



REQUEST FOR PROPOSAL

DESIGN / BUILD SERVICES

Project: Ontario Community Food Center

Issued on:

10/17/2025

Issued by:

Oregon Food Bank
7900 NE 33rd Drive, Portland, OR 97211
Attn: Kira Harrow - kharrow@oregonfoodbank.org
Main: 503.282.0555 | Direct: 503.334.4530

Project location:

916 Fortner Street, Ontario, OR 97914

Proposals due:

11/21/2025

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1. Summary

Oregon Food Bank (OFB) is requesting competitive proposals from qualified and experienced contractors to provide design-build services for an approximately 11,000 square foot warehouse with attached office and community space, complete with paving and site work. This new facility, the Ontario Community Food Center (OCFC), will serve as a distribution hub for food assistance programs throughout Harney and Malheur counties, as well as providing community programming space, OFB administrative space, and direct food assistance to the surrounding community.

This procurement utilizes the Design/Build method under a competitive proposal process, consistent with [2 CFR 200.320\(d\)](#), which allows for qualifications-based selection where price is not the sole determining factor.

2. About Oregon Food Bank

Oregon Food Bank's mission is to eliminate hunger and its root causes. And we work systemically to achieve it by fostering community connections to help people access nutritious food today; and building community power to dismantle systems and policies that drive hunger and poverty. We believe food and health are basic human rights — and we envision resilient communities throughout Oregon and SW Washington that never go hungry. We know that hunger is not just an empty stomach or an individual experience. Hunger is a community wide symptom of exclusion, of not having enough — not having enough nutritious food, enough income, enough power, enough represented voice. Hunger is a symptom of barriers to employment, education, housing and healthcare.

We all experience the effects of hunger in our communities. But together we can build communities that never go hungry. We can build communities where every voice matters. We can build communities that share responsibility for each other and the common good. Because, when we share prosperity, we all benefit.

Oregon Food Bank partners with communities and organizations across Oregon and Southwest Washington. Together, we work to distribute food at more than 1,200 sites where anyone can access free, nutritious food. Food, funds, and resources come from individuals, organizations, and food-industry partners, with support from Feeding America and USDA.

3. Project Background

3.1. The Ontario Community Food Center

The Ontario Community Food Center will serve as the new permanent home for Oregon Food Bank - Southeast Oregon Services (OFB-SOS), a regional food bank serving Harney and Malheur counties and one of five regional food banks in the OFB network that is directly owned and operated by Oregon Food Bank.

OFB-SOS has occupied their current 4,200 sq.ft. facility since 2006, but the limited scale of this facility has constrained their ability to meet growing community needs and adequately serve the Western Treasure Valley region. The Ontario Community Food Center will dramatically expand capacity while reimagining how food assistance, community programming, and regional food systems support can be integrated into a single, comprehensive hub.

The new facility will improve access to free food and increase capacity to process and distribute fresh, locally-harvested products – along with a free food pantry, gathering space for year-round civic engagement, and provisions for a future community kitchen. The facility will be located between River Bend Place affordable housing development and the new Valley Family Health Care clinic on an innovative campus at 916 Fortner Street, Ontario, OR. This single destination will serve as a hub for a range of essential resources and services at the intersection of food access, healthcare and housing, creating a comprehensive support system for the community.

3.2. Regional Context

The Western Treasure Valley is characterized as one of the most diverse regions in Oregon and Idaho, with individuals identifying as Hispanic/Latine, Japanese-American, Basque, and Paiute (among other tribal groups). While the region's richness in diversity is a significant asset, it is contrasted against challenging economic circumstances. When compared with the rest of Oregon, the region has a disproportionate number of households living below the federal poverty line, with many individuals working in lower wage service, agricultural, or agricultural product processing jobs. The median household income in the region is approximately \$45,000, markedly lower than the state average of \$67,000.

3.3. Community Food Systems Strategy

This project is supported by the Western Treasure Valley Food System Partnership (WTVFSP), a collaboration of private and public partners working to build capacity and further develop the community food system in the Western Treasure Valley region. The WTVFSP seeks to improve the coordination of regional food distribution systems, nutrition support programs and education, and food-system-related economic development opportunities.

Building on three years of collaboration and analysis of the regional food system, the WTVFSP has identified the creation of a community food center as a key strategic priority for a) improving the health and well-being of communities disproportionately impacted by food insecurity in the region, and b) creating abundant opportunities for stakeholders across the food system to grow and thrive. As a key partner in this collaboration, Oregon Food Bank has committed to developing the Ontario Community Food Center.

In addition to serving as a food systems hub for the region, this project will co-locate a food bank with a community food center, re-imagining hunger relief to encompass more than short-term emergency food assistance, but also long-term, community-led strategies to dismantle the systemic barriers that perpetuate hunger.

3.4. Development Progress and Current Phase

Oregon Food Bank has completed both a comprehensive feasibility study and the schematic design process for the new facility, establishing the project concept, stakeholder needs, and economic feasibility. Environmental review has been completed per [24 CFR Part 58](#). Oregon Food Bank is now seeking qualified Design/Build Teams to advance the project from schematic design through construction completion.

4. Facility Program Requirements

4.1. Warehouse Space (approximately 7,000-8,000 sq ft)

- Food storage and distribution areas with appropriate racking systems
- Refrigerated and frozen food storage capabilities
- Covered loading dock facilities for truck access
- Equipment charging area
- Washdown area for tubs and food handling equipment
- Inventory management and staging areas

4.2. Office and Administrative Space (approximately 1,000-1,500 sq ft)

- Staff offices and workstations
- Conference/meeting rooms
- Reception and public interface areas
- Staff break room and facilities
- Storage and filing areas

4.3. Community Space (approximately 1,500-2,000 sq ft)

- Provisions for a future community kitchen buildout
- Flexible gathering space for community events
- Free food pantry
- Public restroom facilities
- Storage for community programming equipment

4.4. Exterior Site Development

- Parking facilities for 20-30 passenger vehicles
- Secure parking for one 40' box truck
- Truck circulation and loading areas
- Landscaping and stormwater management
- Site lighting and security systems
- Utility connections and service areas
- Screened mechanical equipment area
- Screened waste / recycling corral

5. Site Description

Township 18S, Range 47E, Section 3. 916 Fortner St, Ontario OR 97914. Tax lots 801 & 802

The project site is located adjacent to River Bend Place (998 Fortner Street, Ontario, OR), an affordable housing development operated by Northwest Housing Alternatives. The site currently contains a former commercial kitchen structure that is approximately 5,500 square feet, which will be demolished for construction.

6. Scope of Work

6.1. Project Delivery Method

This project will be delivered using the Design/Build method with a Guaranteed Maximum Price (GMP) contract structure. Under this delivery method, the selected team will hold single-point responsibility for both design completion and construction execution, enabling integrated project delivery with enhanced cost and schedule control.

The selected Design/Build Team will develop the Guaranteed Maximum Price (GMP) through a collaborative preconstruction process following contract award. The GMP will be established upon completion of design development and must be approved by Oregon Food Bank before construction commencement. If GMP negotiations cannot reach a mutually acceptable agreement within 60 days of design development completion, Oregon Food Bank reserves the right to terminate the agreement and select an alternate contractor.

6.2. Scope Overview

The Design/Build Team shall advance the project from OFB's completed schematic design through delivery of a fully operational facility. This encompasses design development, construction documents, permitting, construction, and commissioning. The scope of work outlined in Section 6 is provided as a general guide and is not intended to be a comprehensive list of all work necessary to complete the project. Proposers may suggest a modified scope of work as a part of their proposal.

6.3. Construction Type

The schematic design shows a Type V-B wood-framed construction with a hybrid wood and steel truss roof structure. However, Oregon Food Bank encourages Design/Build Teams to evaluate and propose alternative construction methods and materials that optimize project value, durability, and performance within the established budget parameters. Alternative construction approaches may include concrete masonry unit (CMU) walls, prefabricated steel systems, insulated metal panels (IMP), or hybrid approaches that combine multiple systems.

Design/Build Teams are encouraged to submit proposals that demonstrate how their recommended construction approach aligns with project goals including cost-effectiveness, schedule efficiency, long-term maintenance requirements, and operational needs. Proposals offering multiple construction options with comparative analysis of costs, benefits, and trade-offs are welcome.

All proposed construction methods must comply with applicable building codes and support the facility's intended use as a food distribution center with community gathering spaces.

