



REQUEST FOR PROPOSAL (RFP)

RFP Number & Title:

1718-07

Harmony West Site Signage Fabrication/Installation

Place of Opening:

Barlow Hall – Business Office
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Date & Time of Opening:

Tuesday, March 6, 2018 at 2:00 p.m.

To Be Opened By:

Elizabeth Cole, Purchasing Agent
(503) 594-3086

PURCHASING DEPARTMENT

19600 Molalla Avenue
Oregon City, OR 97045-7998
Phone: 503-594-3086
Fax: 503-722-5879
Email: elizabethc@clackamas.edu

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Section 1: General Information**REQUEST FOR PROPOSALS**

RFP 1718-07 Harmony West Site Signage Fabrication-Installation Services for
CCC Bond Project

SECTION 1. GENERAL INFORMATION**1.1 Legal Advertisement**

Clackamas Community College
REQUEST FOR PROPOSALS

RFP 1718-07: Harmony West Site Signage Fabrication-Installation Services

Proposals due Tuesday, March 06, 2018 at 2:00 PM

CLACKAMAS COMMUNITY COLLEGE invites proposals from qualified Signage Vendors (hereinafter, *Responder, Proposer, company, firm, provider, or contractor*) to provide Site Signage Fabrication and Installation Services for CCC Bond project Harmony West located in Milwaukie, Oregon. The vendor is free to subcontract as necessary to ensure a complete team to fabricate, deliver and install site signage (parking, directional, informational, wayfinding and digital monument) on the Harmony Community Campus.

Proposal documents and specifications will be available on http://www.clackamas.edu/Request_for_Proposals.aspx or at the office of the Purchasing Agent, Barlow Hall – Business Office, Clackamas Community College, 19600 Molalla Avenue, Oregon City, Oregon 97045, or by calling (503) 594-3086.

Sealed proposals will be accepted at the PURCHASING DEPARTMENT located in the Business Office, Barlow Hall, Room 208, 19600 Molalla Avenue, Oregon City, OR 97045 until **Tuesday, March 6, 2018 at 2:00 p.m.**

Proposals will be reviewed in closed session.

The College reserves the right to reject any proposal not in compliance with all prescribed public procurement requirements, and to reject for good cause any or all proposals upon finding that it is in the public interest to do so.

No proposal will be received or considered unless fully complete in the manner provided in the proposal documents and advertisement for proposals.

Elizabeth Cole
Purchasing Department

Section 1: General Information**1.2 Description of the College**

Clackamas Community College is an accredited public two-year institution offering comprehensive programs in college transfer, professional technical training, continuing education, and developmental learning skills. Formed in 1966, the College is a fiscally independent municipal corporation, governed by a seven-member Board of Education elected by zones. The College's budget and Comprehensive Annual Financial Report are available at http://www.clackamas.edu/Budget_Committee.aspx.

1.3 Responsibilities of Proposers

Clackamas Community College follows the Oregon Public Contracting Code, ORS 279 and related regulations, as modified by the College's local contract review board. Certain purchases go through a prescribed bid/quote/proposal process (for the purposes of this document, *bid*, *quote*, and *proposal* may be used interchangeably). A Request for Proposals (RFP) allows the College to evaluate vendors' proposals using criteria in addition to or instead of price.

As a bidder, you are expected to submit bids that are accurate, complete, and contain all terms and conditions which you feel are necessary. If, after submitting your bid, you find changes are necessary, you may change or withdraw your bid any time up to the time of the bid opening. However, after the opening, the bid may not be changed or altered in any way. If accepted, your bid/quote/proposal is considered a binding contract that you, as the bidder, will be expected to honor. No bidder may withdraw their bid after the time set for the opening, or before award of the contract, unless said award is delayed for a period exceeding 60 days. If for any reason you do not perform, the College can be expected to take whatever action it feels appropriate, including but not limited to removal of your name from future bid lists.

Proposers shall provide one (1) original, (6) color copies, and one (1) thumb drive or CD copy of their proposal and all attachments. One must be clearly designated "original" on the exterior and contain all required signatures.

All proposals submitted shall be in a sealed opaque envelope and addressed as follows:

Clackamas Community College
Attention: Elizabeth Cole, Purchasing
Barlow Hall – Business Office
19600 Molalla Avenue
Oregon City, OR 97045

In addition, the name and address of the bidder and the proposal number and title as it appears on the cover page of these specifications must appear on the outside of said envelope.

