



## **REQUEST FOR PROPOSAL (RFP)**

**RFP Number & Title:** 1819-01  
**Architectural & Engineering Professional Services  
for New Student Services Building & Bill Brod  
Community Center “Refresh”**

**Place of Opening:** Barlow Hall – Business Office  
Clackamas Community College  
19600 Molalla Avenue  
Oregon City, OR 97045

**Date & Time of Opening:** **Thursday, August 2, 2018 at 2:00 p.m.**

**Voluntary Pre-Proposal Conference:** Wednesday, July 18, 2018 at 9:00 a.m.  
Campus Services  
Lewelling Building  
19600 Molalla Avenue  
Oregon City, OR 97045

**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](mailto:elizabethc@clackamas.edu)

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**Section 1: General Information**

**REQUEST FOR PROPOSALS**

RFP 1819-01 Architectural/Engineering Services for the  
**New Student Services Building / Bill Brod Community Center "Refresh"**

**SECTION 1. GENERAL INFORMATION**

**1.1 Legal Advertisement**

Clackamas Community College  
**REQUEST FOR PROPOSALS**  
RFP 1819-01 Architectural/Engineering Services for the  
**New Student Services Building / Bill Brod Community Center "Refresh"**

Proposals due Thursday, August 2, 2018 at 2:00 PM

CLACKAMAS COMMUNITY COLLEGE invites proposals from Licensed Architects and Engineers (hereinafter, *Responder, Proposer, company, firm, provider, or contractor*) to provide Architectural/Engineering Services for the **New Student Services Building / Bill Brod Community Center "Refresh"** located at the College's Oregon City Campus. The College is seeking proposals for integrated design teams headed by an Architecture firm. The Architecture firm is free to subcontract as necessary to ensure a complete design team, including but not limited to structural, MEP, civil, landscape, acoustical, interiors design, and FF & E support.

Proposal documents and specifications will be available on [http://www.clackamas.edu/Request\\_for\\_Proposals.aspx](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.

There will be a **Voluntary** Pre-Proposal meeting **Wednesday, July 18, 2018 at 9:00 a.m.** Meet at Bill Brod Community Center Hall, 19600 Molalla Avenue, Oregon City, OR 97045.

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 **Thursday, August 2, 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](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](mailto:elizabethc@clackamas.edu)

All questions must be received by the Purchasing Agent no later than **Wednesday, July 25, 2018 at 5:00 pm**. All questions and answers thereto shall be provided to all responders per Addendum via fax or email on **Monday, January 30, 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.
- 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.

**Section 1: General Information**

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, July 11, 2018
<b>Voluntary Pre-Proposal Meeting:</b>	<b>Wednesday, July 18, 2018</b>
Inquires/Questions Due:	Wednesday, July 25, 2018
Responses to Questions (via Addendum):	Monday, July 30, 2018
<b>Request for Proposals Due:</b>	<b>Thursday, August 2, 2018</b>
Short List	Monday, August 13, 2018
Interview/Charrette	August 21 & 22, 2018
Award Date:	September 2018
CCC Board Approval:	September 2018
Tentative Contract Effective Date:	October 2018

**1.9 Contract**

- 1.9.1 The term of the contract is to be determined, commencing tentatively October 2018 and may be renewed, at the option of the College, for up to one 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 Architect 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 Architect 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 D:** AIA B101-2007 Standard Form of Agreement Between Owner and Architects (w/modifications) and A201-2007 General Conditions (w/modifications).

**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 G and H.**

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>.



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**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 Architect 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 Architect 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 Architect 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 Architect, and the fact that subcontractors are subject to the approval of the College shall not affect the Architect's responsibility in this regard. Nothing contained in the contract documents shall be construed to create any contract between the College and any subcontractor.

**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:

**Section 1: General Information**

- 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. Architect 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

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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 Contractor shall secure, at Contractor's expense and keep in effect during the term of any Contract, **Worker's Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon worker's compensation coverage for all their subject workers.

1.24.2 Contractor shall secure, at Contractor's expense, and keep in effect during the term of any Contract, occurrence form commercial **general liability and automobile liability insurance** for the protection of Contractor, College, its Board of Directors, officers, agents, and employees. Coverage shall include personal injury, bodily injury (including death), and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than Two Million dollars (\$2,000,000.00) combined single limit per occurrence and in an amount not less than Three Million dollars (\$3,000,000.00) aggregate for general liability.