6.4. Design Services

6.4.1. Design Development and Construction Documents

- Review and incorporate OFB's completed schematic design documents
- Develop design through design development and construction document phases
- Coordinate all architectural, structural, mechanical, electrical, plumbing, and civil engineering disciplines
- Integrate specialized food storage and handling systems requirements
- Ensure compliance with all applicable building codes, health department regulations, and ADA requirements
- Incorporate sustainable design principles and energy-efficient systems as feasible

6.4.2. Specialized Design Requirements

- Design refrigerated and frozen food storage systems with appropriate temperature controls and monitoring
- Plan warehouse racking systems optimized for food distribution operations
- Incorporate flexible spaces that can accommodate multiple programming functions
- Plan efficient truck circulation and loading dock operations
- Design appropriate drainage and washdown facilities for food handling equipment cleaning areas

6.4.3. Permitting and Approvals

- Obtain all required permits including building, mechanical, electrical, plumbing, and site development
- Manage all plan review processes and address review comments
- Secure occupancy permits and final inspections

6.5. Construction Services

6.5.1. Site Preparation and Civil Work

- Demolition of existing approximately 5,500 square foot commercial kitchen structure
 - Asbestos survey and compliance per EPA NESHAP regulations
 - Licensed asbestos contractors required for any identified hazardous materials
 - Proper notification, containment, and disposal for any asbestos materials
 - Lead-based paint assessment and compliance as applicable
 - EPA RRP certified contractors required if lead-based paint is present
 - Lead-safe work practices, containment, and disposal protocols as applicable
- Site clearing, grading, and earthwork as required
- Installation of all utilities including water, sewer, electrical, gas, and telecommunications
- Construction of parking areas for 20-30 passenger vehicles plus secure truck parking
- Installation of truck circulation areas and loading zones
- Implementation of stormwater management systems per local requirements
- Site lighting installation including security lighting
- Landscaping installation per approved plans

6.5.2. Building Construction

- Foundation and structural systems
- Building envelope including roofing, siding, windows, and doors
- Interior construction including all partitions, finishes, and millwork
- Specialized warehouse construction including:
 - Covered loading dock with appropriate weather protection
 - Equipment charging stations for material handling equipment
 - Washdown areas with appropriate drainage and waterproofing

6.5.3. Mechanical, Electrical, and Plumbing Systems

- HVAC systems sized for mixed-use facility with warehouse, office, and community spaces
- Refrigeration and subfloor heating systems for cold storage spaces
- Provisions for future community kitchen ventilation and fire suppression systems
- Electrical systems including adequate power for warehouse equipment and community kitchen
- Plumbing systems including community kitchen requirements and public facilities
- Fire protection systems throughout facility
 - High pile storage fire protection as required by code
- Provisions for future emergency backup power system for critical life-safety and refrigeration loads
- Security systems including cameras and access controls
- Telecommunications infrastructure

6.5.4. Specialized Equipment and Systems Integration

- Warehouse racking systems suitable for food distribution operations
- Material handling equipment charging infrastructure
- Community kitchen equipment installation
- Installation of screened areas for mechanical equipment and waste/recycling storage

6.6. Quality Standards and Compliance

6.6.1. Building Standards

- All work shall meet or exceed current building codes and standards
- Facility design, materials, and methods shall comply with applicable food safety regulations, including from governmental regulators, OFB's 3rd party auditor, and OFB internal Food Safety policy
- Facility shall meet ADA accessibility requirements throughout
- Construction shall follow sustainable building practices where feasible
- All materials and workmanship shall carry appropriate warranties

6.6.2. Operational Requirements

- Design and construct facility to support food distribution operations
- Ensure adequate power and infrastructure for future expansion capabilities
- Provide durable, low-maintenance finishes appropriate for high-use community facility
- Include provisions for future technology upgrades and equipment modifications

6.7. Project Deliverables

6.7.1. Design Phase Deliverables

- Design development drawings and specifications (30%, 60%, 90% completion level, or similar)
- Construction documents (100% completion level)
- IFC (Issued for Construction) drawings incorporating all plan review comments, permit requirements, and contractor/subcontractor input from final bidding
- Permit application documents and approved permits
- Regular progress reporting and coordination meetings
- Project cost estimates at each design milestone
- Value engineering recommendations and alternatives

6.7.2. Construction Phase Deliverables

- Construction schedule with regular progress updates
- Shop drawings and product submittals for approval
- Regular progress reporting and project coordination meetings
- Monthly progress payment applications with detailed breakdowns by trade showing:
 - Line item descriptions and contract amounts
 - Percent and dollar amount of work completed to date
 - Current period billings
 - Percent and dollar amount of work remaining
 - Retainage held and released
- Change order documentation and tracking forms
- Comprehensive cost tracking for:
 - Addbacks and deductive change orders
 - Approved alternates and add-alternates
 - Allowance expenditures and remaining balances
 - Contingency utilization and remaining funds
- Substantial completion documentation and punch list management
- Final completion with all required certificates of occupancy
- Warranty documentation and operation/maintenance manuals
- As-built drawings and specifications
- Commissioning documentation for all mechanical and electrical systems
- Value engineering recommendations and alternatives

6.7.3. Federal Grant Compliance Documentation

- Project documentation in format suitable for HUD reporting requirements
- Progress documentation to support OFB's semi-annual DRGR system reporting
- Section 3 compliance reports as specified in Section 8.4
- As-built drawings and property completion documentation for federal property reporting requirements
- Final project completion documentation for federal grant closeout

6.8. Project Timeline and Coordination

6.8.1. Proposed Timeline

- Design development and construction documents completed by: Spring 2026
- Permitting begins: Spring 2026
- Demolition and site prep begins: Summer 2026
- Construction begins: Summer/Fall 2026
- Final completion and occupancy: Summer 2027

6.8.2. Coordination Requirements

- Regular project meetings with OFB staff and stakeholders
- Coordination with adjacent campus development including River Bend Place housing and Valley Family Health Care clinic
- Interface with utility providers for service connections
- Coordination with equipment vendors for warehouse systems
- Community engagement as directed by OFB during construction phase
- Coordination with OFB for federal grant reporting and compliance documentation

6.9. Performance Standards

The Design/Build Team shall deliver a facility that meets all functional requirements for food distribution operations, community programming, and administrative functions while providing a welcoming environment that reflects Oregon Food Bank's mission and values. The completed facility shall be ready for immediate occupancy and operation upon final completion.

7. Contractor Qualifications and Experience

7.1. Licensing and Bonding Requirements

- Valid Oregon Construction Contractors Board (CCB) license in good standing
- Current business license and tax identification number
- All applicable trade licenses for scope of work
- Ability to provide 100% performance and payment bonds

7.2. Experience Requirements

7.2.1. Similar Project Experience

- Minimum 3 design/build projects over \$1M within past 5 years
- Experience with food distribution, warehouse, or non-profit and/or community facilities
- Cold storage systems experience
- Guaranteed Maximum Price (GMP) contract experience

7.2.2. Local Market Experience

- Completion of commercial projects in Eastern Oregon or greater Boise region within past 5 years
- Familiarity with local codes, permitting, and subcontractor networks

7.2.3. Key Personnel Qualifications

- Project Manager: 7+ years commercial construction experience
- Superintendent: 5+ years field supervision experience
- Licensed design professionals for all disciplines
- If prime contractor is not Oregon-licensed design professional, must identify all Oregon-licensed design team members

7.2.4. Subcontractor Requirements

- All subcontractors must hold current Oregon licenses for their respective trades
- Subcontractors must carry appropriate insurance and be named on prime contractor's bond
- Specialized subcontractors (refrigeration, racking, etc.) must demonstrate relevant experience

7.3. Insurance Requirements

7.3.1. General Liability (Contractual Liability, Products-Completed Operations Liability, and Contractors Pollution Liability)

- Minimum limit: \$2,000,000 per occurrence / \$4,000,000 aggregate

7.3.2. Workers Compensation / Employer's Liability minimum limits:

- Statutory amount for Workers Compensation
- \$1,000,000 bodily injury by each disease or accident for Employer's Liability

7.3.3. Commercial Automobile

- Minimum limit: \$1,000,000 combined single limit per occurrence
- Coverage must include Owned, Non-Owned and Hired Auto coverage or, alternatively, Any Auto coverage. If no autos are owned by the Contractor, coverage may be limited to Non-owned and Hired Autos.

