



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ Number & Title: 2021-01
Oregon City Campus Concept Master Plan
Clackamas Community College

Place of Submission: Barlow Hall – Business Office, Room 206
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Date & Time of Opening: January 11, 2021 at 2:00 pm

Voluntary Pre-RFQ Conference: None

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 QUALIFICATIONS
2021-01 Oregon City Campus Conceptual Master Plan****SECTION 1. GENERAL INFORMATION****1.1 Legal Advertisement**

Clackamas Community College
REQUEST FOR QUALIFICATIONS
RFQ 2021-01: Oregon City Campus Conceptual Master Plan
RFQ's due Monday, January 11, 2021 at 2:00 PM

CLACKAMAS COMMUNITY COLLEGE invites qualification based proposals from qualified and experienced planning, architectural, and engineering firms (herein after, "Responder", "Proposer", "company", "firm", "provider" or "contractor") to provide master planning services related to the proposed Oregon City Campus Conceptual Master Plan (CMP).

Request for Qualification (RFQ) documents will be available on <https://www.clackamas.edu/about-us/purchasing/request-for-proposals> or at the office of the Purchasing Agent, Barlow Hall – Business Office, Clackamas Community College, 19600 Molalla Avenue, Oregon City, OR 97045, or by calling (503) 594-3086.

Emailed submissions will be accepted at the PURCHASING DEPARTMENT until Monday, **January 11th, 2021 at 2:00 p.m.**

Qualifications will be reviewed in closed session; there will be no public opening.

The College reserves the right to reject any RFQ submission but not limited to:

- 1.1.1 Request, receive, and evaluate supplemental information and clarifications during its evaluation of the RFQ.
- 1.1.2 Reserves the right to waive non-material irregularities in any response.
- 1.1.3 Reserves the right to cancel or amend this RFQ or to extend the date responses are due.

No RFQ submission will be received or considered unless fully complete in the manner provided in the submission documents and advertisement for RFQ's.

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

Proposers shall provide one (1) original Adobe PDF copy their RFQ and all attachments emailed to the purchasing agent by the listed due date. One must be clearly designated "original" on the exterior and contain all required signatures.

All RFQ's 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 responder 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 submissions 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 submission is received at the above location prior to the time of opening. Submissions which are received after the time of opening will not be considered and will be returned unopened.

Submit only one RFQ for consideration. Multiple RFQ's submissions will be deemed non-responsive.

Facsimile transmissions 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 Qualifications. Only those submittals that contain complete information as required by these specifications will be considered for evaluation.

Section 1: General Information**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 RFQ and associated documents. It is understood that all submittals shall become a part of the public file on this matter without obligation to the College. The College may reject any submittal that does not comply with all the prescribed submission procedures and requirements in this Request for Qualifications, 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 RFQ shall be submitted via email to:

Elizabeth Cole, Purchasing

Email: elizabethc@clackamas.edu

All questions must be received by the Purchasing Agent no later than **Tuesday, December 22, at 5:00 pm**. All questions and answers shall be posted on the College's purchasing website by **Wednesday, December 30th, 2020 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 RFQ review.

The proposal response forms which are a part of the Request for Qualifications 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 proposer, 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.
- 1.7.4 A signed copy of **Exhibit B: Certification of Non-Discrimination** must be signed with ink.

Section 1: General Information**1.8 Schedule of Events**

Advertisement(s) for RFQ:	Wednesday, December 16, 2020
Pre-RFQ Meeting:	None
Inquires/Questions Due:	Tuesday, December 22, 2020
CCC Responses to Questions (via Addendum):	Wednesday, December 30, 2020
Request for Qualifications Due:	Monday, January 11, 2021
Estimated short list for interviews (live or virtual):	February 2021

1.9 Contract

1.9.1 The term of the contract shall be 3 (three) years, commencing Spring 2021, and may be renewed, at the option of the College, for up to two additional one-year periods.

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 contractor 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 contractor 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.

