



REQUEST FOR QUALIFICATIONS

Oregon City Police and Municipal Courts Building

Request for Qualifications

Architectural Services

Issue Date: April 16, 2018

Submission Date: May 18, 2018, 4:00 p.m.

I. INTRODUCTION

The City of Oregon City (Owner) is seeking the services of a qualified Architect with demonstrated experience in working with public buildings for the design and construction of a new Police and Municipal Courts Building.

The Architect will work with the Owner's team (Owner, Owner's Project Manager, and Owner's Police and Municipal Court Building Technical Advisor) through the design, construction, and move phases of the new building.

II. PROJECT BACKGROUND / DESCRIPTION

The City of Oregon City has completed space needs assessment, site selection, conceptual site master planning, and a voter bond appeal for a new Police and Municipal Courts Building.

Although there are additional civic facilities planned for the site in the future, this phase of the project will be limited to the design and construction of the Police and Municipal Courts Building. The Owner has retained a Police and Municipal Courts Building Technical Advisor to assist / advise the Owner and Owner's team as the project is designed and developed.

The Owner has also secured the services of a Project Manager (PM) to assist the Owner during design and construction.

The Owner's Police and Municipal Courts program defines this phase to be approximately 38,000 square feet. An early task of the project team will be to determine whether the Police and Municipal Courts program square footage is most effectively addressed using a single building or multiple buildings based on function and "Essential" facility requirements per applicable building codes.

The site master plan contemplates an additional civic building and its accompanying parking will join the Police and Municipal Courts Building on the same site as a future phase. Although not included in this phase, the design of the Police and Municipal Courts Building must anticipate the future phases contemplated for the site.

The construction delivery method for the project is under final review but it is highly likely that the Construction Manager / General Contractor (CM/GC) method will be utilized. It is therefore important that the successful Architect illustrate successful past CM/GC experience.

III. ANTICIPATED ARCHITECT SCOPE OF SERVICES

The Architect will support the Owner through all phases of the project leading all design and engineering efforts and provide overall supervision and management of all design (architectural / engineering) disciplines. The Architect will work in collaboration with the Owner's Program Manager and Technical Advisor regarding technical features of the project.

Since the Owner has retained a Police and Municipal Courts Building Technical Advisor, the Architect teams need not demonstrate extensive prior specific experience in the design of Police and Municipal Courts Building or include as part of their team specialists with such experience.

Schematic Design

1. The Architect shall provide the services necessary to prepare Schematic Design Documents consisting of Drawings and Outline Specifications from the approved program and other illustrative and technical documents to confirm the general scope, scale, and relationship of project components for approval by the Owner.
2. Development of materials and finishes boards to convey options for building components.
3. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
4. Development and participation in outreach programs enabling public communication and feedback.
5. Assist Owner's Cost Consultant (assumed to be the CM/GC) in the development of Schematic Design level statement of probable construction cost.
6. Presentations of Schematic Design to Owner and community groups as required.
7. If Owner's Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, Owner's PM, CM/GC, and Owner's Technical Advisor in a value engineering effort to refine the design to conform with Owner's budget.

Design Development

1. The Architect shall provide services necessary to define and refine Schematic Design Documents to Design Development level of completion. Architect will prepare documents using Building Information Management (BIM) tools approved by Owner.
2. Design Development Documents shall consist of Drawing and Outline Specifications and other related documents to describe the entire project, including selection of Structural, Heating, Ventilating, and Electrical systems.
3. Furnishing layouts will be prepared for all rooms.
4. Further development of illustrative materials and participation in follow-up outreach programs enabling additional public communication and feedback.
5. Presentations of Design Development to Owner and community groups as required.

6. Architects documents to be developed of sufficient detail to confirm implementation of data provided in room criteria / data sheets prepared and provided by Owner's Technical Advisor.
7. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
8. Conduct preliminary meetings with Authority Having Jurisdiction to review / confirm zoning, building, life safety, access, and other applicable code compliance issues.
9. Coordinate engineering of high and low voltage security system design and engineering implementing a preliminary security system plan prepared by Owner's Technical Advisor.
10. Assist Owner's Cost Consultant (assumed to be the CM/GC) in the development of Design Development level statement of probable construction cost.
11. If Owner's Statement of Probable Construction Cost indicates that Architect's design exceeds Owner's budget, Architect will work diligently with the Owner, Owner's PM, CM/GC, and Owner's Technical Advisor in a value engineering effort to refine the design to conform with Owner's budget. Once budget conformance has been reached, it is anticipated that CM/GC will issue a Guaranteed Maximum Price (GMP).