All proposals must be received at the Purchasing Department of Clackamas Community College, Barlow Hall – Business Office, no later than the date and time of opening specified in this document. It is entirely the responsibility of the proposer to ensure that their proposal is received at the above location prior to the time of opening. Proposals which are received after the time of opening will not be considered and will be returned to the proposer, unopened.

Section 1: General Information

Submit only one original proposal for consideration. Multiple original proposals will be deemed non-responsive.

Facsimile transmissions or emailed submissions will not be accepted.

1.4 Submittal Acceptance

Submittals will be judged on the completeness and quality of content as described in this Request for Proposals. Only those submittals that contain complete information as required by these specifications will be considered for evaluation.

1.5 Right of Award or Rejection

Submission of a response shall indicate to the College that the proposer accepts all the terms and conditions contained in this RFP and associated documents. It is understood that all submittals shall become a part of the public file on this matter without obligation to College. The College may reject any submittal that does not comply with all the prescribed submission procedures and requirements in this Request for Proposal, and may, for good cause, reject any or all submittals, or any part of a submittal, upon a finding that it is in the public interest to do so.

1.6 Inquiries

Questions that arise during preparation of the RFP shall be submitted in writing (*writing* includes Fax and E-mail) to:

Elizabeth Cole, Purchasing

Fax: 503-722-5879

Email: elizabethc@clackamas.edu

All questions must be received by the Purchasing Agent no later than Thursday, **February 22, 2018 at 5:00 pm.** All questions and answers thereto shall be provided to all responders per Addendum via fax or email on **Monday, February 26, 2018 by 5:00 pm.**

1.7 Response Information

Each submittal shall list a responsible person and telephone number where that person can be reached if contact is necessary during the RFP review.

The proposal response forms which are a part of these specifications must be completed and returned. If you need additional space for your response, please attach pages and number your responses to match the question numbers.

Exhibit A: Signature Sheet must be signed with ink as follows:

1.7.1 In the case of an individual bidder, by such individual.

1.7.2 In the case of a partnership, the name of the partnership must appear on the proposal sheet, and it shall be signed in the name of the partnership by at least one partner.

Section 1: General Information

1.7.3 In the case of a corporation, the corporation name must appear on such proposal, and it shall be signed by the president or other officer who is authorized to submit bids for the corporation. There shall be set forth under the signature of such

officer the name of the office they hold or the capacity in which they act for the corporation.

1.7.4 A signed copy of **Exhibit B: Certification of Non-Discrimination** must be signed with ink.

1.8 Schedule of Events

| | |
|--|-------------------------------|
| Advertisement(s) for RFP: | Wednesday, February 14, 2018 |
| Inquires/Questions Due: | Thursday, February 22, 2018 |
| Responses to Questions (via Addendum): | Monday, February 26, 2018 |
| Request for Proposals Due: | Tuesday, March 6, 2018 |
| Tentative Award Date: | March 2018 |
| CCC Board Approval: | March 2018 |
| Tentative Contract Effective Date: | March 2018 |

1.9 Contract

1.9.1 The term of the contract is to be one (1) year commencing tentatively March 2018, and may be renewed, at the option of the College, for up to one (1) additional year.

1.9.2 The successful proposal and all terms and conditions contained in this Request for Proposals will be made part of the contract.

1.9.3 The management of this contract for the College will be the direct responsibility of the Dean of Campus Services.

1.9.4 The contract may be cancelled by either party, upon written notice delivered by Certified Mail 90 days prior to the chosen cancellation date.

1.9.5 In the event that the Vendor fails to carry out or comply with any of the terms and conditions of the contract, the College reserves the right to demand remedy of any failure or default within ten (10) days. In the event that the Vendor fails to remedy the failure or default within the specified period, the College shall have the right to cancel and terminate the contract without additional notice.

1.9.6 **Refer to Exhibit H:** CCC Professional Services Agreement.

1.10 Interpretation of Specifications

No officer or employee of Clackamas Community College has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications without written approval from the Purchasing Office.

1.11 Prohibition of Alternations

Proposals which are incomplete or conditioned, or which contain any erasures, alternations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, which are not in conformity with the law, may be rejected.

Section 1: General Information**1.12 Acceptance of Conditions**

Each responder, by the submission of a proposal, assents to each and every term and condition set forth anywhere in these specifications and agrees to be bound thereby.