1.10 Reservations

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

1.10.1 To reject any or all proposals as permitted by Oregon Statute, Oregon Community College Rules of Procurement, or Administrative Rule.

1.10.2 To make such changes or corrections in plans, specifications, or quantities as it may deem necessary prior to the proposal opening. Contractors will be notified of such changes in writing by addenda mailed to the address on file in the College's Purchasing Department.

1.11 Incurred Costs

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

Section 1: General Information**1.12 Protest Procedures**

1.12.1 Solicitation Protest

Up to 7-days after the public notification of the intent to award, prospective contractors may submit a written protest, or request for change, of particular solicitation provisions, specifications, or contract terms and conditions to the college. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provisions, specification, or contract terms and conditions. No protest against selection of a contractor, because of the content of solicitation provisions, specifications, or contract terms and conditions shall be considered after the deadline established for submitting such protest.

1.12.2 Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections 1.12.1 and 1.12.2. The Purchasing Agent shall promptly issue a written decision.

1.12.3 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

1.13 Insurance Requirements

1.13.1 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.

1.13.2 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 Four Million dollars (\$4,000,000.00) aggregate for general liability.

Section 1: General Information

- 1.13.3 Contractor will 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 Three Million dollars (\$3,000,000.00) aggregate for professional liability. Such insurance shall be endorsed to include contractual liability.
- 1.13.5 **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 days written notice from the Contractor or its insurer(s) to Clackamas Community College.
- 1.13.6 **Certificates of Insurance.** As evidence of the insurance coverage required by this Contract, the Contractor will 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.

1.14 Other Government Agency Participation

Section not used.

SECTION 2. SCOPE OF WORK

2.1 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 satellite campuses in Milwaukie and Wilsonville.

The college has 28 building of varying age and use totaling about 750,000 square feet. Many facilities are aging and require infrastructure upgrades.

2.2 Proposed Scope of Work

2.2.1 CCC intends to engage the services of a qualified planning/architectural/engineering team to provide the following:

1. Review past masterplans for historical context of the Oregon City Campus.
2. Meet with internal and external stakeholders to gather visions, determine pressing needs, list priorities, for college's growth.
3. Develop a new Comprehensive Master Plan that will
 - a. Accommodate future growth through 2031 (ten years) using available land planning;
 - b. Expand and improve college building areas in a way that enhances the educational mission of the college.
 - c. Apply an equity lens and sustainability lens throughout the development process.
 - d. Review existing infrastructure and buildings to accommodate a hybrid mix of virtual and in person learning.
4. Develop a plan for supporting campus infrastructure to accommodate college growth
 - a. Internal site circulation and parking
 - b. Utility capacity for growth (external traffic impacts, water, sewer, stormwater, electric and gas)
 - c. Provide multi-modal transportation facilities that enable college users to easily access the campus.
 - d. Provide a high-quality, connected system of pedestrian pathways for circulation within the campus and to the public system.
 - e. Prepare a final presentation for use at the CCC Board of Education meeting
5. Proposed deliverables
 - a. A formal Conceptual 10-year Master Plan for the Oregon City Campus using an outline approved by the college including drawings and illustrations to support the narrative.

Section 2: Scope of Work

2.2.2 The Responder will work closely with the college's facilities department. This includes but is not limited to the following:

1. Budget development and assistance with evaluation and preparation of cost-saving or value engineering alternatives.
2. Assistance with scheduling and phasing issues.
3. Attendance at required meetings.
4. Review of existing facility assessment, reports, studies, and master plans.

2.3 Anticipated Project Timeline

1. Conceptual Master plan short list interviews: **February 2021**
2. Conceptual Master Plan scope and fee negotiation with selected firm and Board of Education approval: **March 2021**
3. Draft Conceptual Master Plan Submittal to College: **August 2021**
4. Final Conceptual Master Plan Submittal to the College and Board of Education presentation; **December, 2021**

SECTION 3. RFQ 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, cannot exceed **20-8 ½ x 11-inch double sided pages** including pictures, charts, graphs, tables, and text the proposer deems appropriate to be part of the proposer's 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. Sample Master Plans will also not be included in the page count.