7.3.4. Contractor's Equipment and Tools coverage

- Minimum limit: that limit which is sufficient to replace the Contractor's equipment and tools in the event of a loss

7.3.5. Professional Liability

- Minimum limit: \$1,000,000 per occurrence / \$1,000,000 aggregate

7.3.6. General Insurance Requirements:

- Each policy, except Workers Compensation and Professional Liability, must name Oregon Food Bank and its officers, agents, and employees as Additional Insured.
- Policies may not be canceled, materially modified, or non-renewed unless the insurance carrier gives Oregon Food Bank 30 days advance written notice. The Contractor shall give written notice to Oregon Food Bank within 30 days of the date on which total claims by any party against the Contractor reduce the aggregate amount of coverage below the amounts required by the agreement. Within such 30 day period, the Contractor covenants that it will provide other suitable policies in lieu of those about to be canceled or materially changed so as to maintain in effect the coverage required under the provisions hereof.
- Each policy must contain an endorsement that waives any claim or right of subrogation to recover against Oregon Food Bank, its officers, agents, or employees.
- Each policy, with the exception of Workers Compensation and Professional Liability, must contain an endorsement that the policy is primary and non-contributory to any other insurance available.
- Subcontractors – the Contractor shall require all subcontractors to carry insurance naming Oregon Food Bank as an Additional Insured and meet all of the insurance requirements with the exception of policy limits. The policy limits must be commensurate with the amount of the subcontract, but in no case less than \$1,000,000 per occurrence.

7.3.7. Financial Capacity and Materials Coverage

- Demonstrate financial capacity to handle stored materials coverage of minimum \$150,000
- Materials in-transit coverage of minimum \$50,000
- Landscape materials coverage of minimum \$25,000
- Current bonding capacity sufficient for project size plus existing work commitments

8. Federal Funding Provisions

8.1. General

This procurement is funded by a federal award and is subject to the procurement standards in [2 CFR 200](#). Oregon Food Bank is an Equal Opportunity Employer and encourages participation from small businesses, minority-owned businesses, women-owned businesses, veteran-owned businesses, and labor surplus area firms, in accordance with [2 CFR 200.321](#). Bidders must not be suspended or debarred from federal contracting. Verification will be conducted through the System for Award Management (SAM.gov) in compliance with [2 CFR 200.214](#).

8.2. Contract Provisions

Contracts must contain the applicable provisions described in [Appendix II to Part 200](#), including but not limited to:

- Remedies for breach of contract.
- Termination for cause and for convenience.
- Equal Employment Opportunity ([41 CFR §§ 60-1.4\(a\)](#)).
- Copeland Anti-Kickback Act compliance for construction projects.
- Contract Work Hours and Safety Standards Act compliance
- Rights to inventions made under a contract or agreement.
- Compliance with the Clean Air Act and the Federal Water Pollution Control Act.
- Debarment and Suspension.
- Conflict of Interest ([2 CFR 200.318\(c\)](#))
- Byrd Anti-Lobbying Amendment compliance certification

8.3. Additional HUD Grant Requirements

In addition to the Appendix II requirements above, contracts must comply with:

- Section 3 requirements ([24 CFR Part 75](#)) as detailed in Section 8.4
- Drug-free workplace requirements ([2 CFR Part 2429](#))
- HUD civil rights and nondiscrimination requirements
- Lead-based paint assessment and compliance if applicable ([40 CFR Part 745](#))

8.4. Section 3 Compliance Requirements

This project is subject to Section 3 of the Housing and Urban Development Act ([24 CFR Part 75](#)). The contractor and all subcontractors must comply with the following:

- 8.4.1. Hiring Requirements:** To the greatest extent feasible, provide training, employment, and contracting opportunities for Section 3 workers and Section 3 business enterprises.
- 8.4.2. Compliance Plan:** Submit a Section 3 compliance plan detailing strategies for meeting requirements.
- 8.4.3. Reporting:** Submit quarterly Section 3 reports during construction phase.
- 8.4.4. Subcontractor Requirements:** Ensure all subcontractors comply with Section 3 requirements regardless of subcontract value.

8.5. Records Access and Retention

In accordance with [2 CFR § 200.337](#), the contractor must make any books, documents, papers, and records directly related to this project available to OFB, representatives of the federal awarding agency, and the U.S. Comptroller General for audit, review, or inspection for at least three (3) years after final payment.

9. Submission Requirements

9.1. Company Information and Qualifications

Provide an overview of your company including years in business, organizational structure, and relevant certifications. Include current Oregon CCB license, bonding capacity, and insurance details. If not an Oregon-licensed design professional, identify all design team members with Oregon licenses.

9.2. Project Team and Experience

Identify key personnel including Project Manager, Superintendent, and lead design professionals with their relevant experience and qualifications. Provide examples of 3-5 similar design-build projects completed within the past 5 years, emphasizing food facilities, community centers, or other comparable projects. Include project size, cost, timeline, and your role.

9.3. Design-Build Approach

Describe your methodology for delivering design-build projects, including how you will integrate OFB's schematic design, manage the design development process, and coordinate between design and construction phases. Address your approach to value engineering and cost management throughout the project.

9.4. Construction Methodology

Outline your proposed construction approach, including any alternatives to the schematic design's wood-frame construction. Discuss how your methodology addresses the specialized requirements of food storage, office, and community spaces. Include your approach to phasing, scheduling, and minimizing disruption to adjacent facilities.

9.5. Subcontractor Team

Identify key subcontractors, particularly for specialized work including refrigeration systems, racking suppliers, and fire protection.

9.6. Project Schedule and Budget

Provide a preliminary project schedule showing major milestones from design development through substantial completion. Include estimated costs for design services, construction, and any identified alternates or options. Clearly delineate what is included in your pricing structure.

9.7. References

Provide contact information for 3-4 references from recent design-build projects, preferably including at least one food-related facility if available. Provide project details and scope.

9.8. Potential Conflicts of Interest

Disclose any potential conflicts of interest that may arise during the project's execution.

9.9. Additional Information

Include any relevant certifications, awards, or recognition. Provide key contact information for the primary project representative including name, title, phone, and email.

9.10. Section 3 Compliance Plan

Provide a detailed plan for meeting Section 3 requirements including strategies for hiring Section 3 workers, outreach methods for Section 3 businesses, subcontractor Section 3 obligations, and reporting procedures

10. Evaluation Criteria

Oregon Food Bank will evaluate all qualifying proposals using a comprehensive scoring system that prioritizes technical capability, relevant experience, and alignment with our mission and values. Proposals will be assessed by a review committee comprising OFB staff with expertise in construction and food distribution operations.

10.1. Technical Qualifications and Experience (35 points)

- **Design-Build Expertise:** Demonstrated experience with design-build project delivery, including GMP contract management and integration of design and construction phases
- **Relevant Project Experience:** Quality and relevance of similar projects, particularly food distribution facilities, community centers, or warehouses
- **Team Qualifications:** Experience and credentials of key personnel including project manager, superintendent, and design professionals
- **Local Market Knowledge:** Familiarity with Eastern Oregon construction environment, permitting processes, and local subcontractor networks

10.2. Project Approach and Methodology (25 points)

- **Design Integration:** Demonstrated understanding of OFB's schematic design and clear approach to design development and construction document phases
- **Construction Strategy:** Viability and innovation of proposed construction methods, including any alternative methods that optimize value and performance
- **Specialized Systems:** Approach to complex requirements including refrigeration systems, community kitchen design, warehouse operations, and community programming spaces
- **Value Engineering:** Methodology for identifying cost savings and performance improvements throughout the project
- **Federal Compliance Strategy:** Quality and comprehensiveness of approach to meeting federal grant requirements including Section 3, environmental regulations, and other HUD grant compliance obligations

10.3. Schedule and Cost Management (20 points)

- **Project Timeline:** Realistic and achievable schedule meeting OFB's operational needs
- **Cost Competitiveness:** Overall project cost are reasonable and allocable in accordance with [2 CFR 200.404](#) and [200.405](#) and include demonstrated value for the proposed scope
- **Budget Management:** Track record of delivering projects within established budgets and managing change orders effectively
- **Preconstruction Services:** Quality of estimating, scheduling, and cost management processes

10.4. **Mission Alignment and Community Engagement (10 points)**

- **Understanding of OFB Mission:** Demonstrated understanding of Oregon Food Bank's mission to eliminate hunger and its root causes
- **Community Engagement:** Approach to respectful engagement with local community during construction
- **Values Alignment:** Approach to project delivery that reflects OFB's values of community partnership and centering people most at risk of hunger in all we do.