1.24.3 Contractor may be required to provide College with evidence of **professional errors and omissions liability insurance** for the protection of Contractor and its employees, insuring against bodily injury and property damage and arising out of or resulting from Contractor's negligent acts, omissions, activities, or services, in an amount not less than Two Million dollars (\$2,000,000.00) combined single limit per occurrence and in an amount not less than Four Million dollars (\$4,000,000.00) aggregate for professional liability. Such insurance shall be endorsed to include contractual liability.

1. If any of the required liability insurance is arranged on claims *made* basis, *tail* coverage will be required at the completion of this Agreement for a duration of 24 months, or the maximum time period available to the Architect in the marketplace if less than 24 months. Architect will be responsible for

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furnishing certification of *tail* coverage as described or continuous *claims made* liability coverage for 24 months following Agreement expiration. Continuous *claims made* coverage will be acceptable in lieu of *tail* coverage, provided its retroactive date is on or before the effective date of this Agreement. Evidence of suitable coverage will be a condition official acceptance and payment under the Agreement.

1.24.4 **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 form the Contractor or its insurer(s) to Clackamas Community College.

1.24.5 **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

Scope of work will include the following: Validation of the New Student Services Building and Bill Brod Community Center (existing building) program summary (Exhibit K), Planning, Schematic Design, Design Development, Construction Documents, Interiors (furniture layout only), FF&E design coordination support, Permitting, Bidding, Construction Administration, Project Closeout, and Warranty Inspection. The work encompasses site planning and design of all site-specific functions such as utilities, roads, pathways, landscaping, lighting, and all other site requirements to ensure that the building is a completely functional and aesthetically pleasing environment.

The selected firm shall be responsible for the preparation of complete contract documents, construction contract administration (basic services) for the project, and contract execution until successful completion and acceptance of the project by the Owner. Additionally, the Architect shall contract for any and all primary engineering and consulting services necessary to complete the work in a professional, legal, and ethical fashion.

### 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 in Oregon City with branch campuses in Clackamas and Wilsonville.

The goal of the **New Student Services Building and Bill Brod Community Center "Refresh" project** is to create a campus gateway, providing a welcoming orientation and crossroads for students and the community to come together. The new Student Center will provide an effective blend of student services, study spaces, informal gathering/social areas, and meeting rooms. The existing Bill Brod Community Center's student life program spaces (ASG, Cougar Cave, student clubs, etc.), bookstore, cafeteria and multipurpose boardroom will be "refreshed" to improve an out of date environment, lack of natural light, lack of integrated technology, and wayfinding. The New Student Services Building will be Phase 1 of an anticipated Phase 2 (future bond project); Architect will develop Phase 2 through schematic design only.

In November 2014, Clackamas Community College District voters approved a \$90 million-dollar bond for constructing four new buildings, providing remodeling and renovation to existing buildings, and addressing deferred maintenance items. The college also has \$32 million dollars in state match and \$5 million dollars is anticipated to be raised by the Foundation for a total of \$127 million dollars.

**Section 2: Scope of Work**

**2.3 Project Description:**

The **New Student Services Building (Phase 1)** is anticipated to be a two-story building with an estimated 24,000 SF in total. Program spaces will include student services (advising, graduation, career, enrollment/registrar, welcome center, admissions, financial aid, etc.), a testing center, study spaces, counseling, informal gathering/social areas, partner spaces, meeting rooms, support spaces, and offices. CCC has completed preliminary programming (Exhibit K); the program summary will require validation by the design team. The existing Bill Brod Community Center shall continue to house the cafeteria, boardroom, and student life (student governance, clubs, etc.), as well as the bookstore relocated from McLoughlin Hall. The New Student Services building shall be designed to anticipate an Addition (Phase 2 future bond project), which will result in the demolition of the Bill Brod Community Center, consolidating all student services programs into one building.

**2.4 Anticipated Project Timeline:**

**New Student Services Building**

The program validation is expected to start October 2018 after the contract with the successful design team is executed. Project occupancy is anticipated in May-June 2021.