Construction Documents

1. Based upon the approved Design Development Documents and schedule the Architect shall prepare for approval by the Owner Construction Documents. The Architect shall ascertain, consistent with professional standards, that the Construction Documents are complete, accurate and fully coordinated between the architectural work and the work of the engineering and other involved disciplines for the Project.
2. Prepare bid alternative packages if required.
3. Conduct weekly Project Team Meetings with Owner's team to assure project communications.
4. Presentations to Owner, as required.
5. Assist Owner's CM/GC in the development of Construction Documents that confirm conformance with the approved GMP.

Bidding/Permitting

1. The Architect and CM/GC will assist Owner and PM in preparation of General Conditions, Instructions to Bidders, bidding forms, and other similar documents.
2. The Architect will work in close collaboration with the Owner while CM/GC solicits and obtains bids from contractors.
3. The Architect will coordinate Design Review Approval, Plan Check, and assist the Owner and CM/GC in procurement of the Building Permit.
4. Assist with pre-bid conferences with prospective bidders to familiarize bidders with the bidding documents and with any special systems, materials, or methods called for by the documents.

5. The Architect will respond to and evaluate substitution requests.
6. The Architect will prepare addenda to bid documents, if required.
7. Refine bid packages, if required.

Construction Administration

1. The Architect and CM/GC, as applicable, will work in close collaboration to provide project coordination and Construction Administration.
2. The Architect is to assist in the identification of long lead items to assist CM/GC in development of construction and installation schedules.
3. After CM/GC has completed their review, the Architect shall review shop drawings and submittals for compliance with approved design concepts and specifications set forth in the Construction Documents.
4. The Architect (in this case specifically, the Project Architect identified for this project) shall participate (no less than weekly, but as required for each particular phase of the work), in site visits and site meetings to observe and document quality of the work and guard against defects or deficiencies in the work of the contractors, manufacturers, or vendors.
5. The Architect shall review the General Contractor's application for payments, noting contradictions between the amount requested and the actual work in place.
6. During construction and installation, remain available, as needed, to ensure that installation is in accordance with the documents.
7. In conjunction with the Owner's team, conduct a punchlist inspection and produce a document detailing items for CM/GC to remedy.

IV. RFQ SUBMITTAL

PROPOSAL SUBMISSION INFORMATION

All documents pertaining to this RFQ are located at the City of Oregon City Bid Management System:
bids.orcity.org

Absolutely no communication shall occur regarding this RFQ, including requests for information or speculation of any kind between Offeror (and any of their staff) and any Oregon City elected official or employee, except the Sole Official Contact listed herein. Failure to comply with this provision may result in Offeror's proposal being removed from consideration.

Requests for Information must be submitted through the Bid Management System in accordance with the below stated deadlines in order to warrant a response.

Proposals will be received until **Friday, May 18, 2018; at 4:00 p.m.** Proposals (except for fee in sealed envelope) may be submitted electronically via email to Kelly Dilbeck at kdilbeck@orc.org with a limit of 7MB or in hard

copy as described below. For proposals submitted electronically, they must be received by the City within the time identified in this RFQ.

For the fee envelope and hard copy submittals, proposers are encouraged to use recycled paper and 2-sided printing wherever possible. Proposers shall deliver five (5) copies of the proposal package to:

City of Oregon City Police Department
ATTN: Kelly Dilbeck
320 Warner Milne Road
Oregon City, OR 97045

Proposers responding to this RFQ do so solely at their own expense. Under no circumstances whatsoever will the City of Oregon City be responsible or reimburse Proposers for any costs incurred in the preparation and presentation of their proposals or for any related expenses or consequential damages of any kind.

The City reserves the right to seek clarification of any proposal and the right to negotiate a final contract that is in the best interest of the City. Finally, the City reserves the right to reject any or all proposals and reservation of the right to cancel the RFQ at any time if doing either would be in the public interest as determined in the sole discretion of the City.

V. EVALUATION AND SELECTION PROCESS

The Owner's Selection Committee will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change needed to understand the Architect's approach to the project.

Each proposal shall be judged as a demonstration of the Architect's capabilities and understanding of the project.

Proposal Evaluation Criteria/Weighting Factors

Proposals will be evaluated by content of the submission; including, but not limited to project team, CM/GC relative experience, project management approach, and with an emphasis on the reference and past experience of the specific team members proposed to work on the project.

