



**REQUEST FOR QUALIFICATIONS
For
ARCHITECTURAL AND ENGINEERING
FOR VARIOUS PROJECTS**

DUE DATE: **Friday, April 12, 2019**

TIME: **5 p.m.**

PLACE: **Columbia Gorge Community College
400 East Scenic Drive
Building 1 Room 1.052
The Dalles, OR. 97058**

CONTACT: **Jacob Toda, Facilities Director**

SUBMITTAL INSTRUCTIONS: Complete proposals must be mailed or hand carried to the above address prior to the date and time specified. Late submittals will not be accepted. In addition to your complete firm name and address, please annotate the envelope/shipping packet as follows: **REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES.**

REQUEST FOR QUALIFICATIONS
for
ARCHITECTURAL AND ENGINEERING SERVICES
FOR SKILLS CENTER AND STUDENT HOUSING FACILITIES

Columbia Gorge Community College (“College”) is inviting Statements of Qualifications from qualified firms, partnerships and corporations to provide comprehensive professional Architectural and Engineering services to the College for its Capital Construction Program.

The College is engaging in new construction at its main campus in The Dalles, Oregon. Two facilities will be completed through Full Faith and Credit Bond Obligation of the college and capital construction bond issuance by the State of Oregon pursuant to Article XI-G of the Oregon State Constitution. The college seeks integrated services to conduct architectural design and engineering of both facilities as described below through bidding, construction and close-out, also to include parking and landscape design, site illumination, site access and other appropriate elements of overall site development.

The college intends to follow a construction management / general contractor (CM/GC) development process. Firms responding to this Request for Qualifications shall not be considered for project management or general contractor project responsibilities.

I. GENERAL INSTRUCTIONS

Submit six (6) copies (one original and five (5) copies) of your Statement of Qualifications in a sealed package, bearing the complete name and return address of your firm. Additionally, please annotate the package as follows:

“REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL AND ENGINEERING SERVICES”

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All statements of qualifications, whether selected or rejected, shall become the property of the College.

Proposers responding to the RFQ do so solely at their own expense. The College is not responsible for any Proposer expenses associated with the RFQ.

Consultants may be obtain copies of the RFQ and supporting documentation on the college website: www.cgcc.edu or by contacting:

Jacob Toda
Facilities Director
Columbia Gorge Community College
Room 1.052
400 East Scenic Drive

The Dalles, Oregon 97058
(541) 506-6070 Fax (541) 506-6072
jtoda@cgcc.edu

A. DUE DATE, TIME, PLACE

Proposals must be delivered on or before the due date and time specified. Late proposals will not be accepted.

Office hours for receipt of proposals are Monday through Friday from 8:00 a.m. to 4:30 p.m., local time, excluding holidays.

Mailing and Delivery Address:

Columbia Gorge Community College
400 East Scenic Drive
Building 1 Room 1.052
The Dalles, Oregon 97058

Deadline for Submission

Date: Friday, April 12, 2019
Time: 5 p.m.

B. CONTACT PERSONNEL

Questions regarding the technical aspects of this RFQ should be directed to:

Dan Spatz
Executive Director, Institutional Advancement
Columbia Gorge Community College
400 East Scenic Drive
The Dalles, Oregon 97058
(541) 506-6034 Fax (541) 506-6032
dspatz@cgcc.edu

Questions regarding the RFQ submittal process should be directed to:

Jacob Toda
Facilities Director
Columbia Gorge Community College
400 East Scenic Drive
The Dalles, Oregon 97058
(541) 506-6070 Fax (541) 506-6072
jtoda@cgcc.edu

C. COMPLAINT OR CHANGE PROCEDURES

Telephone inquiries are acceptable for quick clarification of requirements, but only written requests for changes are considered binding in changing or modifying any specification required herein. **No telephone, electronically transmitted or facsimile responses will be accepted.**

Any respondent who feels that any provision or any specifications contained in this Request for Qualifications limits competition must submit a written list of such concerns pursuant to ORS

137-048-0240 to **Jacob Toda, Facilities Director**, Columbia Gorge Community College 400 East Scenic Drive, The Dalles, Oregon 97058, no later than **2 p.m. Friday, April 5, 2019**. In the event any such concerns are received, Jacob Toda, Facilities Director, Columbia Gorge Community College, or designee, will respond within seven (7) calendar days of such receipt. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFQ provisions or specifications. No protests or request for change shall be considered if submitted after the submission deadline.

