

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO. 90-1260
ISSUANCE OF A REQUEST FOR PROPOSAL)	
DOCUMENT AND THE CONTRACT TO DESIGN,)	Introduced by Rena Cusma
BUILD AND INSTALL A WASTE REDUCTION)	Executive Officer
EXHIBIT AT THE METRO WASHINGTON)	
PARK ZOO.)	

WHEREAS, The Council of the Metropolitan Service approved funding to design, build and install a waste reduction exhibit at the Metro Washington Park Zoo; and

WHEREAS, An exemption to the requirement of competitive bidding, authorizing the use of Request for Proposals was granted by the adoption of Resolution No. 90-1259; and

WHEREAS, The RFP solicitation process described in the staff report is in accordance with Metro Code 2.04.041 (c) such that the contractor will be selected on the basis of the most competitive offer considering quality and cost where the term "cost" refers to costs related to quality as well as the price of labor and materials; and

WHEREAS, It is in the best interest of Metro to execute the project as soon as possible due to previous delays and the anticipated heavy workload of public affairs and zoo education staff; and

WHEREAS, Pursuant to Section 2.04.033 (b) of the Metro Code, the Metro Council may, at the time it approves the Request for Proposals, waive the requirement of Council approval of a contract prior to execution of the contract by the Executive Officer; and

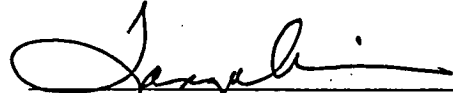
WHEREAS, The resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District, pursuant to Section 2.04.033 (b) of the Metro Code, waives the requirement of Council approval of the contract resulting from the bid process, and authorizes the Executive Officer to execute a contract for the design, production and installation of a waste reduction at the Metro

Washington Park Zoo with the highest ranked proposer as determined by the evaluation criteria set out in the RFP which is attached as Exhibit A.

ADOPTED by the Council of the Metropolitan Service District this 24th day
of May, 1990.


Tanya Collier, Presiding Officer

Request for Proposals for design, production and installation of a recycling exhibit at the Metro Washington Park Zoo.

I. Introduction

The public affairs department of the Metropolitan Service District (Metro) is requesting proposals for the design, production and installation of an interpretive, interactive display about recycling for the Metro Washington Park Zoo. Proposals will be due on June 15, 1990 by 5 p.m. (PDT) in Metro's business offices at 2000 SW First Avenue. Details concerning the project and proposal are contained in this document.

II. Background/History of Project

The recycling exhibit for the Metro Washington Park Zoo is a combined effort of Metro's solid waste department, public affairs department, zoo marketing division and the zoo education division. The project has been developed to increase awareness of recycling opportunities in the metropolitan area. The exhibit will provide individuals with a personal solution to the solid waste problem in our region, the solution being the use of the curbside recycling program. The project will also make the connections between the use of natural resources in the materials individuals throw away daily and how the use of those natural resources affect wildlife habitat around the world.

III. Proposed Scope of Work/Schedule

A. Project Description

This is a two (2) part project, with both parts focusing on curbside recycling. Part one will show how recycling (or non-recycling) affects global ecosystems and wildlife. The approach will be to aim at different audiences, with the important link between children and adults, encouraging interaction between them. The exhibit will incorporate an interactive display attractive to children, that will allow them to experience the concepts of sorting materials and recycling. This in turn is tied to a larger interpretive exhibit (for older audiences) stressing the important links between recycling and conservation of wildlife habitat.

We will show (slice of) a curb and street edge. This will be complete with asphalt gutter, concrete curb, grassy strip between the street and sidewalk, a white picket fence, mailbox and other appropriate props. There will be a series of containers on the grassy strip which will be labeled glass, tin, aluminum, scrap metal, paper and motor oil. In the gutter there will be a number of items for the visitor to choose and place in the appropriate container. The items will have a magnetic strip which corresponds to a strip in the container. When the object is placed in the containers, an electric circuit will be completed which in turn will light appropriate sections of a backlit display. The backlit display will be a large representation of the earth. (This will be on the wall behind the picket fence.) When the appropriate circuits are completed, sections of continents will light up representing certain habitats. At the same time, a picture of an particular animal from that habitat, which would be affected, will light up. A problem that should be addressed in your proposal is how the materials will be returned to the outside of the recycling container so the next person will be able to use the exhibit.

Due to possible problems with breakage, items to be recycled will be made of wood. This will also make it easier to place the magnetic strip, and tether the items to reduce vandalism and theft. The items will be brightly colored and labeled (glass bottle, tin can, etc.) To facilitate the success of the experience, each piece will fit into a specially shaped hole in the recycling container. The magnetic strip for the circuit will also be located here.

The display will be approximately 10-12 feet long, and 5 feet deep. The space from floor to ceiling will be utilized. The Earth on the backlit panel will be as large as the space will allow, so that it will be a predominate image. The effect will be the earth rising over the curbside recycling display. Next to the earth, there will be a series of animal pictures that will remain dark until the appropriate recycling container is chosen. Accompanying the pictures and to the side will be the area for copy to further discuss recycling.

The display will be located in the Africa Exhibit Treetops building in an enclosed, heated room.

The second part of this project is a display that deals with how much trash individuals create and how that translates into the volume of trash a community generates.

Along the east wall (see Attachment A), will be a reconstruction of a cedar fence.