10.5. **References and Past Performance (10 points)**

- **Client Satisfaction:** Quality of references from recent design-build projects
- **Problem Resolution:** Demonstrated ability to address challenges and maintain positive client relationships
- **Post-Construction Support:** Track record of warranty responsiveness and ongoing client service
- **Regulatory Compliance:** History of successful permitting, inspection, and occupancy achievements

Total Possible Score: 100 points

Proposals must achieve a minimum score of 70 points to be considered for final selection. The highest-scoring proposal that meets all mandatory requirements and demonstrates the best overall value will be recommended for contract award, subject to successful GMP negotiations.

11. **Submission Guidelines**

Proposals should be submitted in PDF format. All proposals must be submitted no later than Friday, November 21st, 2025 to be considered. Proposals should be submitted electronically via email to: kharrow@oregonfoodbank.org. Please use the following subject line when submitting your proposal: "OCFC Proposal". Ensure that your proposal includes all necessary documents and information as outlined in the RFP.

These guidelines are designed to streamline the submission process and facilitate a thorough review of all proposals. Thank you for your cooperation.

12. **Selection Process Timeline**

Proposals are to be submitted by Friday, November 21st, 2025. Our team will diligently review all submissions within 14 days, with a decision anticipated by Friday, December 5th, 2025.

13. Project Team

Kira Harrow Facilities Manager 503.334.4530 kharrow@oregonfoodbank.org	Shannon Oliver Director of Operations 971.223.3367 shannonoliver@oregonfoodbank.org	Danny Faccinetti Vice President 971.230.1655 dfaccinetti@oregonfoodbank.org
Sheila Hiatt Branch Operations Manager - Ontario 541-889-9206 shiatt@oregonfoodbank.org	Lindsay Grosvenor Southeast Oregon Regional Manager 503.505.7008 lgrosvenor@oregonfoodbank.org	Jen Turner Associate Director - Partnerships & Programs 503.419.4180 jturner@oregonfoodbank.org

14. Disclaimer

This RFP does not imply any obligation on the part of OFB to select any participant, award any work order, cover any costs associated with preparing a response, or engage in procurement or contracting for any services or supplies. OFB reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor or to OFB
- Accept other than the lowest priced offer
- Award a contract on the basis of initial offers received by specified deadline, without discussions or requests for best and final offers, and
- Award more than one contract under this RFP

15. Appendices

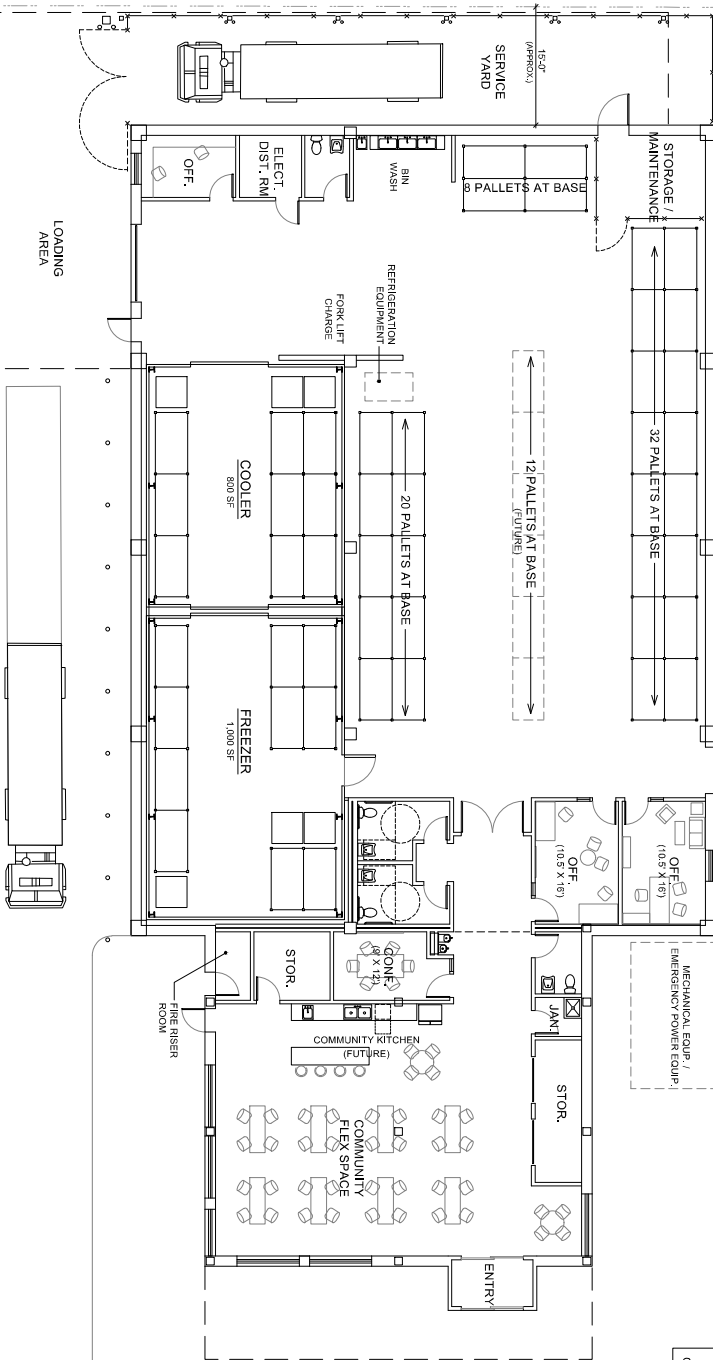
1. OCFC Building Design Concept Drawings
2. OCFC Site Plan with Context
3. OCFC Massing Concept Drawings
4. 12.11.24 PDAC Meeting Notes

Appendices are included in this file in letter-size scaled format. Full size scale drawings are available on the Request for Proposal page at oregonfoodbank.org.

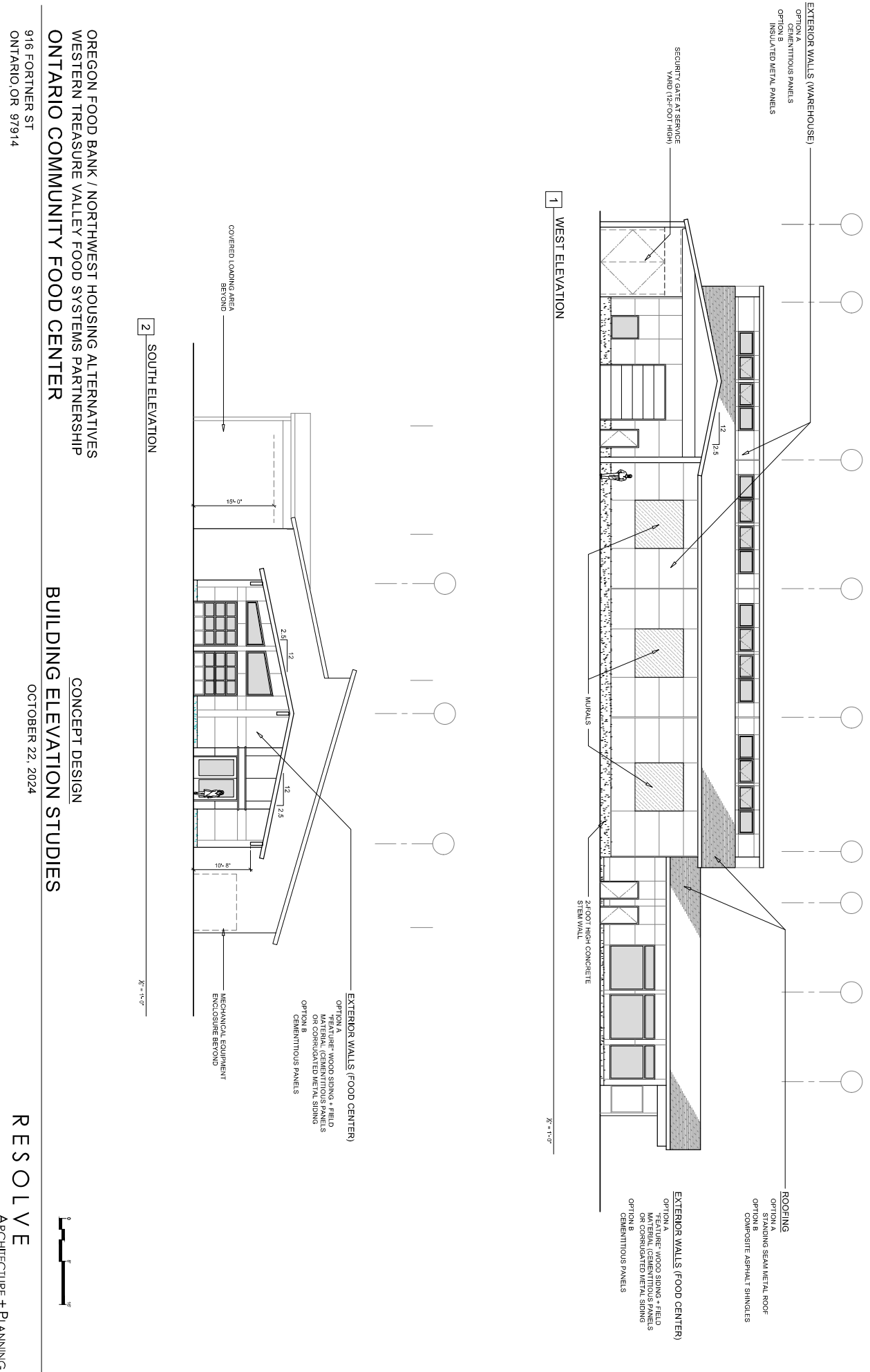
OREGON FOOD BANK / NORTHWEST HOUSING ALTERNATIVES
WESTERN TREASURE VALLEY FOOD SYSTEMS PARTNERSHIP
ONTARIO COMMUNITY FOOD CENTER