1.13 Resident Bidder

All responders must contain a statement as to whether the proposer is a “resident bidder” as defined in ORS 279A.120. It is understood that, in the selection of equipment and supplies listed herein, preference will be given articles manufactured or produced within the State of Oregon, price and quality being equal, and time required for delivery being satisfactory to the College.

1.14 Equal Employment Compliance Requirement

By submitting this proposal, the bidder certifies conformance to the applicable Federal Acts, Executive Orders, and Oregon Statutes concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws, shall be supplied to the College upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

1.15 Workforce MWESB/V Participation

The College has adopted two workforce programs to encourage minority, women, emerging small business, veterans, and student involvement in the bond projects. These programs are the **Student Applied & Integrated Learning (SAIL)** and **Business Opportunity Achievement Target (BOAT)** programs.

The goal of the **SAIL** program is to involve students in construction and professional services contract work on the bond projects, with a **combined student workforce participation goal of 1,000 hours for all bond projects**. The purpose of this program is for students to gain hands-on experience to develop their skillsets and improve their employability. The **BOAT** program has been implemented to encourage employment opportunities equally across Clackamas County residents and to encourage minority and veteran participation in the bond projects.

The College has **adopted a goal of 10%** for participation of MWESB/V businesses in the Bond Projects’ construction contracts. Additionally, the College encourages Clackamas County business participation. All proposers will be expected to seek MWESB/V participation and demonstrate good faith efforts in doing so. **Refer to Exhibits F and G.**

All MWESB firms must be certified by the Office of Minority, Women, and Emerging Small Business (OMWESB). For more information, please reference:

<http://www.oregon4biz.com/How-We-Can-Help/OMWESB/>.

For certified Oregon Veteran Owned firms, please reference:

<http://www.veteranownedbusiness.com/or>.

Section 1: General Information**1.16 Audit of Books and Record**

The College, through its representatives, shall have access at all reasonable times to the books and records of the Contractor and subcontractors so far as they relate to the contract and the performance of the work.

1.17 Departures from Terms of Contract

No direction or approval given by the College or any representative of the College which deviates in any respect from the specifications or other contract documents shall be valid or recognized unless and until the same is reduced to writing and issued in the form of a written order over the signature of the Vice President of College Services.

1.18 Non-Assignability

Neither the Contract nor any interest of the Vendor therein can be transferred to any other person or persons without the written consent of the College, and any such attempted transfer shall be utterly void and may be treated by the College as a willful failure or refusal on the part of the Vendor to perform the Contract according to its terms and conditions.

1.19 Subcontracting

All subcontracting shall be subject to the approval of the College. The Vendor shall be wholly responsible for the performance of all sub-contractors (including sub-consultants) for their acts and omissions, and those of persons either directly or indirectly employed by them, to the same extent as for the acts and omissions of persons directly employed by the Vendor, and the fact that sub-contractors are subject to the approval of the College shall not affect the Vendor's responsibility in this regard. Nothing contained in the vendor documents shall be construed to create any contract between the College and any sub-contractor.

1.20 Prohibited Interests

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept, approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, or material supply contract, or any subcontract in connection with the furnishing of items or service for the College, shall become directly or indirectly interested personally in this contract or any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the College who is authorized in such capacity and on behalf of the College to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction or in any part thereof, items, contract, subcontract, insurance contract, or any other contract pertaining thereto, shall become directly or indirectly interested personally in this contract or any part thereof.

1.21 Reservations

The Board of Education of Clackamas Community College herein expressly reserves the following rights:

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- 1.21.1 To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the College. The College does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the College.
- 1.21.2 To reject any or all proposals as permitted by Oregon Statute, Oregon Community College Rules of Procurement, or Administrative Rule.
- 1.21.3 To consider the competency and responsibility of bidders and of their proposed subcontractors (including sub-consultants) in making the award.
- 1.21.4 In the event only one proposal is received, the Purchasing Agent may, at their election, return the proposal unopened.
- 1.21.5 To make the award based on its best judgment as to which contractor will provide services which best meets the College's needs and expectations.
- 1.21.6 To make such changes or corrections in plans, specifications, or quantities as it may deem necessary prior to the proposal opening. Vendor will be notified of such changes in writing by addenda mailed to the address on file in the College's Purchasing Department.
- 1.21.7 To cancel the contract upon written notice at any time the College, in its sole judgment, determines that the contractor is not meeting the needs of the College.

