontic.com. The e-mail subject line should contain the phrase “Oregon Trail Interpretive Project Proposal – (Proposer’s Company Name).” Only those proposals received at this e-mail address by the due date and time will be considered; proposals sent to other e-mail addresses will not be considered. It is highly recommended that the Proposer confirms receipt of the e-mail with the Administrative Contact noted above.

Hard Copy Submittals

Hard copy proposals shall be single sided and unbound. The outside of the mailing envelope shall read “Oregon Trail Interpretive Project Proposal – (Proposer’s Company Name)”. The copy must be mailed to the Administrative Contact identified in Sec. 2.3. It is highly recommended that the Proposer confirms receipt of proposal with the Administrative Contact noted above.

6. EVALUATION

The status of review and evaluation are as follows:

6.1 Selection and Evaluation Process

TIC will review proposals and may follow up with interview questions. A final group of Proposers may be asked to interview or provide a presentation. After the final interviews the Travel Information Council may award the contract. Proposals will be reviewed in accordance with the following criteria:

6.1.1 Proposed approach to scope of work and level of support services.

6.1.2 Level of experience of the individuals identified to work on this project.

6.1.3 The Proposer’s experience in delivering a successful product and support service to similar clients and projects. The selected contractor is required to meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.

- 6.1.4 Customer service support (e.g. service hours that align with Travel Information Council business hours, services available, etc.).
- 6.1.5 Response from references.
- 6.1.6 Cost.

Follow up interviews and demonstration evaluation may focus on the following:

- 6.1.7 Proposer’s understanding of the scope of TIC’s needs;
- 6.1.8 Proposer’s ability to deliver on TIC’s Scope of Work based on experience and staffing expertise;
- 6.1.9 Proposer’s ability to provide services beyond the Scope of Work identified in the RFP;

6.2 Proposal Validity Period

Each proposal shall be irrevocable for a period of at least ninety (90) days from the proposal opening date.

6.3 Competency of Proposals

To enable TIC to evaluate the responsibility and financial stability of a Proposer, the qualifying and accepted Proposer shall, upon request, furnish such information as reasonably necessary.

6.4 Reservation in Evaluation

TIC reserves the right to:

- 6.4.1 Request “Best and Final Offers” from the two highest scoring Proposers and award to the lowest priced;
- 6.4.2 Re-assess the proposals and award to the Proposer determined to best meet the overall needs of TIC;
- 6.4.3 Commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all responsive Proposers within the competitive range; and negotiate with a Proposer over:
 - The Scope of Work;
 - The contract price as it is affected by negotiating the Scope of Work; and
 - Any other terms and conditions as determined by TIC.

6.5 Investigation of References

TIC reserves the right to investigate and to consider the references and past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors and workers. TIC may postpone the award or execution of the contract after the announcement of the notice of intent to award in order to complete its investigation.

6.6 Preferences

Notwithstanding provisions of law requiring TIC to award a contract to the lowest responsible bidder or best Proposer or provider, when procuring goods and services for any public use, TIC shall apply the applicable preferences described in ORS 279A.120 (Preference for Oregon goods and services) and ORS 279A.125 (Preference for recycled materials).

6.7 Contract Award

The contract will be awarded to the responsible Proposer whose Proposal TIC determines in writing is the most advantageous to TIC. If a successful contract cannot be completed after award, TIC may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with other Proposer(s) for award. The contract will include items similar to those shown in the attached.

6.8 Proposal Rejections

TIC reserves the right to:

- 6.8.1 Reject any proposals not in compliance with all public procedures and requirements;
- 6.8.2 Reject any proposal(s) not meeting the specifications set forth herein;
- 6.8.3 Waive any and all irregularities in proposals submitted;
- 6.8.4 Consider the competency of Proposers in making any award;
- 6.8.5 Reject all proposals;
- 6.8.6 Award any and all parts of any proposals; and
- 6.8.7 Request additional references

7 APPLICABLE STATUTES AND RULES

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and the TIC policies.

7.1 Communications During RFP Process

In order to ensure a fair and competitive environment, direct communication between TIC staff other than the Administrative Contact and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP process or the award of a contract is strictly prohibited.

7.2 Questions and Requests

Any Proposer requiring further clarification of the proposal procedures contained herein should submit specific questions in writing to:

Name: Annie von Domitz

Title: Heritage & Community Assets Manager

E-Mail: anniev@oregontic.com

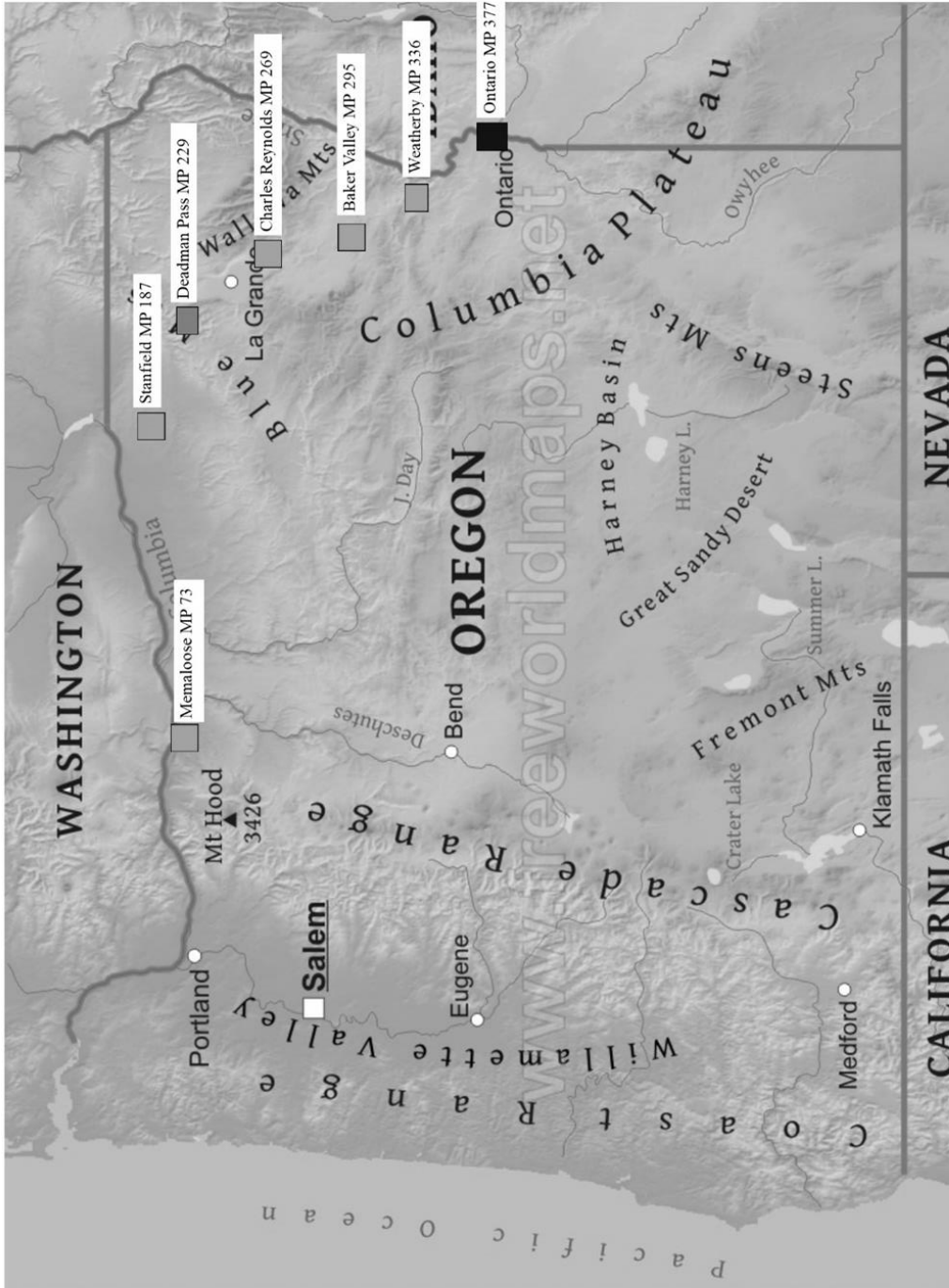
The e-mail subject line should contain the phrase “Oregon Trail Interpretive Project – Proposer’s Company Name.” A written response will be provided to those questions that are deemed appropriate. All questions and answers will be posted on our website: www.oregontic.com

7.3 Addenda

Only documents issued as written addenda by TIC serve to change the RFP in any way. No other direction received by the Proposer, written or verbal, serves to change the RFP.

Attachment 1:

Locations of 11 kiosks. (2 each at Memaloose, Stanfield, Charles Reynolds, and Baker Valley)



Attachment 2:
Photo of existing Oregon Trail interpretive kiosk structure



Existing Panel sizes per kiosk:

Ontario and Memaloose each have 13 panels of the following sizes:

(1) 49" x 37"

(4) 48" x 48"

(8) 48" x 24"

Weatherby, Baker Valley, Charles Reynolds, Deadman Pass and Stanfield each have 7 panels of the following sizes:

(1) 49" x 37"

(2) 48" x 48"

(4) 48" x 25 "

Attachment 3

Guiding Principles for Oregon Trail Interpretive Kiosk Project:

1. This was a long-inhabited place (animals and people.) There is a deep human history.
2. Explain nationalism/ Manifest Destiny and expansionism, what was lost and what has happened to this place since 1843.
3. Instead of trying to take on and engage around stereotypes and “Clash of Culture”, center on Place. (Examples: can use factoids to dispel some stereotypes such as “circling the wagons”: Death from accidents and disease were much more common than from Native interactions.)