CONCEPT DESIGN
PRELIMINARY BUILDING PLAN (SCALE $\frac{1}{8}" = 1'-0"$)
OCTOBER 22, 2024

RESOLVE
ARCHITECTURE + PLANNING



BUILDING AREA CALCULATIONS	
WAREHOUSE	7,050 SF
ADMIN / CORE	1,190 SF
FOOD CENTER (WARM SHELL)	1,810 SF
TOTAL	10,050 SF
COVERED OUTDOOR AREA	2,450 SF



OREGON FOOD BANK / NORTHWEST HOUSING ALTERNATIVES
WESTERN TREASURE VALLEY FOOD SYSTEMS PARTNERSHIP
ONTARIO COMMUNITY FOOD CENTER

CONCEPT DESIGN
BUILDING ELEVATION STUDIES

916 FORTNER ST
ONTARIO, OR 97914

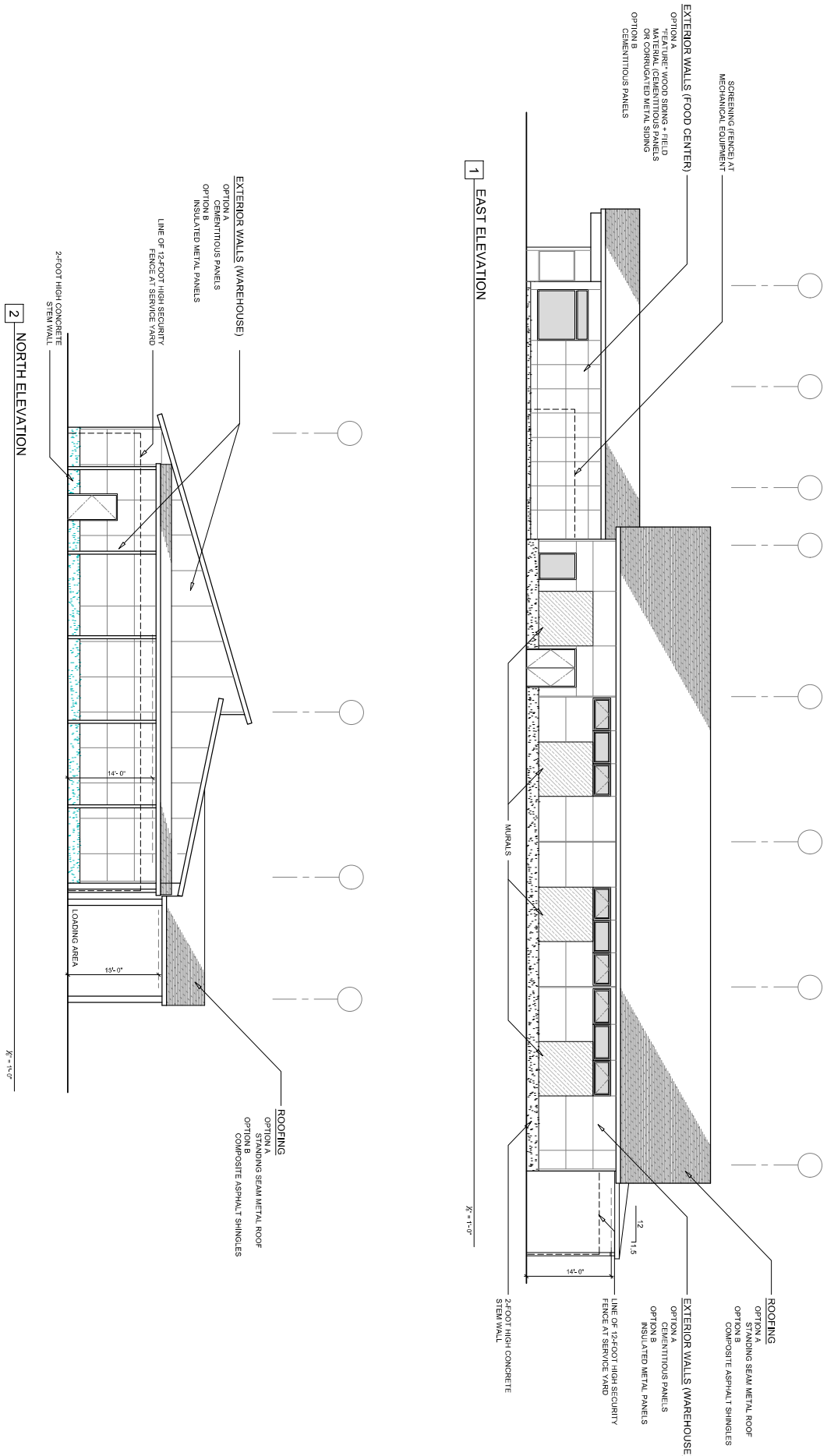
RESOLVE
ARCHITECTURE + PLANNING

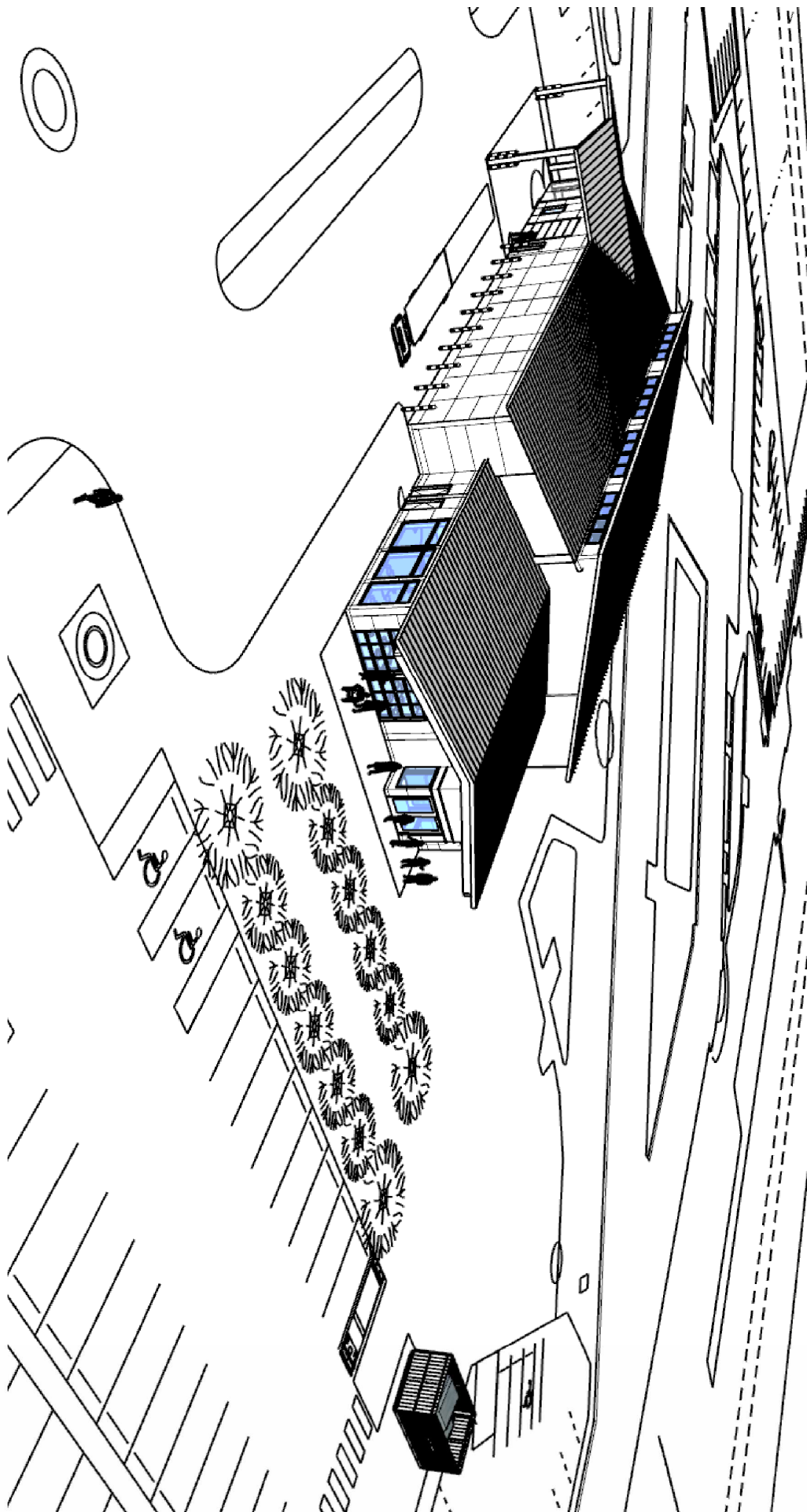
OREGON FOOD BANK / NORTHWEST HOUSING ALTERNATIVES
WESTERN TREASURE VALLEY FOOD SYSTEMS PARTNERSHIP
ONTARIO COMMUNITY FOOD CENTER