1.22 Incurred Costs

Neither the College nor its Board of Directors is liable for any costs incurred by a contractor in the preparation of the RFP or attending an oral interview.

1.23 Protest Procedures**1.23.1 Solicitation Protest**

Prospective contractors may submit a written protest, or request for change, of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than seven calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a contractor or award of a contractor contract, because of the content of solicitation provisions, specifications, or contract terms and conditions shall be considered after the deadline established for submitting such protest.

1.23.2 Selection Protest

Every contractor who submits a bid in response to an RFP shall be informed of the proposer to whom the contractor has been awarded. A contractor, who has submitted a bid and claims to have been adversely affected or aggrieved by the selection of a competing contractor, shall have seven calendar days after receiving the notice of selection to submit a written protest of the selection to the College Purchasing Agent. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked contractor eligible for selection (i.e., the

Section 1: General Information

protester must claim that all other contractors were ineligible for selection because their bids were non-responsive or the contractors non-responsible). The College shall not consider a selection protest submitted after seven calendar days from the notice of selection.

1.23.3 Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections 1.23.1 and 1.23.2. The Purchasing Agent shall promptly issue a written decision.

1.23.4 Protest Submission

All protest submissions shall be clearly identified and submitted to:

Elizabeth Cole, Purchasing
Barlow Hall – Business Office
Clackamas Community College
19600 Molalla Avenue
Oregon City OR 97045
Phone (503) 594-3086

1.24 Insurance Requirements

1.24.1 Indemnity and Insurance per CCC Professional Services Agreement, **Exhibit H**.

1.24.2 **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30-day written notice from the Contractor or its insurer(s) to Clackamas Community College.

1.24.3 **Certificates of Insurance.** As evidence of the insurance coverage required by this Contract, the Contractor may be required to furnish acceptable insurance certificates to Clackamas Community College prior to issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insured.

Insuring Companies or entities are subject to Clackamas Community College acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to Clackamas Community College. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

1.25 Other Government Agency Participation

Section not used.

SECTION 2. SCOPE OF WORK

2.1 Scope of Work

It is CCC's intent to enter into an agreement with the selected Vendor to fabricate and install site signage (parking, directional, informational, wayfinding, and digital monument) on the Harmony Community Campus (Milwaukie, OR) to meet the scope of work identified in this RFP. The selected vendor will furnish (fabricate) all materials, labor, equipment (cranes, man-lifts, etc.), and deliver and install specified site signage packages (Exhibits D & E). Scope of services to be provided (but not limited to):

2.1.1 General

1. Review and validate specifications (**Exhibit's D & E**).
 - a. Up to 3 meetings should be included in fee proposal.
 - b. Vector files shall be provided to selected vendor.

2.1.2 Vendor Services

1. Utilize the site signage specifications (**Exhibit's D & E**) as the basis for shop drawings in accordance with accepted standards for same; these documents shall be subject to review and approval by CCC and their signage consultant.
 - a. The fabricator shall prepare shop drawings and provide sample materials for all signs based on the design-intent drawings and specifications. All locations, dimensions, and site conditions are to be verified by the fabricator/installer.
 - b. Shop Drawings:
 - 1) Shop construction drawings shall be completed by the fabricator.
 - 2) The fabricator shall not manufacture signs until complete shop drawings and materials for each sign type have been approved (signed-off) by CCC.
 - 3) Shop drawings shall consist of plans, elevations, and sections showing all sides of the signage. Drawings to cover fabrication, mounting, footings, engineering data, and erection of site signage, including internal construction, all materials, electrical, lighting, and all fasteners.
 - 4) Provide proofs for layout of all text lettering and symbols indication styles, dimensions and colors. Final shop drawings to be signed and sealed by licensed Engineer if required (digital signage).
2. Material/Finish Samples: Provide samples of each paint, vinyl, color, etc. for CCC approval.
3. Coordination of delivery and shipment of site signage.
4. Fabrication and Installation
 - a. Provide fabrication and installation schedule.
 - 1) Identify lead times.
 - 2) Coordinate work, access to site, and staging with CCC prior to installation.

