

ATTENTION DESIGN FIRMS

If you download this RFQ from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add you to the Respondent's List, and advise you of any addenda issued for this project. Failure to do so may cause your submittal to be rejected as non-responsive.

To add your firm to the Respondent's List, simply email or fax a signed copy of your firm's letterhead to:

finkep@wou.edu

or

Fax: 503 838-8081

Be sure to clearly identify the name and email address of a contact person within your firm.

WESTERN OREGON
UNIVERSITY

REQUEST FOR QUALIFICATIONS

for

ARCHITECTURAL SERVICES

HSS SEISMIC UPGRADE PROJECT

10 January, 2006

PROJECT WEB SITE:

<http://www.wou.edu/admin/plant/pp/planning.html>

ISSUE DATE: January 10, 2006

RFQ CLOSING (DUE) DATE: January 31, 2005, 3:00 PM, PST

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Western Oregon University
Planning Office
Attention: Paul Finke
345 N Monmouth Ave
Monmouth, Oregon 97361

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

TABLE OF CONTENTS

I INTRODUCTION

II PROJECT DESCRIPTION

III BUDGET

IV CONSULTANT SELECTION

V CONSULTANT SELECTION SCHEDULE

VI SCOPE OF DESIRED SERVICES

VII INSTRUCTIONS TO RESPONDENTS

VIII EVALUATION PROCESS

IX PROPRIETARY INFORMATION

X SUBMITTAL INFORMATION

XI SELECTION PROTEST

XII CONTACT INFORMATION

XIII APPENDICES

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

I INTRODUCTION

The Oregon State Board of Higher Education (OSBHE) on behalf of Western Oregon University (WOU), in accordance with Oregon Administrative Rule (OAR) 580-050-0020, is requesting statements of qualification from architectural firms interested in providing design services for the HSS Seismic Upgrade Project. The goal of this project is to mitigate the seismic hazards inherent in the existing structure, architecturally enhance the building's features, and to maximize the operational efficiency of this '60's era building.

This Request for Qualifications (RFQ) is the initial step in the selection process to retain professional design consultant services through final project completion. Once selected, the consultant will be required to sign an Oregon University System (OUS) Architect's Agreement with a Not-to-Exceed fee plus an allowance for reimbursable expenses. (A sample of this agreement is appended to this RFQ.)

II PROJECT DESCRIPTION

HSS is a three story, L-shaped, cast-in-place concrete building primarily housing classrooms and faculty offices. It was designed and constructed in the early 1960's and has a gross area of approximately 35,000 square feet. Due to the irregularity in the plan shape, plus the potentially vulnerable, "soft-story" below the office wing, HSS was initially targeted as a potentially "high risk" building under the 2002 FEMA 154 building screening guidelines. A follow-up study sponsored by The Oregon Department of Geology and Mineral Industries (DOGAMI), and performed by G&E Engineering Systems, Inc. further identified structural deficiencies, and provided a mitigation outline and basic cost estimate to seismically strengthen the building.

As a result of these investigations WOU requested and received a grant from FEMA to make seismic improvements to mitigate the potential hazard in the event of an earthquake. While seismic mitigation is the primary goal for this project, and FEMA's mandate for the grant, the university is seeking additional funding to make other improvements that will enhance the building's function, operation, and appearance, such as ADA Access, SEED compliant energy conservation measures, LEED-EB operational improvements, and possibly enclosing the "soft-story" to create additional usable space.

The FEMA funded portion of this project has a rigid completion date of 30 June, 2007. It may, therefore, be necessary to phase the enhancements into a separate construction contract to be let when, and if the funding becomes available. However, the consultant contract, as a result of this RFQ, will be to completely design any and all phases, as necessary, for the complete scope of work.

The project must comply with all applicable Federal, State, County, and City codes, regulations, ordinances, laws, and other rules and restrictions that may apply.

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

III BUDGET

The proposed budget for this project is approximately \$3.2 million; approximately \$1 million from the FEMA grant to be used exclusively for seismic mitigation, and the rest from other sources. All cost for the seismic portion of this project, funded by FEMA, must be tracked separately for accounting and auditing purposes.

