

**City of Monmouth**  
**City Hall/Volunteer Hall Renovation/Replacement Options**  
**Proposal Solicitation**  
**September 17, 2018**

Project: The City of Monmouth is seeking proposals to develop options for renovating or replacing its City Hall and Volunteer Hall (Council Chambers) buildings.

Project Background: The current City Hall and Council Chambers buildings are old, in poor condition and not large enough or configured properly to effectively deliver City services. The buildings are located in a very strategic location in Downtown Monmouth.

A description of these two buildings is available in the Monmouth Facilities Plan, which is posted on the City's website: [www.ci.monmouth.or.us](http://www.ci.monmouth.or.us).

Project Details and Final Product: The final work product would include at a minimum:

1. a conceptual design and estimated cost for a remodeled and/or expanded City Hall building
2. a conceptual design and estimated cost for a remodeled and/or expanded City Hall building, which would include the functions that occur within Volunteer Hall
3. a conceptual design and estimated cost for a new City Hall building
4. a conceptual design and estimated cost for a new City Hall building, which would include the functions that occur within Volunteer Hall

Proposal Format: As this is an informal solicitation, the proposer has flexibility regarding presentation of their proposal. Minimum items to be included are:

- Project Approach, including the identification of key steps
- Timeline and availability to complete the project
- Experience with similar projects
- Description of staff that would be assigned to this project
- Project Cost

Selection: The City will select the contractor that it feels best meets the needs for this project. The City reserves the right to reject any and all proposals and terminate the selection process at any time if, at its sole discretion, it determines such action would be in the best interests of the City of Monmouth.

Proposal Deadline: Proposals must be received by Wednesday, October 17, 2018.

Contact: Proposals or inquiries should be directed to:

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City Manager  
City of Monmouth  
151 Main St. W.  
Monmouth, Oregon 97361  
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