Section 3: Proposal Specifications

- 3) Identify client materials and/or decisions needed to meet the proposed schedule.
 - Verify location of power service prior to sign fabrication of digital signage.
 - Verify and stake the exact sign locations.
 - After final electrical and data connections (coordinate with CCC for digital sign) have been made, test all electrical systems to assure that all are in proper working order.
5. Provide manufacture's maintenance instructions, if any.
6. Responsible for removal and recycling of site signage packing material and debris.
7. Prepare punchlist.
8. Handling/resolving manufacturer's errors and/or damaged signage.
9. Providing installation follow-up for adjustments, fine-tuning, and touch-ups.

2.1.3 Additional Services (may include the following):

1. Signage mock-up.
2. Reconfiguration and relocation services.

2.2 Background

Clackamas Community College (CCC), founded in 1966, is a values-driven, student-centered organization whose mission guides its collective decision making. Over 90 career and technical programs are offered, including associate degrees, college transfer degrees, career technical education, literacy/basic skills, community education, business training, and partnership for four-year degree completion programs. The CCC main campus is located in Oregon City with branch campuses in Clackamas and Wilsonville.

In November 2014, Clackamas Community College District voters approved a \$90-million-dollar bond for the purpose of constructing four new buildings, providing remodeling and renovation to existing buildings, and addressing deferred maintenance items. The college also has \$16 million dollars in state match and \$5 million dollars to be raised by the Foundation for a total of \$111 million dollars.

2.3 Anticipated Project Timeline:

Harmony West Site Signage: August 1, 2018

SECTION 3. PROPOSAL SPECIFICATIONS**3.1 Submission Requirements:**

Please provide the information specified below. Additional information is welcome but not required. The total length of the proposal, including attachments, should not exceed **6-double sided pages** (total of 12 written pages) including pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the proposer's response. A transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 12-page limit.

3.1.1 Information Required**1. Cover Letter (Pass/Fail)**

- a. Responders name, address, telephone number, fax number, email, and website for the prime firm.
- b. Provide single point of contact with phone number and email address.
- c. Number of years the vendor has been in business.
- d. Brief company history.

2. Responder's Approach (10 Points)

Describe the Responder's proposed Approach and statement of understanding of HW site signage scope.

- a. Approach to providing quality and responsive results.
- b. Methodology for maintaining cost control and timely delivery.
- c. Responder's Resources and Capabilities
 - 1) Availability and a description of shop facility and production capability to deliver quality products on time and budget
- d. Describe the intended use of -sub-contractors, if any, who they are, and their role.

3. Responder's Related Project Experience (50 Points)

- a. Project Profiles: Provide experience in the successful completion of **similar site signage projects**; in scope, size, and focus that best illustrates Responder's experience and capabilities. Include at least **three (3) similar projects completed in the last five (5) years**.

Provide information in Exhibit C: **Related Project Experience Matrix (5 projects)**.

Note: Responder must use the attached Exhibit C matrix template.

4. Responder's Customer Service (10 Points)

- a. Plan to resolve manufacturers errors and damaged product
- b. Delivery/Installation management plan

Section 3: Proposal Specifications

5. **Pricing Proposal (30 points)**

6. **Responder's References (Pass/Fail)**
 - a. Provide references for three **(3) Owners** and one **(1) Consultant (e.g. architect/signage designer)** to be used as references for this project.

 - b. The individual(s) identified must have had direct involvement with at least **(2)** projects identified in Exhibit C: Related Project Experience Matrix. Confirm that phone number is current. Design team members (sub-consultants) may not be included as references

 - c. Include the following contact information:
 - Name and Title
 - Business/Cell Number (current)
 - Email Address

Note: Clackamas Community College will check these references and/or may check with other references associated with the past work of your firm. Clackamas Community College will evaluate this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and any other reference checks will be assessed in determining the selection of the proposer that is best for the project.

Section 3: Proposal Specifications

3.1.2 Submission Format

Cover Sheet

Index

Cover Letter

Tab/Divider 1: Responder's Approach

- a. Quality and responsiveness
- b. Methodology for maintaining cost control and delivery
- c. Resources and Capabilities

Tab/Divider 2: Responder's Customer Services

- a. Plan to resolve manufacturer's errors and damaged product
- b. Delivery/installation management plan

Tab/Divider 3: Responder's References

- a. Three (3) Owners
- b. One (1) Consultant

Tab/Divider 4: Attachments

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination
- c. Exhibit C: Related Project Experience Matrix
- d. Exhibit I: Site Signage Fee Proposal

Responder's information must be presented in format order noted above and all matrixes and/or forms must be used as graphically issued and filled out completely.