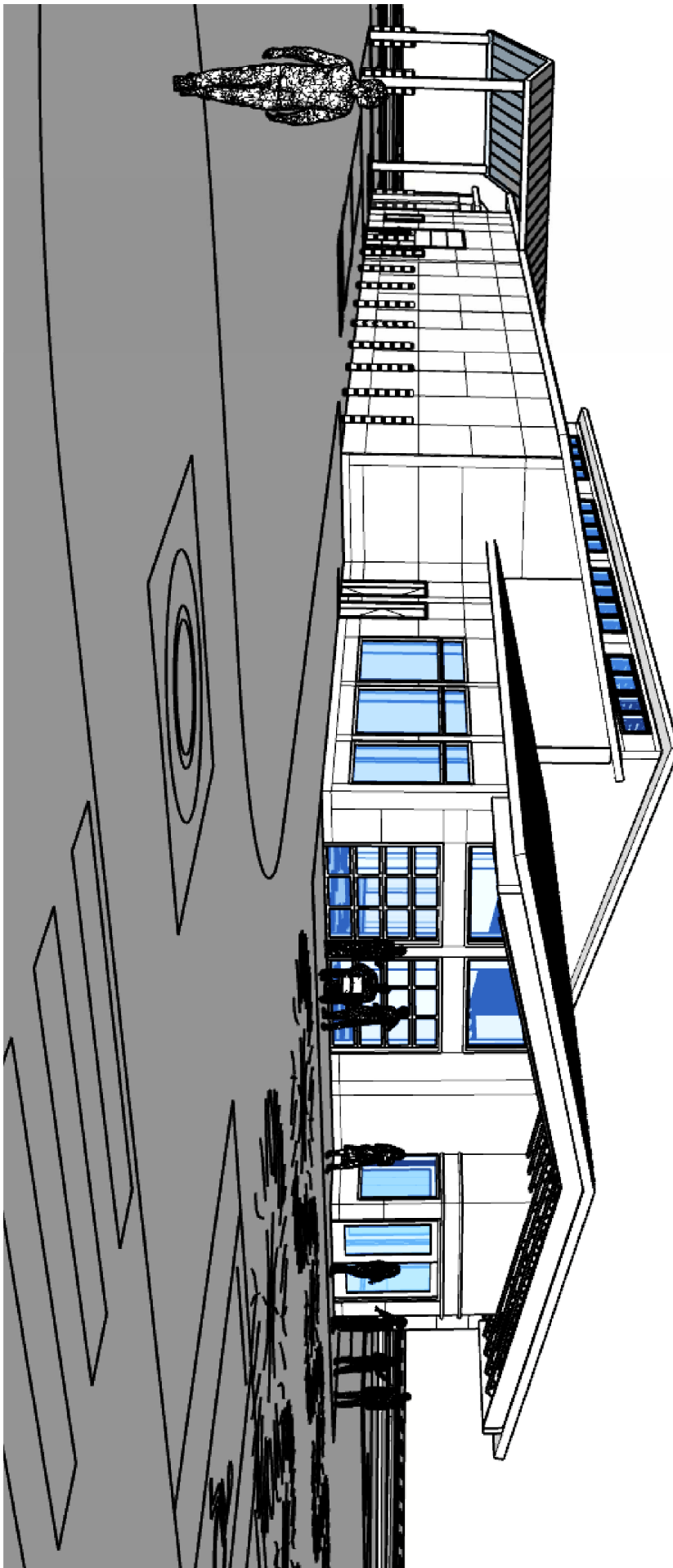
CONCEPT DESIGN
BUILDING ELEVATION STUDIES