**Bill Brod Community Center "Refresh"**

The program validation is expected to start October 2018 after the contract with the successful design team is executed. Project occupancy is anticipated in May-June 2021.

**2.5 Estimated Cost**

<b>New Student Services Building (Phase 1):</b>	Direct Construction	\$13 Million
<b>Bill Brod Community Center "Refresh":</b>	Direct Construction	\$ 2 Million

**Section 3: Proposal Specifications****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 **20-double sided pages** (total of 40 written pages) including pictures, charts, graphs, tables, and text proposer deems appropriate to be part of the response. Resumes of the key team individuals proposed to be involved in this project, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., **will not be counted in the 20-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 prime firm has been in business.

**2. Proposed Responder's Team Key Personnel (25 Points)**

- a. Resumes of proposed **Architectural** team members who will be involved for the duration of the project. Include the following:
  - 1) Team member's name
  - 2) Relevant credentials (education, degree, professional registrations, etc.)
  - 3) **Specific Role on the project**
  - 4) Summary of team member's experience that is directly relevant to this project. Include project name, location, size, project cost, and year completed.

**Note:** Clearly note if team members experience/project occurred at another firm.

- b. Resumes of **all other Responder's** consultants: Structural, Mechanical, Electrical, Civil, Landscape, planner, etc., who will be involved for the duration of the project. Include the following:
  - 1) Team member's name
  - 2) Relevant credentials (education, degree, professional registrations, etc.)
  - 3) Team member's role

**Note:** Provide two (2) Mechanical, Electrical, Civil, Landscape Architect consultant options.

- c. Provide a matrix of which **team members (including consultants)** who have worked together on previous projects, indicate project name and dates.

**Section 3: Proposal Specifications**

**The Responder's proposed team members shall remain the same for the project duration** unless a change is approved through written request to Clackamas Community College.

The College may elect to request changes in consultants if it thinks it will benefit the project.

3. **Responder's Related Project Experience (35 Points)**
- a. Provide experience in the successful completion of **similar regional (west coast) higher-education, student union, major renovation, and phased projects** in scope, size, and focus that best illustrates the Responder's experience and capabilities. Include at least three (3) similar projects **completed in the last eight (8) years.**

Provide information in **Exhibit C: Related Project Experience Matrix**

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

4. **Responder's Approach/Communication Work Plan (25 Points)**
- Describe the Responder's proposed Approach/Work Plan for providing Services. Include the following:
- a. Provide a written description of your methods and approach to the project.
- 1) New Student Services Building Phase 1 and Phase 2 (future bond project)
  - 2) Bill Brod Community Center "Refresh"

**Note:** Responders need to be **"specific"** and not **"generic"** when outlining/conveying project approach.

- b. Indicate how the team proposes to interface with the stakeholders involved in the project.
5. **Responder's Experience (10 Points)**
- a. Provide successful experience working with Construction Manager/General Contractor (CM/GC) delivery method.
- b. Authorities Having Jurisdiction (AHJ) experience with local and state permit application processes and related agency negotiations and consultations.
6. **Responder's References (Pass/Fail)**
- a. Provide references for two **(2) Owners** and one **(1) Contractor** 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.



**Section 3: Proposal Specifications**

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 Team Key Personnel**

- a. Architectural "key personnel" Resumes
- b. Consultant Team Resumes (Planner, Structural, Acoustical, etc. e.g.)

**Tab/Divider 2: MEP, Civil, & Landscape Consultant Teams**

- a. MEP, Civil, and Landscape Architect Consultant Team Option 1
- b. MEP, Civil, and Landscape Architect Consultant Team Option 2

**Tab/Divider 3: Responder's Related Project Experience**

- a. Exhibit C: Related Experience Matrix

**Tab/Divider 4: Responder's Approach/Communication Work Plan**

- a. Methods & Approach to the Project
  - New Student Services Building Phase 1 and Phase 2 (future bond project)
  - Bill Brod Community Center "Refresh"
- b. Stakeholder Communication

**Tab/Divider 5: Responder's Experience**

- a. Working with CM/GC
- b. Working with Authorities Having Jurisdiction

**Tab/Divider 6: Responder's Reference**

**Tab/Divider 7: Attachments**

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination
- c. Exhibit I: Billing Rates Matrix
- d. Exhibit J: Reimbursable and Mark-up Expense Matrix

***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 proposal will not be reviewed and will be rejected.***

**Section 3: Proposal Specifications**

**3.2 Financial Information**

3.2.1 A list of the billing rates w/ multipliers of the positions to be assigned to the project. Provide information above in **Exhibit I: Billing Rates Matrix**.