After ranking of proposals, the Owner may choose to interview the top-ranked teams from proposal.

Upon completion of interviews, the firms will again be ranked. After this ranking process is complete, fees will be unsealed and negotiations will begin with the top-ranked Architect.

If negotiations with the top-ranked Architect are successful, the successful Architect shall be invited to enter into a Professional Services Agreement with the City of Oregon City (See Exhibit B). **All contractors doing business with the City of Oregon City shall be in possession of a current business license with the City of Oregon City.*

If negotiations with the top-ranked Architect are not successful, the Owner at its sole discretion may terminate negotiations with the top-ranked Architect, solicit new proposals, begin negotiations with the second-ranked Architect or terminate the project.

Protests concerning the selection process must be in writing and delivered to Kelly Dilbeck at the address identified for submittal of proposals, no later than seven (7) calendar days after the date of the intent to award is provided to RFQ respondents. Protests will be processed pursuant to the procedures set forth in OAR 137-048-0240. The protest must state the grounds upon which it is based. The City of Oregon City will review the protest and present a decision to all involved parties within forty-five (45) calendar days.

Key Dates:**Pre-proposal Meeting Date:**

A **mandatory** pre-proposal meeting will be conducted:

Monday, April 30, 2018

3:00 p.m.

Oregon City Police Department

Submission Due Date: Friday, May 18, 2018 at 4:00 p.m.

Interviews:

At the Owner's discretion, a short list of firms may be selected with interviews.

VI. PROPOSAL CONTENT

The Architect shall respond to specific criteria that shall facilitate proposal evaluation. The specific criteria are presented below.

1. Introductory Letter

The introductory letter shall name the person(s) authorized to represent the Architect in any negotiations and name of the person(s) authorized to sign any contract(s) that may result. An authorized representative for the Architect shall sign the proposal letter.

2. Architect's Background, Approach, and Qualifications

This criteria relates to the Architects capabilities and resources in relation to this project.

Team - Capacity - Relative Experience:

Provide a **brief overview of Architect firm** including number of employees, years in practice, and a brief statement of experience and project management approach.

State whether Architect is currently, or has been during the last five years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration), any claims or liens relating to or arising from your company's business activities.

Provide a **brief description of up to five (5) relevant projects** that involved at least one member of your proposed team for Oregon City. Include the following for each project:

- The name, location, client name (including current contact information)
- The year of completion
- The square feet
- The final hard construction cost
- Identify which member(s) of your proposed team worked on the project and in what capacity
- Include project photo(s)

Provide a **basic organization chart of complete team** proposed for the project. Include information on all active and applicable licenses and/or certifications held by proposed team members.

For all key personnel provide **brief descriptions, relevant experience and available capacity, including time availability for this project**; highlighting applicable knowledge of public buildings and police and municipal courts projects, if any.

CM/GC – Relative Experience: Because the CM/GC build method requires specific statutory and relationship handling, it is important that the Architect have experience in this area. Provide a complete listing of projects completed by the Architect using CM/GC building method.

Project Management Approach: Detail your general approach to project management and the tools you use through each project phase.

References: In addition to references listed on project data sheets, list contact information for at least three individuals that **Architect staff members, assigned to this project**, have worked on within the last 5 years. These should include references for the individuals proposed for the project team. Include contact name, title and phone number, company/entity name, and the name of the project.

3. Fees for Services

Based on the anticipated Scope of Services outlined in this RFQ, provide an estimated total project fee. Submit the estimated fee in a separate sealed envelope clearly marked “**Estimated Architectural Fee.**” Fees submitted shall be outlined per service phase and include estimated total hours required (example format below).

Fees should assume all requirements outlined within this RFQ. Estimated fee should be accompanied by an exhibit detailing all hourly rates that may apply to this project, including sub-consultants.

Task	Estimated Hours	Total Cost Per Task
Schematic Design Phase		
Design Development and Construction Documents Phase		
Bidding and Construction Phase		
		TOTAL

4. Insurance Requirements

The Architect must be prepared to demonstrate proof of insurance (workers compensation, automobile, and errors and omissions), including value limits, as required by the City of Oregon City’s Professional Services Agreement (see Exhibit B).

VII. EXHIBITS

Exhibits to this RFQ include:

Exhibit A: Professional Services Agreement

Exhibit B: Standard Conditions to the City of Oregon City Professional Services Agreement