Incomplete proposals will not be reviewed and will be rejected.

Section 3: Proposal Specifications**3.2 Financial Information**

3.2.1 Provide Fee Proposal for fabrication and installation of Harmony West Site Signage.

1. A list of the billing rates of staff to be assigned to the project. Provide information above in **Exhibit I: Site Signage Fee Proposal**

Responder **must use** the attached **Exhibit I** matrix template.

3.3 Competitive Negotiation

This RFP is part of a competitive procurement process which helps to serve Clackamas Community Colleges best interest, bond projects expectations, and criteria. This process allows vendors a fair opportunity for its services to be considered. The process of competitive negotiation should not be confused with the process of competitive sealed bidding. Competitive sealed bidding is typically used where the goods or services being procured can be described precisely with price typically being the determining factor. With a competitive negotiation, price/fee is not required to be the determining factor in selecting a vendor.

3.4 Additional Services

If the Responder believes there are additional services not identified in the RFP that are necessary for the successful completion of the Project, the Responder's proposal must include a description of the additional services recommended by the Responder. Describe how the additional services would benefit the College, the Responder's ability to provide the additional services, and propose a cost for providing the additional services.

3.5 Confidential Information

The proposal must identify any confidential information that the Responder contends is exempt from disclosure under ORS 192.501 or 192.502. The College will endeavor in good faith to honor appropriate requests for exemption from disclosure, but the College reserves exclusive discretion to determine whether information qualifies for a statutory exemption. The College's obligation under this Section shall survive the selection of the Contractor.

SECTION 4. EVALUATION/SELECTION PROCESS**4.1 Evaluation Process**

4.1.1 The written proposals will be reviewed and evaluated by the Clackamas Community College and Program & Construction Project Management team.

4.2 Evaluation Criteria

Considerations for determining whose RFP is the **most qualified and advantageous** to CCC are based on the evaluation of criteria identified in the Harmony West Site Signage Fabrication-Installation RFP.

The evaluators will consider which proposers meet the following criteria in comparison to other Responders.

- 4.2.1 Experience with providing site signage for higher education environments, of projects of similar program, size, and budget as defined in this proposal.
- 4.2.2 The merits of the Responder's approach for providing Site Signage fabrication-installation Services to the College.
- 4.2.3 Expertise and experience on comparable projects.
- 4.2.4 Flexibility of pricing arrangements and pricing guarantees.
- 4.2.5 Conformance with RFP requirements.

4.3 Clackamas Community College's Rights

The College retains exclusive discretion and reserves the right to determine the following:

- 4.3.1 whether the response is complete and complies with the provisions of the RFP;
- 4.3.2 whether a Responder will be interviewed by the selection committee;
- 4.3.3 whether to seek clarifications of each proposal or request additional information necessary to permit the College to evaluate, rank, and select the most qualified Responder;
- 4.3.4 whether a short list of qualified Responders should be created; and
- 4.3.5 whether the evaluation committee should reconvene and collectively review the scoring, making changes as the evaluation committee deems appropriate.

Section 4: Evaluation/Selection Process

4.4 Scoring Process

Each of the evaluation criteria has been assigned a weighted number. Members of the evaluation committee will separately score each proposal in each of the evaluation criteria.

The evaluation committee will meet and discuss the individual evaluation committee members' scores. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee's discussion will result in the consolidated short list from which the finalists for interviews will be selected for step two of the selection process.

4.4.1 Summary of Scored Evaluation Criteria

Scored Evaluation Criteria

- | | |
|---|-----------|
| a. Responder's Approach | 10 Points |
| b. Responder's Related Project Experience | 50 Points |
| c. Responder's Customer Service | 10 Points |
| d. Responder's Fee Proposal | 30 Points |

| | |
|---------------------|-------------------|
| Total Points | 100 Points |
|---------------------|-------------------|

Non-Scored Evaluation Criteria

- | | |
|---------------------------|-----------|
| a. Cover Letter | Pass/Fail |
| b. Responder's References | Pass/Fail |

4.4.2 After all of the review committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer based on all information received, presented, found, and heard. Clackamas Community College will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract. If Clackamas Community College and the Apparent Successful Proposer are unable to reach agreement, Clackamas Community College will negotiate with the second-ranked proposer, etc.