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

- a. Responder
 - 1) Provide name, address, telephone number, email, website, and for the prime firm.
 - 2) Provide single point of contact with phone number and email address.
 - 3) Number of years the Responder has been in business.
- b. Provide a brief description of the company's history and number of years in the engineering business.
- c. Provide confirmation of your company's ability to respond to CCC project timeline requirements.

2. Proposed Responder's Organizational Structure – 20 Points

- a. Responders organizational structure
 - 1) If the respondent is a collaboration of firms, describe organizational structure of the team.
 - 2) Team resumes (key team members only), including job titles.
 - 3) Matrix of which staff members have worked together on previous projects, indicating project names and dates.

The College may elect to request changes in the Responder's team if Clackamas Community College thinks it will benefit the project.

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

3. Responder's Related Project Experience – 20 Points

- a. Provide experience in the successful completion of Conceptual Master Plans in similar scope and size that best illustrates the Responder's experience and capabilities related to the request. Include three (3) similar projects and the year the work was completed.

Section 3: RFQ Specifications**5. Responder's Approach Work plan/Quality Control – 20 Points**

Describe the Responder's proposed quality control philosophy, including the following: Describe the Responders approach/work plan and how your team anticipates meeting the proposal's intent and schedule.

6. Responder's References (not directly scored for short list interviews, but used in final evaluation)

- a. Provide references from three (3) Owners for which similar services have been provided.
- b. The individual(s) identified must have had direct contact with the referenced project; confirm the phone number is current. Team members (sub-consultants) may not be included as references.

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. The results obtained from these and any other reference checks will be assessed in determining the final selection of the shortlisted firms.

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

5. Responders example of three (3) Conceptual Master Plans

- a. The Responding firm will provide relevant pages from no more than three Conceptual Masterplans from similar situated businesses/facilities. Scores will be based comprehensiveness of plan, ease of use, ease of use in projecting projects and seeking funding. Team members must have been involved with the development of the example CMP. These will not be included in the 20-page maximum RFQ page count listed above.

Section 3: RFQ Specifications**3.1.2 Submission Format**

Cover Letter

Index

Tab/Divider 1: Responder's Organizational Structure

- a. Team(s) Organizational Chart
- b. Team resumes (key team members only)
- c. Matrix of Staff Members who have worked together

Tab/Divider 2: Responders Related Project Experience

- a. Provide experience in the successful completion of Conception Master Plans

Tab/Divider 3: Responder's Approach

- a. Approach/Work Plan/Schedule

Tab/Divider 4: Responders References

Tab/Divider 5: Attachments

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination

Separate: Relevant pages from three previously completed Conceptual Masterplans.

Proposer's information must be presented in format order noted above.

3.2 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**

A **two-step process** will be used to select the most qualified consulting firm for this project.

- 4.1.1 The **first step**: Evaluation of submitted proposals by the Clackamas Community College selection committee.
- 4.1.2 The **second step**: A short-list of most qualified consulting firms will be invited to participate in Request for Proposal (RFP) for the Conception Masterplan.

4.2 Clackamas Community Colleges 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 RFQ;
- 4.3.2 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;
- 4.3.3 Whether the evaluation committee should reconvene and collectively review the scoring, marking changes as the evaluation committee deems appropriate.

4.3 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 member's score. 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.

Section 4: Evaluation/Selection Process

4.3.1 Summary of Scored Evaluation Criteria

- a. Demonstrated understanding and responsiveness to the RFQ (20 points)
- b. Proposals and experience of firm and personnel named in the proposal (20 points)
- c. Past experience assisting community colleges in developing a CMP (20 points)
- d. Project understanding and approach including an understanding of the unique nature of the College and the CMP (20 points)
- e. Completeness and quality of proposal (20 Points)

Non-Scored Evaluation Criteria

- a. Cover Letter Not Scored
- b. Responders References Evaluated