3.2.2 A list of reimbursable and mark-up expenses for the project. Provide information above in **Exhibit J: Reimbursable & Mark-up Expenses Matrix**

Responder **must use** the attached **Exhibit I and J** matrix templates.

**Note:** Submit Billing Rates and Reimbursables Matrix (Exhibit I and J) in a sealed envelope. These documents are not opened, **scored, and/or evaluated** until firm has been notified as the Apparent Successful Proposer awarded the project.

**3.3 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.

**3.4 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

This RFP will use a **two-step process** to select an Architectural design team for this project.

4.1.1 The **first step** includes evaluation of written proposals by the Clackamas Community College and Program & Construction Project Management team. A shortlist of design teams will be invited to participate in the second step, interview and charrette.

4.1.2 The **second step**, the interview/charrette is tentatively scheduled for August 21 & 22, 2018. Interview/charrette specifics and requirements will be given to shortlisted teams.

### 4.2 Evaluation Criteria

Considerations for determining whose RFP is the **most qualified and advantageous** to CCC are based on the evaluation of experience, the project team, and **meeting criteria for each section outlined in the Architectural/Engineering Professional Services RFP**. The evaluators will consider which proposers meet the following criteria in comparison to other Responders.

4.2.1 Experience with design and construction of higher education environments meeting the program needs and experience of projects of similar program, size, and budget as defined in this proposal.

4.2.2 Project experience of key personnel, including Project Manager, Architect/Designer and those sub-consultants proposed to be assigned to this project.

4.2.3 The merits of the Responder's approach/communication plan for providing services to the College.

### 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 Proposed Team Key Personnel	25 Points
b. Responder's Related Project Experience	35 Points
c. Approach/Communication Work Plan	25 Points
d. Responder's Experience	10 Points
e. Bonus	<u>5 Points</u>
<b>Total Points</b>	<b>100 Points</b>

**Note:** No criteria have been established for bonus points, these points will be given at the discretion of the individual reviewer.

**Non-Scored Evaluation Criteria**

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

**4.5 Interview**

4.5.1 Shortlisted firm's interview team is limited to a maximum of four (4) team members:

- a. Partner/Principal-in-Charge
- b. Proposed Project Manager/Architect (day-to-day contact)
- c. Two Team member(s) of choice (planner, engineer, landscape architect, consultant, etc.)

4.5.2 Interview will be scheduled for a total of 45 minutes (including Q&A). Interviews shall include a **case study presentation**, highlighting the following:

**Project Case Study: 30 Minutes**

- a. Lessons Learned
- b. Project challenge and resolution

**Questions & Answers: 15 Minutes**

**Section 4: Evaluation/Selection Process**

The interview will allow the Architectural team to highlight their proposal as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate 15-minute Q&A session. Clackamas Community College will use the information presented during the interview to further evaluate the proposer's qualifications and abilities.

- 4.5.3 Clackamas Community College may request site tours of projects identified in Exhibit C: Related Project Profile Matrix as a final assessment and evaluation option.

**4.6 Charrette**

- 4.6.1 Shortlisted firm's Charrette team is limited to four (4) team members (this could include different team members from interview team).

- 4.6.2 A **design problem statement** will be given to the design team prior to a mobilization period before the charrette. Each team will be given all documents required to facilitate the charrette with CCC stakeholders. This will include but not limited to the following.

- a. CCC Oregon City campus site plan
- b. Bill Brod Community Center Existing Floor Plan
- c. Roger Rook Existing First Floor Plans
- d. DeJardin Existing First Floor Plan
- e. Enlarge Site plan (project area)

Each Architectural team must provide (bring) all required charrette materials trace, newsprint, markers, scales, etc. (toolkit), to work with CCC stakeholders.

Each Architectural team can determine **final presentation format**, medium, material, etc.

**Note:** Charette specifics will be given to the short-listed firms.

- 4.6.3 After all of the interviews, charrettes and 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.