All respondents will be notified in writing of selection or exclusion. Respondents not selected and claiming to have been adversely affected or aggrieved by such rejection, may file a written appeal within seven (7) calendar days of the date of such notification, specifying the reasons they believe the selections made were improper. Any appeal must be filed with **Jacob Toda, Facilities Director**, Columbia Gorge Community College, 400 East Scenic Drive, The Dalles, Oregon 97058, who shall respond within seven (7) calendar days of receipt of such appeal. The decision of the Facilities Director shall be final.

CGCC reserves the right to:

- Amend, modify or withdraw this RFQ;
- Require statements or information from the Respondents;
- Extend the deadline for responses to this RFQ;
- Accept or reject any and all proposals pursuant to this RFQ;
- Waive or correct any irregularities in proposals after prior notice to the Respondents;
- Accept for short listing the statements of qualification that, in the opinion of Columbia Gorge Community College are in the best interest of the College.

This RFQ does not obligate Columbia Gorge Community College to award any Agreements, to pay the costs incurred in preparing any statement, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Respondents. Columbia Gorge Community College shall incur no liability or obligation to any Respondents except pursuant to a written contract of services, duly executed by the Respondents and an authorized signatory of Columbia Gorge Community College.

D. PRE-QUALIFICATION MEETING

A non-mandatory pre-qualification meeting for all interested consultants to discuss the project and the architectural and engineering services described in this RFQ will be held on:

Wednesday, March 27, 2019
1 p.m.
CGCC Boardroom – Room 1.162
Building One
400 East Scenic Drive
The Dalles, OR 97058

II. SCOPE OF WORK

Columbia Gorge Community College, established in 1977 by Wasco County voters, is a comprehensive, two-year public college with tax district comprising most of Wasco and Hood River counties, Oregon. The college's main campus is in The Dalles. Enrollment in 2017-18 was 860 full-time equivalent (4,013 head-count) students and is slowly growing, one of the few community colleges in Oregon to register increasing enrollment.

Project funding is allocated by the Oregon Legislature (\$7.320 million) and college Full Faith and Credit Bond (\$7.320 million) for total project investment of \$14.64 million (amounts do not include bond costs) on The Dalles Campus. Project must be completed no later than three years from the date of state bond sale in May 2019.

The college seeks architectural and engineering services for two facilities which together comprise this project:

- “Prototype middle college facility,” referred to as the Treaty Oak Regional Skills Center. The facility will be used by the college and North Wasco County School District to focus on grades 11-14 and the transition between high school and post-secondary education. This includes a high-bay skills center, portable equipment stations, CTE training and fire sciences equipment bay. The capital value of this facility upon completion shall be no less than \$7 million.
- Student housing. Anticipated as one structure comprising a mix of single or “quad” units and studio apartments supporting an approximate total of 72 students.

These are two separate but adjacent buildings. Building sites are identified and limited site work has been conducted; underground infrastructure has been extended. A consolidated conditional use permitting process is required through City of The Dalles Planning Department.

In addition to this RFQ for Architectural and Engineering Services, the College is issuing a separate RFQ for project management / construction manager. The college will compile a short list of qualified applicants for each role from responses submitted and subsequently issue an RFP to each list of qualifying respondents. College intends to follow a construction manager / general contractor (CM/GC) development process.

III. RESPONSE FORMAT

Each response to this solicitation shall be bound and indexed into the following sections in order to facilitate the review process. The College encourages responses to be thorough, yet precise and to the point. Although there is no page limit, unnecessary verbiage is not helpful, and elaborate binders and extraneous materials are not encouraged.

Allow adequate time for printing and all other preparations. Some allowances may be made from time to time for missing pages or miscounted copies, but the intent is for a complete package including all copies to be submitted not later than the due date. You must submit one (1) original and five (5) copies of your response. The set designated as “Original” is to include the original signatures, submittals, etc. In the event of missing or contradictory information in any of the copies, this set will be considered as the “master” against which all others will be compared.

A. Business Profile. (0 Points) Furnish a brief profile of your company.

- State the name of the firm, address, telephone and fax number, e-mail address
- Date firm established and type of business (individual, corporation, etc.)
- Oregon license number and federal taxpayer ID number.
- Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.
- Describe your firm in terms of: number of years in business, experience with school modernization projects, and other significant Engineering and Architectural Services provided, including consultants and number of employees.
- Identify the percentage of your work that is public or educational.
- The firm's ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses.
- The firm's geographic proximity to and familiarity with the physical local of the project.