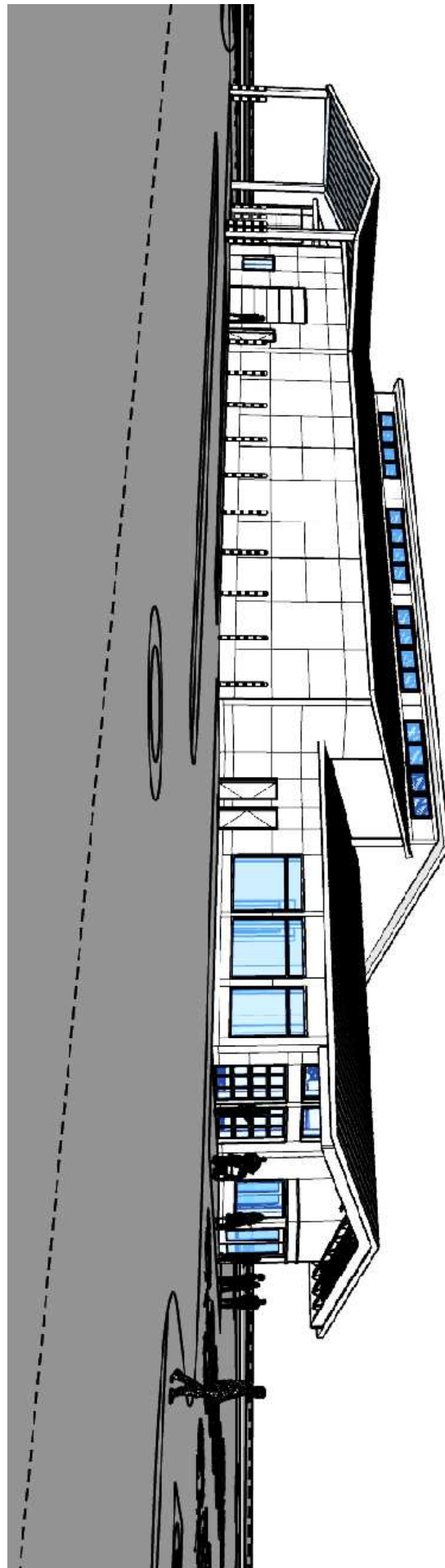
OCTOBER 22, 2024

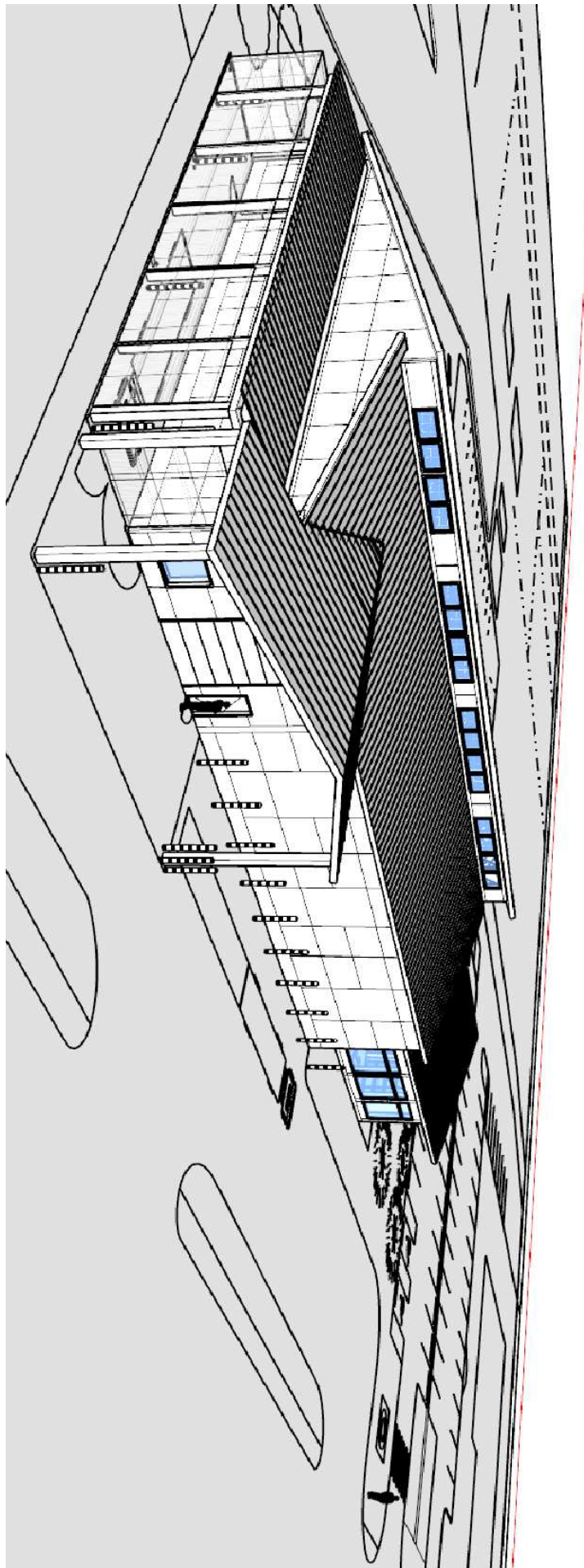
RESOLVE
ARCHITECTURE + PLANNING

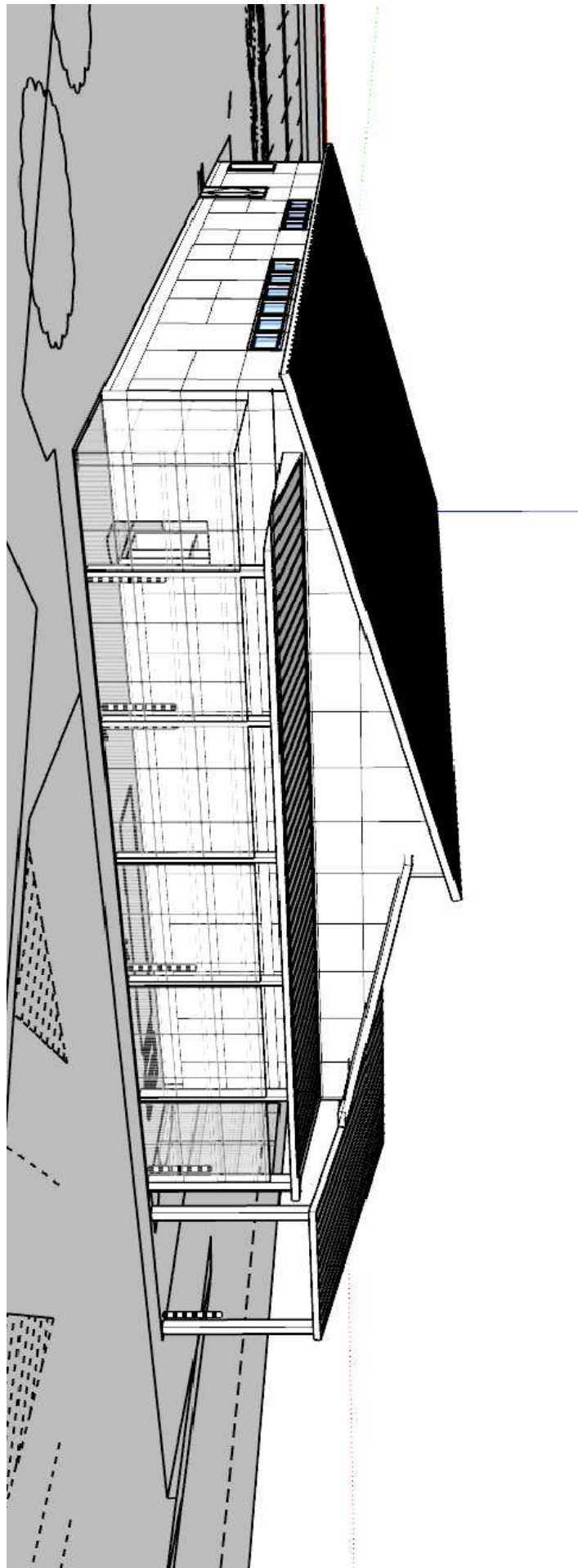


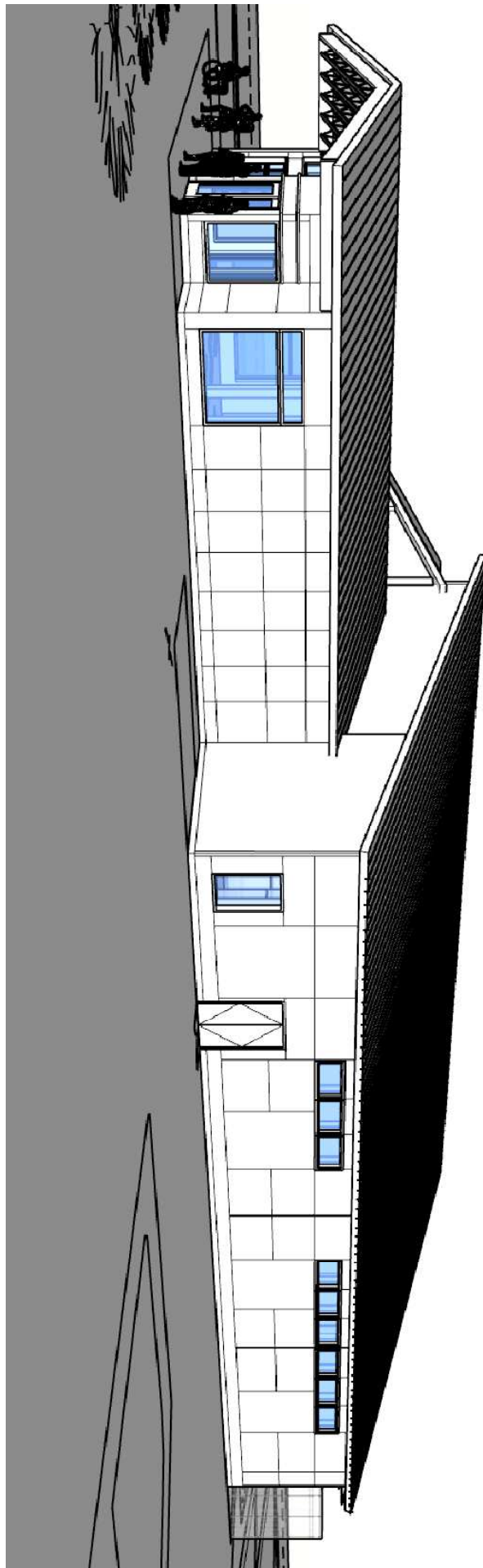


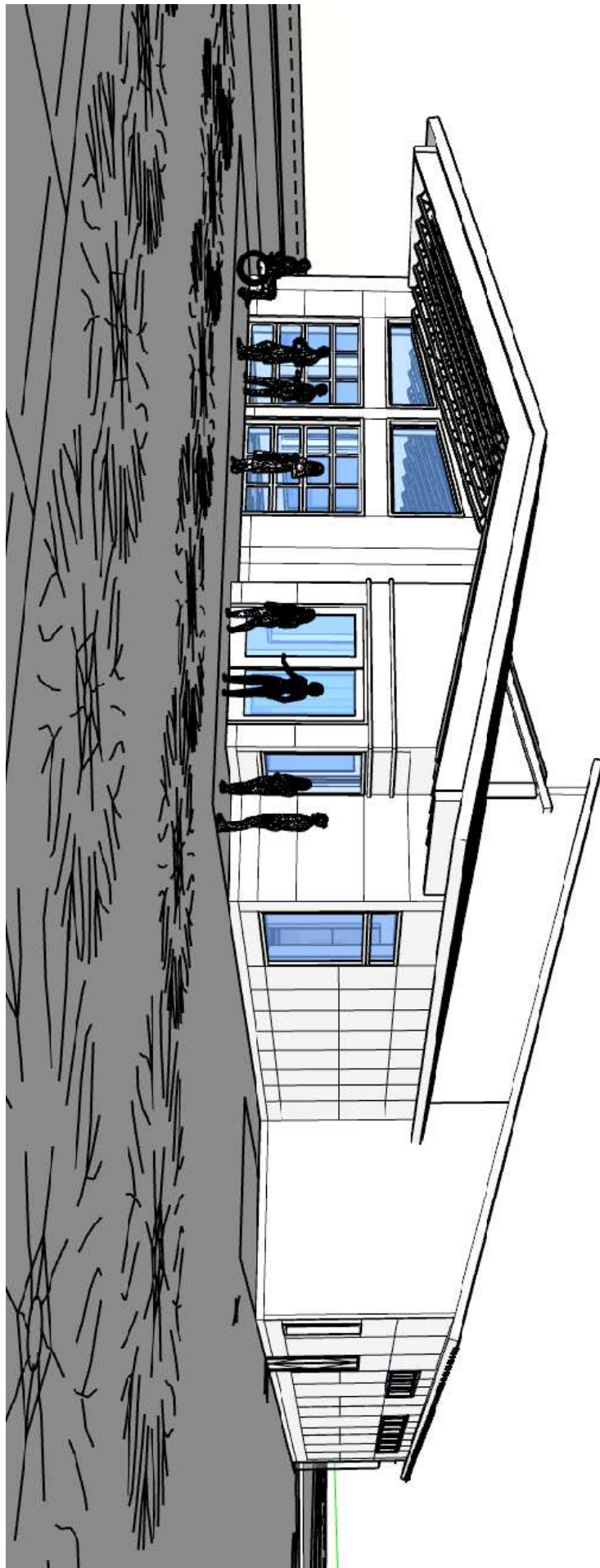












City of Ontario PDAC Meeting

DATE 12/11/24

Objection to recording? No

TIME 1:30PM

Confidential? No

This review is preliminary and is not a substitute for final plan review. All developments are subject to City of Ontario, Malheur County and State of Oregon land development regulations. Additional Federal regulations may apply. This review shall not constitute or imply consent or approval of any development proposal, and does not relieve the applicant from any additional responsibilities pursuant to irrigation and/or drainage, environmental, transportation, and other requirements that may be beyond the City of Ontario's jurisdiction. The City will attempt to identify all applicable Code requirements and necessary applications at this meeting, but does not guarantee that every conceivable requirement, application, issue or barrier will be addressed.

Proponents (attended online):

Sheila Hiatt	(541) 889-9206	shiatt@oregonfoodbank.org
Clayton Crowhurst	(828) 778-9656	crowhurst@nwhousing.org
Lindsay Grosvenor	(541) 889-9206	lgrosvenor@oregonfoodbank.org
Kira Harrow		kharrow@oregonfoodbank.org
Jen Turner		jturner@oregonfoodbank.org
Danny Faccinetti		dfaccinetti@oregonfoodbank.org
Suenn Ho		suennho@resolvearchitecture.com
John Flynn		johnflynn@resolvearchitecture.com

Project description:

Address: Tax Lots 801, 802 on Fortner Street

Proposed use: Ontario Food Bank - New Facility

Property to be purchased by the Oregon Food Bank. Existing building to be demolished. New building will be 11,000 sq ft., one level, will have warehouse space, Community Food Center and potential event space in the plaza at front of building.

Planning Department & Public Works comments:

Both tax lots will be considered as one site for development.

Not in the flood plain.

Zone is RM-10. All required setbacks met, per the provided site plans.

Parking requirements dependent on use of building: minimum of 14 parking spaces required. Parking as proposed exceeds minimum requirements. Parking space design standards are in Ontario Municipal Code [10A-57-100](#).

Two loading spaces required. Loading spaces must be marked/painted on pavement and must not impede street traffic. No minimum size required for loading space, size should be consistent with the most applicable use.

Landscaping mostly along frontage: 6% of total lot must be landscaped, 65% of which must be green and growing (2,588 sq ft landscaped, 1,682 sq ft green and growing).

Recommend meeting with Planner and City Manager to discuss potential grant money.

SDC fees for new building: \$708/1,000 sq ft for warehouse, \$924/1,000 sq ft for community space.

Existing sewer line used by River Bend place is not available for this development.

Existing 2" water service may be utilized with no additional fees. If new water service location is required, fees will be assessed at that time (approx. \$10-\$12k for new).

Sewer SDC fee for new sewer service: \$2,405, sewer tap fee \$375.

Contractor required to expose the sewer main, City would do the tap.

One 36' Commercial curb cut allowed; City will allow the 2nd 40' entrance for loading and unloading only.

Existing sidewalks repaired where needed. Sidewalk must have ADA approaches.