The fence should look weathered. (It's a section of a perimeter fence around a solid waste facility.) It should be about 7 feet high and 9 to 11 feet long. Behind the fence will be two displays, which people will view through "knot holes". The first will show a large garbage can as if sliced down the middle. There will be 4-5 distinct layers of trash in the can. Each layer will be labeled indicating the level (layer) of garbage that can be reduced if certain items are recycled. Each layer will represent an item (i.e. glass, paper, tin, etc.).

The second display (knot hole) will be a representation of the amount of trash at a solid waste facility. We will compare the size of the "mountains" of trash - before and after recycling.

The two scenes, trash can and mountains of garbage, need to be presented in a diorama-type fashion. When the viewer looks through the hole, all they see is the trash can or mountain of trash. There should be 4-5 "knot holes". Some holes should be from 32" to 36" from ground level, others at 48" and 60" and with enough linear distance between them for visitor standing space.

B. General Specifications

Artwork and Photographs

1. Illustrations in the first part of the exhibit will consist of the Earth, clearly denoting its continents.

a. The Earth illustration shall be an accurate representation. Metro shall supply information to depict habitat areas. The areas shall be very clear.

2. If illustrations are chosen to depict the trash can (with layers) and the "mountains of trash" in the second part of the exhibit, they should be in four color and realistic.

3. Photographs

a. All photographs must be properly prepared, laminated, etc. for use in a backlit display. No warping, discoloration, bleeding or bubbles will be accepted.

b. Metro shall furnish slides of the appropriate animals from which the transparencies may be made.

c. If photographs are used in part two (trash can and mountain of trash), they should be in four color. The photographs need to be large enough so the edges will not be seen.

3. General Typographics

a. Serifed face for all headings, except for some small subheadings when design deems otherwise.

b. Helvetica shall be used for all other copy. This can extend to the entire Helvetica family, again depending upon design and use.

c. Use the sizes that can be easily read at a distance of 5-10 feet on a backlit display.

d. All lettering shall be executed so that all edges and corners of letterforms are true, clean, photographically precise and must accurately reproduce the letterform.

e. There shall be an exception for copy used on the title on the cedar fence. The title will be in graffiti form, but legible. There may be simple directions such as "look here", these may also be in graffiti form.

4. Color

- a. Color value shall have enough contrast to aid in ease of visibility for people with a color blindness impairment.

Three dimensional Display

Curbside display (part 1)

1. The major portion of this interactive interpretive display is the recreation (slice) of a curb and a street edge. Due to the limited space, some features may have to be exaggerated. The overall look shall be very appealing and friendly. It should be attractive to children while being successful in attracting most adults.

2. The display shall include but not be limited to:

- a. Asphalt-like street section with typical gutter.
- b. Typical concrete (or concrete looking) curb.
- c. Grassy section between curb and sidewalk. This can be a synthetic (fake grass).
- d. Recycling containers which will be sitting on the "grassy" area.
- e. White picket type fence behind the "grassy" area and containers. This will act as the break between the 3-D display and the backlit graphic.
- f. Typical mailbox (rural type) to be used as a brochure dispenser mounted on a post.

g. Items to be recycled include a glass bottle, tin can, aluminum pie plate, scrap metal (a large bolt), newspaper and a jug of motor oil. These are to be replicated out of wood and labeled appropriately. The wood should be hard enough to withstand pounding, scraping, etc. Any paint, ink, etc. should also be able to withstand the same type of abuse. Items could be oversized.

h. Other items that would add to the ambience and lend itself to the setting would be rocks (which would need to be fastened down), small shrubs, tufts of grass, etc. (artificial).

3. Accessibility

- a. A design solution needs to be met so that interactive parts of the display are accessible to children (age 4) through adults and viewable from a stroller.
- b. Children four years of age are approximately 40.9 inches in height, with a reach of approximately 16.7 inches.
- c. Excessive stooping by adults should be avoided.

Cedar Fence Display (Part 2)

1. This is a recreation of a "cedar fence" that is perimeter fencing for a landfill (mountain of trash). As with the curbside display there is limited space, some features may have to be exaggerated. The overall look shall be very appealing and friendly. It should be attractive to children, while being a successful display for adults.

2. The fence should be divided into 2 sections.

- a. The first section will house the display with the divided trash can.
- b. The second section will house the display with the mountain of garbage representation.

3. The fence will interface and join with the curbside display along the east wall.

4. The fence will have 4-5 knot holes positioned in at least two heights, 32" to 36" and 48" to 60". The holes should be large enough to easily look through.

5. An illusion needs to be created for the displays behind the fence. It should appear as though (when looking through the holes) one is looking on the "real" scenes. It will be up to the contractor to develop the best method to create the illusion, on approval of Metro. Some approaches may be: photographic; illustration; or a combination of the two; 3-dimensional diorama; 2 dimensional diorama using flats; or any combination of the above. Suggest the method of your approach in your proposal.

6. There will be some signage inside the display to explain what the visitor is viewing.

7. There will be a back screened sign on the side of the fence upon entering the room (see Attachment A). This sign will be an introduction to the area.
8. Some lighting will most likely be necessary for the displays behind the fence.

Exhibit details - curbside recycling (part 1)

This information is being presented in general terms to aid in your proposal preparation. Final Copy will vary slightly, but should retain similar length.

1. Sizes - The display, including the backlit portion, will be 10 - 12 feet long, by 5 feet deep and 8 feet tall. Some of the dimensions may vary depending upon final design.
2. Number of Props - There will be six recycling containers and six items to recycle.