SEPARATE AND LABEL THIS INFORMATION AS SECTION A

B. Performance Standards. (25 Points)

Project Plan and Methodology: Describe the processes and procedures with which you intend to administer the architectural and engineering phases to ensure a buildable project is completed in a cost effective, timely manner.

- a. How will you undertake the College's projects in light of your current and projected workload?
- b. How will your firm interact with the project manager/construction manager to handle issues that occur during the design, bidding, or construction phases of a project?
- c. What methods do you use to reduce, avoid or resolve conflicts?
- d. How will you help ensure project completion within budget?

SEPARATE AND LABEL THIS INFORMATION AS SECTION B

C. Experience and Strengths. (50 Points)

Capabilities. Please describe the special strengths that your firm can bring to the projects and how these set your firm apart from others.

- What management tools and software programs does your firm employ to aid in architecture and engineering?

Experience with Higher Education. Describe in detail your experience working with and related to construction of facilities for higher education, with an emphasis on community colleges. Identify at least five (5) completed projects, preferably of similar scope as this project, in which the firm serve as architect and engineer in the past seven (7) years and provide the following information for each project:

- Original sum of construction contract
- Total value of all change orders issued for the project
- Whether claims for additional time or compensation were asserted by any contractor on any project and if so, a description of the nature and resolution of each claim.
- Ability to assist in compliance with art acquisition requirements pursuant to ORS 276.073 through 276.090
- Ability to assist in compliance with State of Oregon energy efficient design requirements pursuant to ORS 276.900 through 276.915
- Ability to assist in compliance with energy technology requirements of ORS 279C.527 and 279C.528

Include the name of the college/municipality and the name and telephone number of the person to contact.

SEPARATE AND LABEL THIS INFORMATION AS SECTION C

D. Consultants and Staffing. (25 Points) If your firm were to be awarded a contract, please identify the key individuals who will be assigned to the project, including their name, title, function, years of experience in higher education Architecture and Engineering Services, how long they have been employed by your firm, and a current resume.

- a. How will each project be staffed?
- b. How does your firm maintain project team continuity?
- c. How would your firm react to sudden increases in workload?
- d. Identify proposed consultants you may employ, including their higher education construction experience and resumes.
- e. Provide a list of current projects, including general scope and estimated cost.

SEPARATE AND LABEL THIS INFORMATION AS SECTION D

E. Insurance. (0 Points) Please provide the errors and omissions and professional liability insurance coverage carried by your firm.

IV. EVALUATION CRITERIA AND PROCEDURES

An Evaluation Committee of at least two (2) individuals, chaired by the Director of Facilities Services, will select and rank in the order of their qualifications those respondents deemed to be the most highly qualified to perform the required services. If you answer Sections A-E appropriately, these considerations will be included:

- Capacity and capability of the business to perform the work, to include any specialized services, within the College's timelines.
- Past record of performance on contracts with higher education, public agencies or private industry with respect to such factors as control of costs, quality of work and ability to meet schedules.
- Proximity to or familiarity with the College's campuses and office buildings.

The Evaluation Committee may choose to interview any, all or none of the respondents as may be in the best interest of the College. If interviews are held, the Chairman will notify those businesses selected as to place, time, date and the purpose of the interview. The committee may also choose to make site visits. The College will make investigations as necessary regarding the financial stability of any or all respondents, including any claims, lawsuits, or judgments. Any firm or individual so identified will be required to submit an affidavit and/or any other pertinent disclosure(s) as to the status of any such problem. After review by the College's legal counsel, the decision will be made as to whether or not to include such firm or individual in the Project/Program pool.

The names of all respondents submitting proposals and the names of all respondents selected to be in the Project/Program pool will be public information. Businesses that have not been selected shall be notified in writing within seven (7) days after the conclusion of the selection process.

The committee will score Section A-E as follows:

Section A, Business Profile	0 Points
Section B, Performance Standards	25 Points
Section C, Experience and Strengths	50 Points
Section D, Consultants and Staffing	25 Points
Section E, Insurance	0 Points
Total	100 Points

After the evaluation committee reviews, scores and ranks the respondents, the College shall establish a short list of at least three (3) qualified based on the highest scoring respondents in accordance with OAR 137-048-0220(3). Those short-listed firms will be invited to submit a full proposal in response to a College-generated Request for Proposal from which one firm will be selected to provide services.