IV CONSULTANT SELECTION

Preference will be given to those firms that have had recent and extensive experience with projects of similar size, scope, and setting. Beginning with this RFQ, and in accordance with section 580-50-020, of the Oregon Administrative Rules (OAR), and the criteria listed below, responses will be evaluated by WOU's consultant selection committee headed by Physical Plant Director, and comprised of other WOU staff, and representatives from DOGAMI, and the Oregon Emergency Management Division (OEM). Responses will be reviewed, scored and ranked according to solicitation criteria and reference investigations. On the basis of this initial evaluation, a maximum of five (5) firms will be invited to visit the site, submit a proposal, and participate in an interview.

Final consultant selection will be based on the overall merits of the firm as determined by the selection committee's evaluation of information obtained during the consultant selection process.

WOU is an AA/EEO employer.

V CONSULTANT SELECTION SCHEDULE

January 10, 2006	Advertise RFQ/RFQ
January 31, 2006	Responses due @ 3:00 P.M. to WOU
February 7, 2006	Notify finalists and schedule interviews
February 15, 2006	Site visit for finalists
February 28, 2006	RFPs due from finalists
March 8 & 9, 2006	Interview Finalist
March 10, 2006	Announce selection of winning candidate
March 17, 2006	Protest Deadline

VI SCOPE OF SERVICE DESIRED

The basic A/E services required for this project are those consultant services typically associated with a project of this size and scope. These services include, but are not limited to, the following:

- Review and analysis of existing building and systems
- Project scheduling
- CM/GC selection assistance

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

- Cost estimating
- Phasing coordination
- Bidding assistance
- Contract administration
- Project close-out, etc

Pursuant to ORS 276.073 to 276.090, and OAR 190-020-0000, this project is subject to the State of Oregon's 1% for Art program. It is assumed that the project architect will be a member of the art selection committee.

VII INSTRUCTIONS TO RESPONDENTS

Responses must be contained in a soft-bound (comb or spiral binders) document, and must be signed by an officer of your firm with the authority to commit the firm. It must follow the format outlined below in numerical order, and be limited to 25 single sided pages including pictures, charts, graphs, tables, and text that the firm deems appropriate in response to the RFQ. Page size is limited to 8 1/2 x 11 inches with basic text information no smaller than 12 point type. The front and back cover, tab pages, and resumes of key personnel, are exempted from the 25 page limit, and will not be counted.

Telephone, facsimile, or electronically transmitted submittals will not be accepted, and no responses received after the closing date and time will be considered. Failure to comply with these instructions will result in rejection of your response.

Please note that throughout this selection process WOU will not accept responses or queries that require WOU to pay the cost of production or delivery.

Please respond to the following:

1 Firm Background, Experience, and Success (15)

Describe your firm's history. Include information identifying the firm's strengths along with special or unique capabilities, and industry knowledge that your firm can provide for this project. Include the following:

A company-wide organizational chart for the lead design firm

A project organizational chart identifying the sub-consultants and their key personnel

2 Firm Workload (10)

Discuss your firm's capability and capacity to perform the work, including any specialized services within the time limitation set for the work.

3 Firm Experience and Success (25)

Describe your project team's past record of performance on projects with

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

respect to such factors as cost control, quality of work, ability to meet schedules and contract administration. Identify recent projects of similar size, scope, and complexity. Indicate which project bears the most similarities with our project and why.

Discuss your firm's familiarity with design and construction techniques peculiar to the area in which the work is located.

Describe your firm's experience with projects for institutions of higher education in general and with the OUS in particular.

4 Experience of Key Personnel (30)

Provide an organizational chart which identifies key personnel, including the sub-consultants who would be assigned to this project. Include resumes and references for these key people.

Specifically address the structural engineer's specialized experience and expertise with seismic mitigation projects, and document their knowledge of, and experience with FEMA rules regulating this type of project.