Grease traps required per plumbing code in the flex space/kitchen space.

On-site retention for hard surfaces. May use bioswale as proposed on plan, must show that retention is capable for hard surfaces.

Fire hydrant estimated cost of \$8,000 to \$11,000, depending on location. Contractor to install.

New hydrant would include a tap fee of \$400 (water hot tap).

Hydrant would be operated and maintained by the City of Ontario.

Fire Department comments:

Sprinkled building, fire riser room on plans.

Existing hydrants to north of lot and on corner of Fortner and NW 8th Ave. Fire hydrant coverage will depend on fire flow test result. FDC must be within 100 feet of a fire hydrant, may need to add a hydrant if not able to connect to an existing hydrant. Placement for a potential new hydrant dependent on FDC location.

Flow test, fire flow calculations for sprinkler system and new fuel load of building required, per OFC.

Fire sprinkler contractors will provide flow test results, Public Works would only operate the hydrant.

Fire and Public Works can witness fire flow test instead of PE being on-site, if needed.

Dry system required for covered area, will require an air compressor.

Warming kitchen acceptable. Type 1 hood required if grease laden vapors are produced.

Fire access area must be marked "No Parking" to preserve access (loading time is ok).

Freezer/cooler may require gas detection (see Building Dept comments).

Knox box required. Recommend placing next to fire riser room. (Go to knoxbox.com 3200 series for Ontario, OR location.)

Building Department comments:

Construction will be V-B, roof structure will be hybrid wood and steel trusses.

Classifying storage area as S-2, and community flex space as a possible B or A occupancy.

Firewalls required between occupancies.

Energy codes must be met on both spaces.

Mechanical permits required for all HVAC and mechanical ventilation. Mechanical plans must be engineered by Oregon licensed engineer.

Sprinkler heads required inside freezer/cooler area. Must be a dry system.

Demolition permit required for existing building. Asbestos testing required. (Demo permit fee \$112.)

Demo may begin before construction. Debris must be cleaned up, dust contained on-site as much as possible, area must be clearly roped off from public.

Current plans show warming kitchen only. Type 1 and fire suppression or Type II Hood required if grease-laden vapors are produced.

Fire alarm system should monitor the riser room and would monitor a Hood system, if installed.

Electrical and plumbing permits through the County Building Department.

Mechanical, structural, fire alarm/sprinkler, and Hood systems permitted through the City Building Department.

Freezer/coolers alarm required, will be dependent on size of freezer/coolers (mechanical engineer will provide that information.) Gas detection system for alarm dependent on size of units and amount of gas/freon used.

Racking cannot interfere with fire sprinkler heads.

Must have accessible route from ADA parking into the building into ADA restrooms.

City of Ontario Staff Present

Tatiana Burgess	City Planning Director	541-881-3222	tatiana.burgess@ontariooregon.org
Clint Benson	Fire Chief	541-881-3230	clint.benson@ontariooregon.org
Al Haun	Jacobs, Public Works	541-889-8572	al.haun@jacobs.com
Marshall Pierce	City Engineer	703-347-2363	marshall.pierce@jacobs.com
Eddie Alvarez	Building Inspector	541-881-3220	eddie.alvarez@ontariooregon.org
Jennifer Braden	Planning & Office Tech	541-881-3224	jennifer.braden@ontariooregon.org