Glass bottle

Tin Can

Large piece of scrap metal (bolt)

Aluminum pie plate

A stack or rolled up newspaper / or cardboard

A jug for motor oil

3. Signage

a. Different components make up the signage:

1. Title
2. Earth with continents, animal ranges and habitats.
3. Photographs of animals
5. Text copy
6. Instructions for using the display

b. Title: ca. 50 characters

c. Earth with continents, animal ranges and habitats.

1. Label major land masses (i.e., North America, South America, Africa, etc.)
2. Label habitat (i.e., tropical forests, Cascade forests, tundra, etc.)
3. There will be approximately 10 habitats.

d. Photographs

1. There will be approximately 10 animals
2. Label for each animal

e. Text copy

1. Heading: ca. 50 characters
2. Blocks of copy: one at 30 words

f. Instructions

1. Heading: ca. 25 characters.
2. Blocks of copy: one at 30 words.

Exhibit details - cedar fence display (part 2)

This information is being presented in general term to aid in your proposal preparation. Final copy will vary slightly, but should retain similar length.

1. Sizes and placement

a. The fence will run along the east wall of the programming room. It will intergrate with the curbside display.

b. The fence will be 9'-11' long by 7' -8' high.

2. Signage

a. Graffiti title should be very legible

b. Letters should be no smaller than eight inches (for the title)

c. "Look here" should be no smaller than four inches (graffiti form)

d. Back screened introduction panel

•Heading: ca. 50 characters

•Copy blocks: 2 blocks as 30 words each

- e. Signage inside the fence display - one for each graphic
 - Heading: ca. 50 characters
 - Copy blocks: 1 at 40 words
- 3. Include a lockable access panel to allow zoo staff inside to change light bulbs, make exhibits changes, etc.

Electrical

- 1. For any electrical work, the wiring and related electrical work shall be performed by an electrician licensed by the City of Portland.
- 2. Any permits required shall be obtained by the Contractor.
- 3. Any switches, push buttons, and/or other visitor activated devices shall be safe and durable.

Materials and Durability

- 1. All signage must be scratch and wear resistant.
- 2. Backlit signage must be properly prepared, laminated to avoid bubbling, light leaks, hot spots.
- 3. All paints, inks, resins, finishes and other materials used shall be compatible and guaranteed not to cause discoloration, deterioration, or delamination of any materials used in fabrication.
- 4. Photographs, illustrations, silk-screens and any other visual elements shall be free from fading, bleeding or other imperfections, for at least one year after installation.
- 5. Materials and techniques used in construction must be warp free and wear resistant.
- 6. All portions of the display should be capable of withstanding any abuse likely to occur in a controlled but heavily trafficked, park-like setting; for example children and even young adults are likely to climb and hang on them.
- 7. Tamper-proof and stainless steel fasteners and fastening systems are to be used throughout.
- 8. Neither materials nor other components should represent a hazard to zoo visitors or employees.
- 9. Wood fence should be splinter free, especially in places visitors will likely touch.

Serviceability

- 1. All materials and hardware should be readily available and easily replaced in the event of damage. They should be accessible to zoo staff for cleaning, repair, replacement, etc.
- 2. Custom-designed components may be specified, but they must be easily fabricated in a standard machine or carpenter shop.
- 3. Materials should be easily cleaned with the use of soap, detergents or generally available cleaning fluid, etc.

Warranty

- 1. Contractor shall replace materials found to be defective and/or correct any workmanship found to be substandard within a period of one year following completion of all work. The same warranty period of one year shall apply to materials replaced during the original warranty period.

Metro Ownership

- 1. All materials produced for the interpretive display, i.e. illustrations and transparencies used in the display shall be considered property of Metro and shall be turned over to Metro at the project end.

2. Metro shall retain all copyrights for drawings and other materials produced for this exhibit.

C. Schedule

All work must be completed by September 30, 1990

Preliminary Stage

Metro will provide copy, reference materials and photos.

Contractor will obtain Metro approval on preliminary design and signage.

Contractor will obtain Metro approval on colors, photo and typefaces.

Design Phase

Contractor will obtain Metro approval on final design, galley proofs, final illustrations and photos and sample materials

Production Stage

Contractor will obtain Metro approval on final signs before installation.

Installation

Contractor will obtain Metro approval on installation methods, placement and installation.

IV. Qualifications and Experience

The successful proposer must possess the following qualifications and experience.

At least two years of experience in design, production and installation of exhibits. Special attention will be paid to experience with interactive exhibits in a public setting.

V. Project Administration

Provide a list of the company's principals, indicating the project manager; a list staff members, who will be involved in the project, and their resumes; a list of any other consultants with which your company will coordinate.

VI. Evaluation Criteria

See Attachment B.

VII. Proposal Instructions

A. Submission of Proposals

Please submit five copies of the proposals to:

Vickie Rocker

Metro

2000 SW First Avenue

Portland, OR 97201-5398

B. Deadline

Please submit the proposal no later than 5 p.m. (PDT) on June 15, 1990.

Postmarks are not acceptable. The proposal must be at the Metro Center office by 5 p.m.

C. RFP as a basis for proposals

This Request for Proposals represents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP will not be considered by Metro in

evaluating the proposals. All questions relating to the RFP, or the project must be submitted in writing to Vickie Rocker, Metro, 2000 SW First Avenue, Portland, OR 97201. Any questions which in the opinion of Metro warrant a written reply or RFP amendment will be furnished to all parties receiving a copy of this RFP. Metro will not respond to questions received after June 6, 1990.