5 Estimating / Cost Management (20)

Address your firm's ability to accurately estimate projects during the design phase, and the management techniques your firm employees to control cost during the construction phase.

Identify any particularly unique services, successful experiences, and/or industry innovations that your firm has incorporated or pioneered that could contribute to the success of this project.

6 Scheduling (15)

Address your firm's ability to perform planning, phasing, project monitoring and any other specialized services that may be necessary to meet the schedule to complete the project within the set timetable.

7 Firm and Key Personnel References

Provide the names, addresses, and phone numbers of three owners and three contractors, as references for your firm's qualification for this project. These references should be from owners and contractors that have recently completed projects that are closely related to the project identified in this solicitation. Please verify that the contact information is current and that the individuals identified have had direct involvement with the referenced project. The University may also check with other reliable sources, which can provide information on the submitting firm. **While reference results themselves will not be scored, results obtained in reference checks may be used to score other evaluation criteria.**

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

Submit five (5) copies of responses to:

Thomas Neal
WOU Planning Office
Physical Plant
345 N. Monmouth Ave
Monmouth Oregon

Responses must be received no later than 3:00 PM, Tuesday, January 31, 2006.
Documents received after that time will not be considered.

VIII EVALUATION PROCESS

This RFQ is the first step in WOU's process to select an Architect for this Project. Each member of the Selection Committee will score each category of the RFQ between 0 and 5, and multiply that number by the weight assigned to the respective category. The weighted scores will then be added to obtain a total score for each firm. This total will be used to rank all respondents. The Selection Committee will then meet to collectively tally the scores, discuss strengths and weaknesses of each firm, and select a maximum of five finalists to proceed to the next step. The final candidates will be invited to respond to a Request for Proposals, visit the site, and participate in an interview. These candidates may be asked additional questions designed to clarify or expand on their statements of qualifications, provide specific information that demonstrates their knowledge of this project and offer other information that may distinguish their firm from the others.

Interviews will include a presentation period and Q&A session for each candidate firm. Following the interviews, the Selection Committee will rank the finalists to determine the winning firm. Final selection will be based on evaluation and review of all available information received, presented, discovered, or heard throughout this selection process.

IX PROPRIETARY INFORMATION

This RFQ and one copy of each original response received in response to it, together with copies of all documents pertaining to the award of a contract, shall be retained by the Owner and made a part of a file or record which shall be open to public inspection after consultant selection is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the nonconfidential portion of the statement of qualifications, material designated as confidential shall accompany the statement, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary.

X SUBMITTAL INFORMATION

Responses must be received by 3:00 PM, Tuesday, January 31, 2006

Address parcel to:

Paul Finke
Western Oregon University
Planning Office
345 N. Monmouth Ave
Monmouth, Oregon 97361

XI SELECTION PROTEST

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have seven calendar days after selection notification to submit a written protest of the selection. Protest should be addressed to: Mark Weiss, Vice President for Business and Finance, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361. Any such protests must be received by Mr. Weiss no later than seven days after the selection has been announced.

XII CONTACT INFORMATION

ALL QUESTIONS AND/OR COMMENTS REGARDING THIS RFQ SHOULD BE DIRECTED TO EITHER:

Thomas Neal
Director of Physical Plant and Facilities Operations
Ph: 503 838-8043
Fax: 503 838-8081
E-mail: nealt@wou.edu
or
Paul Finke
Facilities Engineer,
Ph. 503 838-8129
Fax: 503 838-8081
E-mail: finkep@wou.edu

REQUEST FOR QUALIFICATIONS
HSS SEISMIC UPGRADE PROJECT
WESTERN OREGON UNIVERSITY

XIII APPENDICES

The following appendices are included in this RFQ:

- Appendix A: Legal Advertisement
- Appendix B: OUS Architect's *Sample* Agreement
- Appendix C: HSS Seismic Mitigation Report by G&E Engineering Systems, Inc.
- Appendix D: Structural Engineer's report by Stanley V. Carlson, dated: August 2, 1976.

END OF RFQ