D. Subconsultants; Disadvantaged Business Program

A subconsultant is any person or firm proposed to work for the prime consultant on this project. Metro does not wish any subconsultant selection to be finalized prior to contract award. For any task or portion of a task to be undertaken by a subconsultant, the prime consultant shall not sign up a subconsultant on an exclusive basis.

In the event that any subconsultants are to be used in the performance of this agreement, the consultant agrees to make a good faith effort, as that term is defined in Metro's Disadvantaged Business Program (Section 2.04.160 of the Metro Code) to reach the goals of subcontracting 5 percent of the contract amount to Disadvantaged Business Enterprises and 5 percent to Women Owned Business Enterprises. Consultant shall contact Metro prior to negotiating any subcontracts. Metro reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of this paragraph and Metro's Disadvantaged Business Program.

VII. Proposal Contents.

1. A transmittal letter indicating who will be assigned to the project, who will be the project manager, and that the proposal will be valid for 90 days.
2. Submit the names and qualifications of members of your staff who will have primary involvement in the project as requested in the Project Administration section of this proposal document and respond to the qualifications and experience section.
3. Submit any information regarding the Disadvantaged/Women Business requirements listed in the subconsultant section of this proposal document.
4. Submit a general portfolio of past work to indicate experience and ability in signage production similar to the type of work indicated in this Request for Proposal.
5. Submit at least 5 examples (preferably photographs) of exhibits you have successfully completed.
6. Submit a list of no less than five relevant and successfully completed projects as evidenced by the portfolio and a reference list.
7. Submit your approach to the project and a concept sketch based on the project description. Please include a total cost and a schedule for the design, production and installation of this project.

Attachments.

- A. Room plan view
- B. Evaluation Criteria
- C. DBE/WBE Metro Code
- D. Sample Personal Services contract
- E. Insurance Requirements

Request for Proposals Evaluation Form
Recycling exhibit

Name of Firm _____

Instruction: Each firm can receive a possible 60 points. Please rate the proposal and list total points.

Criteria	Points available	Points awarded
1. Past experience in the design fabrication and installation of similar projects.	15	
2. Overall technical and artistic ability as evidenced in the submitted portfolio	20	
3. Approach to the project and concept sketch in relation to project description.	10	
4. Ability of firm to supply all the major disciplines necessary to perform the work.	5	
5. Proposed cost for exhibit design, production and installation.	10	

DISADVANTAGED BUSINESS PROGRAM COMPLIANCE FORM

(To be submitted with Bid or Proposal)

Name of Metro Project: _____

Name of Contractor: _____

Address: _____

Phone: _____

In accordance with Metro's Disadvantaged Business Program, the above-named contractor has accomplished the following:

- _____ 1. Has fully met the contract goals and will subcontract _____ percent of the contract amount to DBEs and _____ percent to WBEs.
- _____ 2. Has partially met the contract goals and will subcontract _____ percent of the contract amount to DBEs and _____ percent to WBEs. Contractor has made good faith efforts prior to bid opening (or proposal submission date, as applicable) to meet the full goals and will submit documentation of the same to Metro within two working days of bid opening (or proposal submission date).
- _____ 3. Will not subcontract any of the contract amount to DBEs or WBEs but has made good faith efforts prior to bid opening (or proposal submission date, as applicable) to meet the contract goals and will submit documentation of such good faith efforts to Metro within two working days of bid opening (or proposal submission date).

Authorized Signature

Date

WOMEN BUSINESS ENTERPRISES UTILIZATION FORM

1. Name of Metro Project _____
2. Name of Contractor _____
Address of Contractor _____
3. The above-named contractor intends to subcontract _____ percent
of the contract amount to the following Women Business
Enterprises (WBEs):

Names, Contact Persons,
Addresses and Phone Numbers
of WBE Firms Contractor
Anticipates Utilizing _____

Nature of
Participation _____

Dollar
Value of
Participation _____

Total

Amount of Total Contract

WBE Percent of Total Contract

Authorized Signature

Date: _____

THIS FORM IS TO BE COMPLETED, SIGNED AND SUBMITTED
BY THE CLOSE OF THE NEXT WORKING DAY FOLLOWING
BID OPENING/PROPOSAL SUBMISSION

DISADVANTAGED BUSINESS ENTERPRISES UTILIZATION FORM

1. Name of Metro Project _____
2. Name of Contractor _____
Address of Contractor _____
3. The above-named contractor intends to subcontract _____ percent of the contract amount to the following Disadvantaged Business Enterprises (DBEs):

<u>Names, Contact Persons, Addresses and Phone Numbers of DBE Firms Contractor Anticipates Utilizing</u>	<u>Nature of Participation</u>	<u>Dollar Value of Participation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total

Amount of Total Contract

DBE Percent of Total Contract

Authorized Signature

Date: _____

THIS FORM IS TO BE COMPLETED, SIGNED AND SUBMITTED
BY THE CLOSE OF THE NEXT WORKING DAY FOLLOWING
BID OPENING/PROPOSAL SUBMISSION

Scope of Work

A. Project Description

This is a two (2) part project, with both parts focusing on curbside recycling. Part one will show how recycling (or non-recycling) effects global ecosystems and wildlife. The approach will be to aim at different audiences, with the important link between children and adults, encouraging interaction between them. The exhibit will incorporate an interactive display attractive to child, having them experience the concepts of sorting materials and recycling. This in turn is tied to a larger interpretive (for older audiences) stressing the important links with habitat.

We will show (slice of) a curb and street edge. This will be complete with asphalt gutter, concrete curb, grassy strip between the street and sidewalk, a white picket fence, mailbox and other appropriate props. There will be a series of containers on the grassy strip which will be labeled "glass", "tin", "aluminum", "scrap metal", "paper" and "motor oil". In the gutter there will be a number of items for the visitor to choose and place in the appropriate container. The items will have a magnetic strip which corresponds to a strip in the container. When the object is placed in the containers, an electric circuit will be completed which in turn will light appropriate sections of a backlit display. The backlit display will be a large representation of the earth. (This will be on the wall behind the picket fence.) When the appropriate circuits are completed, sections of continents will light up representing certain habitats. At the same time, a picture of an particular animal from that habitat, which would be affected, will light up. Contractor will determine how the recyclable materials will be returned outside the container so the next user will be able to use the exhibit.

Due to possible problems with breakage, items to be recycled will be made of wood. This will also make it easier to place the magnetic strip, and tether the items to reduce vandalism and theft. The items will be brightly colored and labeled (glass bottle, tin can, etc.) To facilitate the success of the experience, each piece will fit into a specially shaped hole in the recycling container. The magnetic strip for the circuit will also be located here.

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The display will be located in the Africa Exhibit Treetops building in an enclosed, heated room.

The second part of this project is a display that deals with how much trash individuals create and how that translates into the volume of trash a community generates.

Along the east wall (see Attachment A), will be a reconstruction of a cedar fence. The fence should look weathered. (It's a section of a perimeter fences around a solid waste facility.) It should be about 7 feet high and 9 to 11 feet long. Behind the fence will be two displays, which people will view through "knot holes". The first will show a large garbage can as if sliced down the middle. There will be 4-5 distinct layers of trash in the can. Each layer will be labeled indicating the level (layer) of garbage that can be reduced if certain items are recycled. Each layer will represent an item (i.e. glass, paper, tin, etc.).

The second display (knot hole) will be a representation of the amount of trash at a solid waste facility. We will compare the size of the "mountains" of trash - before and after recycling.

The two scenes, trash can and mountains of garbage, need to be presented in a diorama-type fashion. When the viewer looks through the hole, all they see is the trash can or mountain of trash. There should be 4-5 "knot holes". Some holes should be from 32"

to 36" from ground level, others at 48" and 60" and with enough linear distance between them for visitor standing space.

B. General Specifications

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1. Illustrations in the first part of the exhibit will consist of the Earth, clearly denoting its continents.

a. The Earth illustration shall be an accurate representation. Metro shall supply information to depict habitat areas. The areas shall be very clear.

2. If illustrations are chosen to depict the trash can(with layers) and the "mountains of trash" in the second part of the exhibit, they should be in four color and realistic.

3. Photographs

a. All photographs must be properly prepared, laminated, etc. for use in a backlit display. No warping, discoloration, bleeding or bubbles will be accepted.

b. Metro shall furnish slides of the appropriate animals from which the transparencies may be made.

c. If photographs are used in part two (trash can and mountain of trash), they should be in four color. The photographs need to be large enough so the edges will not be seen.

3. General Typographics

a. Serifed face for all headings, except for some small subheadings when design deems otherwise.

b. Helvetica shall be used for all other copy. This can extend to the entire Helvetica family, again depending upon design and use.

c. Use the sizes that can be easily read at a distance of 5-10 feet on a backlit display.

d. All lettering shall be executed so that all edges and corners of letterforms are true, clean, photographically precise and must accurately reproduce the letterform.

e. There shall be an exception for copy used on the title on the cedar fence. The title will be in graffiti form, but legible. There may be simple directions such as "look here", these may also be in graffiti form.

4. Color

a. Color value shall have enough contrast to aid in ease of visibility for people with a color blindness impairment.

Three dimensional Display

Curbside display (part 1)

1. The major portion of this interactive interpretive display is the recreation (slice) of a curb and a street edge. Due to the limited space, some features may have to be exaggerated. The overall look shall be very appealing and friendly. It should be attractive to children while being successful in attracting most adults.

2. The display shall include but not be limited to:

a. Asphalt-like street section with typical gutter.

b. Typical concrete (or concrete looking) curb.

c. Grassy section between curb and sidewalk. This can be a synthetic (fake grass).

d. Recycling containers which will be sitting on the "grassy" area.

e. White picket type fence behind the "grassy" area and containers. This will act as the break between the 3-D display and the backlit graphic.

f. Typical mailbox (rural type) to be used as a brochure dispenser mounted on a post.

g. Items to be recycled include a glass bottle, tin can, aluminum pie plate, scrap metal (a large bolt), newspaper and a jug of motor oil. These are to be replicated out of wood and labeled appropriately. The wood should be hard enough to withstand pounding,

scraping, etc. Any paint, ink, etc. should also be able to withstand the same type of abuse. Items could be oversized.

h. Other items that would add to the ambience and lend itself to the setting would be rocks (which would need to be fastened down), small shrubs, tufts of grass, etc. (artificial).

3. Accessibility

a. A design solution needs to be met so that interactive parts of the display are accessible to children (age 4) through adults and viewable from a stroller.

b. Children four years of age are approximately 40.9 inches in height, with a reach of approximately 16.7 inches.

c. Excessive stooping by adults should be avoided.

Cedar Fence Display (Part 2)

1. This is a recreation of a "cedar fence" that is perimeter fencing for a landfill (mountain of trash). As with the curbside display there is limited space, some features may have to be exaggerated. The overall look shall be very appealing and friendly. It should be attractive to children, while being a successful display for adults.

2. The fence should be divided into 2 sections.

a. The first section will house the display with the divided trash can.

b. The second section will house the display with the mountain of garbage representation.

3. The fence will interfacte and join with the curbside display along the east wall.

4. The fence will have 4-5 knot holes positioned in at least two heights, 32" to 36" and 48" to 60". The holes should be large enough to easily look through.

5. An illusion needs to be created for the displays behind the fence. It should appear as though (when looking through the holes) one is looking on the the "real" scenes. It will be up to the contractor to develop the best method to create the illusion, on approval of Metro. Some approaches may be: photographic; illustration; or a combination of the two; 3-dimensional diorama; 2 dimensional diorama using flats; or any combination of the above. Suggest the method of your approach in your proposal.

6. There will be some signage inside the display to explain what the visitor is viewing.

7. There will be a back screened sign on the side of the fence upon entering the room (see Attachment A) This sign will be an introduction to the area.

8. Some lighting will most likely be necessary for the displays behind the fence.

Exhibit details - curbside recycling (part 1)

1. Sizes - The display, including the backlit portion, will be 10 - 12 feet long, by 5 feet deep and 8 feet tall. Some of the dimensions may vary depending upon final design.

2. Number of Props - There will be six recycling containers and six items to recycle.

Glass bottle

Tin Can

Large piece of scrap metal (bolt)

Aluminum pie plate

A stack or rolled up newspaper / or cardboard

A jug for motor oil

3. Signage

a. Different components make up the signage:

1. Title

2. Earth with continents, animal ranges and habitats.

3. Photographs of animals

5. Text copy

6. Instructions for using the display

- b. Title: ca. 50 characters
- c. Earth with continents, animal ranges and habitats.
 - 1. Label major land masses (i.e., North America, South America, Africa, etc.)
 - 2. Label habitat (i.e., tropical forests, Cascade forests, tundra, etc.)
 - 3. There will be approximately 10 habitats.
- d. Photographs
 - 1. There will be approximately 10 animals
 - 2. Label for each animal
- e. Text copy
 - 1. Heading: ca. 50 characters
 - 2. Blocks of copy: one at 30 words
- f. Instructions
 - 1. Heading: ca. 25 characters.
 - 2. Blocks of copy: one at 30 words.

Exhibit details - cedar fence display (part 2)

- 1. Sizes and placement
 - a. The fence will run along the east wall of the programming room. It will intergrate with the curbside display.
 - b. The fence will be 9'-11' long by 7' -8' high.
- 2. Signage
 - a. Graffiti titale should be very legible
 - b. Letters should be no smaller than eight inches (for the title)
 - c. "Look here" should be no smaller than four inches (graffiti form)
 - d. Back screened introduction panel
 - Heading: ca. 50 characters
 - Copy blocks: 2 blocks as 30 words each
 - e. Signage inside the fence display - one for each graphic
 - Heading: ca. 50 characters
 - Copy blocks: 1 at 40 words
- 3. Include a lockable access panel to allow zoo staff inside to change light bulbs, make exhibits changes, etc.

Electrical

- 1. For any electrical work, the wiring and related electrical work shall be performed by an electrician licensed by the City of Portland.
- 2. Any permits required shall be obtained by the Contractor.
- 3. Any switches, push buttons, and/or other visitor activated devices shall be safe and durable.

Materials and Durability

- 1. All signage must be scratch and wear resistant.
- 2. Backlit signage must be properly prepared, laminated to avoid bubbling, light leaks, hot spots.
- 3. All paints, inks, resins, finishes and other materials used shall be compatible and guaranteed not to cause discoloration, deterioration, or delamination of any materials used in fabrication.
- 4. Photographs, illustrations, silk-screens and any other visual elements shall be free from fading, bleeding or other imperfections, for at least one year after installation.
- 5. Materials and techniques used in construction must be warp free and wear resistant.

6. All portions of the display should be capable of withstanding any abuse likely to occur in a controlled but heavily trafficked, park-like setting; for example children and even young adults are likely to climb and hang on them.

7. Tamper-proof and stainless steel fasteners and fastening systems are to be used throughout.

8. Neither materials nor other components should represent a hazard to zoo visitors or employees.

9. Wood fence should be splinter free, especially in places visitors will likely touch.

Serviceability

1. All materials and hardware should be readily available and easily replaced in the event of damage. They should be accessible to zoo staff for cleaning, repair, replacement, etc.

2. Custom-designed components may be specified, but they must be easily fabricated in a standard machine or carpenter shop.

3. Materials should be easily cleaned with the use of soap, detergents or generally available cleaning fluid, etc.

Warranty

1. Contractor shall replace materials found to be defective and/or correct any workmanship found to be substandard within a period of one year following completion of all work. The same warranty period of one year shall apply to materials replaced during the original warranty period.

Metro Ownership

1. All materials produced for the interpretive display, i.e. illustrations and transparencies used in the display shall be considered property of Metro and shall be turned over to Metro at the project end.

2. Metro shall retain all copyrights for drawings and other materials produced for this exhibit.

Schedule

All work must be completed by September 30, 1990

Preliminary Stage

Metro will provide copy, reference materials and photos.

Contractor will obtain Metro approval on preliminary design and signage.

Contractor will obtain Metro approval on colors, photo and typefaces.

Design Phase

Contractor will obtain Metro approval on final design, galley proofs, final illustrations and photos and sample materials

Production Stage

Contractor will obtain Metro approval on final signs before installation.

Installation

Contractor will obtain Metro approval on installation methods, placement and installation.

INSURANCE REQUIREMENTS:

The successful contractor shall provide (from insurance companies acceptable to Metro) the insurance coverage designated hereinafter and pay for all costs therefore.

Before commencing work under this contract the successful contractor shall furnish Metro with certificates of insurance evidencing coverage as specified and where indicated naming Metro as an additional insured.

a. Comprehensive General and Auto Liability

Contractor shall maintain Comprehensive General and Auto Liability insurance on an "occurrence" basis, covering all operations including contractual liability, against bodily injury or death including personal injury and property damage with limits of not less than \$1,000,000 combined single limit. Insurance coverage shall also be carried with limits of not less than \$1,000,000 combined single limit against bodily injury liability and property damage liability arising out of the use by or on behalf of the contractor, his agents and employees in pursuit of services provided for in this agreement, of any owned, non-owned or hired automobile equipment. Such policy or policies shall name Metro, their directors, officer, agents and employees as an additional insured. Such insurance shall provide for thirty days prior written notice to Metro in the event of cancellation.

b. Workers' Compensation Coverage

Contractor will maintain in force Workers' Compensation coverage as required by the State of Oregon. Contractor shall also maintain Employers' Liability insurance including bodily injury caused by disease with a limit of not less than \$1,000,000. Consultant shall require his sub-consultants (if any) to maintain such insurance also. Contractor shall provide Metro a certificate of insurance evidencing such coverage is in force.

SOLID WASTE COMMITTEE REPORT

RESOLUTION NO. 90-1260, FOR THE PURPOSE OF AUTHORIZING
ISSUANCE OF THE REQUEST FOR PROPOSAL DOCUMENT AND THE
CONTRACT TO DESIGN, BUILD AND INSTALL A WASTE REDUCTION
EXHIBIT AT THE METRO WASHINGTON PARK ZOO

Date: May 15, 1990

Presented by: Councilor
Gary Hansen

Committee Recommendation: The Solid Waste Committee voted 3 to 0 to recommend Council adoption of Resolution No. 90-1260. Voting: Councilors Hansen, Buchanan and DeJardin. Absent: Councilors Bauer and Wyers. This action was taken May 14, 1990.

Committee Discussion/Issues: The staff report was presented by Vickie Rocker, Public Affairs Director. Adoption of Resolution No. 90-1260 would authorize the issuance of a Request for Proposals (RFP) for solicitation to design, build and install a waste reduction exhibit at the Metro Washington Park Zoo, and execution of the resulting contract.

This is a two-part project, with both parts focussing on curbside recycling. Part one will show how recycling (or non-recycling) affects global ecosystems and wildlife. The second part of the project is a display that deals with how much trash individuals create and how that translates into the volume of trash a community generates.

The estimated cost of the project is \$20,000 and is provided for in the FY 1990-91 Budget. Evaluation criteria has been developed and includes 15 points for past experience; 20 points for technical and artistic ability; 10 points for approach to the project; 5 points for ability to supply all major disciplines to perform work; and 10 points for proposed cost.

The Committee indicated that this resolution is a companion to Resolution No. 90-1259 which authorizes an exemption to the competitive bidding requirements. Resolution No. 90-1260 authorizes the issuance of an RFP.

There were no further questions, comments, or issues and the Committee voted unanimously to recommend Council adoption of Resolution No. 90-1260.

GH:RRB:pa

RRB.184

Staff Report

CONSIDERATION OF RESOLUTION NO. 90-1260 FOR THE PURPOSE OF AUTHORIZING ISSUANCE OF THE REQUEST FOR PROPOSAL DOCUMENT AND THE CONTRACT TO DESIGN, BUILD AND INSTALL A WASTE REDUCTION EXHIBIT AT THE METRO WASHINGTON PARK ZOO.

Date: April 24, 1990

Presented by: Vickie Rocker
Joan Saroka

FACTUAL BACKGROUND AND ANALYSIS

For the reasons summarized below, the Public Affairs Department wishes to use a request for proposals (RFP) solicitation process to design, build and install the waste reduction exhibit at the Metro Washington Park Zoo.

The waste reduction exhibit at the zoo is a combined effort of the solid waste department, public affairs department and the zoo education division. The exhibit is a combination of design, production and installation. Although many of the required features of the exhibit have been outlined in the proposal document it is desirable to use a proposal process because of the design component of the project.

The design component is a qualitative issue that is essential to the success of the overall project. The contractor would be expected to complete the design detail and develop solutions to problems that exist in the overall exhibit design.

The quality of the final design and the interpretive goals of the design play a major factor in the project. It is essential for public affairs and zoo education staff to work closely with the contractor on the display design in order to have a quality project and have it meet the goals set out by the staff.

The final design is important for this exhibit to be successful. A review of a firm's design capability is important in selecting the best contractor and the ability of the contractor to develop creative solutions to some of the design problems is important.

The RFP process will allow the public affairs and zoo education division staff to work evaluate and select a contractor based on design capabilities, creativity and quality of proposed design. This RFP represents the needs of Metro and will produce competitive and creative proposals. The document is ready for release and the scope of work for the contract is attached for review.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Resolution No. 90-1260 which authorizes the issuance of a Request for Proposal for solicitation to design, build and install a waste reduction exhibit at the zoo, and execution of the resulting contract.



GRANT/CONTRACT SUMMARY

METROPOLITAN SERVICE DISTRICT

GRANT/CONTRACT NO. _____

BUDGET CODE NO. 530-313200-524190-75819

FUND: Oper. DEPARTMENT: SW

(IF MORE THAN ONE) _____

SOURCE CODE (IF REVENUE) _____

INSTRUCTIONS

- OBTAIN GRANT/CONTRACT NUMBER FROM CONTRACTS MANAGER. CONTRACT NUMBER SHOULD APPEAR ON THE SUMMARY FORM AND ALL COPIES OF THE CONTRACT.
- COMPLETE SUMMARY FORM.
- IF CONTRACT IS —
 - SOLE SOURCE, ATTACH MEMO DETAILING JUSTIFICATION.
 - UNDER \$2,500, ATTACH MEMO DETAILING NEED FOR CONTRACT AND CONTRACTOR'S CAPABILITIES, BIDS, ETC.
 - OVER \$2,500, ATTACH QUOTES, EVAL. FORM, NOTIFICATION OF REJECTION, ETC.
 - OVER \$50,000, ATTACH AGENDA MANAGEMENT SUMMARY FROM COUNCIL PACKET, BIDS, RFP, ETC.
- PROVIDE PACKET TO CONTRACTS MANAGER FOR PROCESSING

1. PURPOSE OF GRANT/CONTRACT To design, build and install a waste reduction exhibit at the Metro Washington Park Zoo

2. TYPE OF EXPENSE ☒ PERSONAL SERVICES ☐ LABOR AND MATERIALS ☐ PROCUREMENT
☐ PASS THROUGH AGREEMENT ☐ INTER-GOVERNMENTAL AGREEMENT ☐ CONSTRUCTION
☐ OTHER

OR

TYPE OF REVENUE ☐ GRANT ☐ CONTRACT ☐ OTHER

3. TYPE OF ACTION ☐ CHANGE IN COST ☐ CHANGE IN WORK SCOPE
☐ CHANGE IN TIMING ☐ NEW CONTRACT

4. PARTIES Metro and

5. EFFECTIVE DATE July 15, 1990 TERMINATION DATE September 30, 1990
(THIS IS A CHANGE FROM _____)

6. EXTENT OF TOTAL COMMITMENT: ORIGINAL/NEW \$ 20,000.00
PREV. AMEND _____
THIS AMEND _____

TOTAL \$ 20,000.00

7. BUDGET INFORMATION

1990/91

A. AMOUNT OF GRANT/CONTRACT TO BE SPENT IN FISCAL YEAR 198-8 \$ 20,000.00

B. BUDGET LINE ITEM NAME Misc. Prof. Services AMOUNT APPROPRIATED FOR CONTRACT \$ _____

C. ESTIMATED TOTAL LINE ITEM APPROPRIATION REMAINING AS OF _____, 19____ \$ _____

8. SUMMARY OF BIDS OR QUOTES (PLEASE INDICATE IF A MINORITY BUSINESS ENTERPRISE)

SUBMITTED BY _____ \$ _____ ☐ MBE
AMOUNT
SUBMITTED BY _____ \$ _____ ☐ MBE
AMOUNT
SUBMITTED BY _____ \$ _____ ☐ MBE
AMOUNT

9. NUMBER AND LOCATION OF ORIGINALS _____

1. A. APPROVED BY STATE/FEDERAL AGENCIES? ☐ YES ☐ NO ☒ NOT APPLICABLE
 B. IS THIS A DOT/UMTA/FHWA ASSISTED CONTRACT ☐ YES ☒ NO
11. IS CONTRACT OR SUBCONTRACT WITH A MINORITY BUSINESS? ☐ YES ☐ NO
 IF YES, WHICH JURISDICTION HAS AWARDED CERTIFICATION _____
12. WILL INSURANCE CERTIFICATE BE REQUIRED? ☐ YES ☐ NO
13. WERE BID AND PERFORMANCE BONDS SUBMITTED? ☐ YES ☒ NOT APPLICABLE
 TYPE OF BOND _____ AMOUNT \$ _____
 TYPE OF BOND _____ AMOUNT \$ _____
14. LIST OF KNOWN SUBCONTRACTORS (IF APPLICABLE)
- | | | |
|------------|---------------|------------------------------|
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
| NAME _____ | SERVICE _____ | <input type="checkbox"/> MBE |
15. IF THE CONTRACT IS OVER \$10,000
 A. IS THE CONTRACTOR DOMICILED IN OR REGISTERED TO DO BUSINESS IN THE STATE OF OREGON?
☐ YES ☐ NO
 B. IF NO, HAS AN APPLICATION FOR FINAL PAYMENT RELEASE BEEN FORWARDED TO THE CONTRACTOR?
☐ YES DATE _____ INITIAL _____
16. COMMENTS:

GRANT/CONTRACT APPROVAL

INTERNAL REVIEW

CONTRACT REVIEW BOARD (IF REQUIRED) DATE _____

COUNCIL REVIEW (IF REQUIRED)

DEPARTMENT HEAD _____

1. COUNCILOR _____

DATE _____

FISCAL REVIEW _____

2. COUNCILOR _____

BUDGET REVIEW _____

3. COUNCILOR _____

LEGAL COUNSEL REVIEW AS NEEDED:

A. DEVIATION TO CONTRACT FORM _____

B. CONTRACTS OVER \$10,000 _____

C. CONTRACTS BETWEEN GOVERNMENT AGENCIES _____