



**Central Oregon Community College
Request for Proposal
RFP 1386-11**

**ARCHITECTURAL SERVICES FOR
Residential Housing**

**Issuance Date: October 14, 2011
Closing Date: 4:00 p.m. Wednesday, November 16, 2011
All Times Are In Local Time**

SUBMITTAL LOCATION

Send Original and 6 copies to:
Central Oregon Community College
ATTN: Julie Mosier, Purchasing Coordinator
Metolius Hall, Room 212C
2600 NW College Way
Bend, OR 97701-5998

WARNING: Offerors who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address to ensure that addenda to the RFP or other communications can be sent to them. Proposers who fail to notify the Issuing Office with this information assume complete responsibility in the event that they do not receive communications from the Issuing Office prior to the Closing date/time.

Table of Contents

<u>PART I:</u>	<u>Invitation</u>	3
<u>PART II:</u>	<u>Project Overview</u>	6
<u>PART III:</u>	<u>Concept</u>	8
<u>PART IV:</u>	<u>Preliminary Program and Project Budget</u>	11
<u>PART V:</u>	<u>Contract Requirements</u>	13
<u>PART VI:</u>	<u>Scope of Work</u>	14
<u>PART VII:</u>	<u>Supplementary Conditions of the Contract</u>	21
<u>PART VIII:</u>	<u>Instructions to Proposers</u>	24
<u>PART IX:</u>	<u>Proposal Evaluation</u>	32
<u>PART X:</u>	<u>Proposal Content</u>	36

PART I: Invitation

1) Invitation

Central Oregon Community College, hereinafter, "College," invites Proposals from Licensed Architects to provide Architectural Services for Central Oregon Community College in Bend, Oregon. Interested firms are invited to submit Proposals to accomplish the Scope of Work defined within this invitation.

The College intends to enter into an architectural services agreement with the successful Proposer to provide all services required for the construction of its new Residence Hall. Architectural services will include full programming services, schematic design services, design development services, construction document services, bidding assistance, construction administration and project close-out services in accordance with revised Article 3, AIA B101 requirements included with this RFP plus all contingent services required, i.e. drawing and specifications changes and any cost/claim negotiations associated therewith, shop drawing/date review and approvals, plus all preparation of alternate, separate or sequential bids in connection with bidding, negotiations or construction prior to the completion of the construction phase.

Proposals will be analyzed on the technical capabilities and historical accomplishments of the Proposer with specific emphasis on the Proposer's ability to work with a public college campus in an existing setting and experience in designing higher educational residence hall facilities. The RFP is available by request through jmosier@cocc.edu. All requests and notifications should contain firm name, name of contact person, mailing address and phone number. Copies of the RFP will be mailed or emailed to recipients within two business days of receipt of the request.

There will be a mandatory pre-proposal meeting at ~~2:00pm~~ 3:30pm Monday October 24, 2011 in Campus Center Building Room 116, Bend, Oregon.

The College may waive any or all informalities and irregularities, may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any Proposal upon a finding of the College that it is in the public interest to do so.

Central Oregon Community College, a Community College District created within the context of Oregon Revised Statutes, is an Equal Opportunity Employer. Minority and women-Owned businesses are encouraged to participate in this solicitation.

2) Submittal of Proposals

Interested firms may submit responses to this invitation by completing the requested documentation and submitting **one original and 6 copies** to:

Central Oregon Community College

Attn: Julie Mosier

Purchasing Coordinator

Metolius Hall, Room 212C

2600 NW College Way

Bend Oregon 97701

jmosier@cocc.edu

All Proposals submitted shall be in a sealed envelope or container plainly marked on the outside showing the name of the Proposer and the project number and title. Proposal and performance securities are not required.

All Proposals shall be delivered not later than the time and date set for submittals shown on Page 1 of this solicitation. Delivery is the sole responsibility of the Proposer. Proposals not received by the predetermined time on the due date will be returned unopened. Proposals may be delivered by any means available including hand delivery if desired; however, submittals by facsimile or email are not acceptable.

The Purchasing Coordinator is the sole point of contact for this procurement. All communication between the Offeror and the College regarding this solicitation shall be in writing, submitted by email, to the Purchasing Coordinator at the email addresses listed above. Email inquiries should be identified in the subject line as: "RFP 1386-11 Inquiry." Offerors are to rely on written statements issued exclusively by the Purchasing Coordinator. Any other communication will be considered unofficial and non-binding. Communications directed to parties other than the Purchasing Coordinator will have no legal bearing on this RFP or the resulting Contract(s).

3) Opening and Reading of Proposals

Proposals will be opened and reviewed in closed session. Proposal contents shall not be available to the public until the notice of intent to award is issued. Copies of Proposals shall not be available until award and contract execution is complete.

4) Solicitation Schedule

RFP Issuance	October 14, 2011
Mandatory pre-proposal meeting	October 24, 2011
Deadline for protests of solicitation	October 25, 2011
Deadline for clarifications and questions	November 2, 2011
Responses to protests and last addenda	November 8, 2011
RFP Closes	November 16, 2011

Interviews will be scheduled for sometime in early December.

(The College reserves the right to change the schedule as needed.)

PART II: Project Overview

1) Project Overview

Central Oregon Community College intends to enter into an architectural services agreement with the successful Proposer to provide all services required for the design and construction of its new residence hall project. Architectural services will include full programming services, schematic design services, design development services, construction document services, bidding, construction administration and project close-out services, plus all contingent services required, i.e. drawing and specifications changes and any cost/claim negotiations associated therewith, shop drawing/date review and approvals, plus all preparation of alternate, separate or sequential bids in connection with bidding, negotiations or construction prior to the completion of the construction phase. At the completion of the schematic design phase, the schematic design submittal and cost estimate will be presented to the Central Oregon Community College Board of Directors for approval. Only if the Board approves these items will the contract proceed to the remaining services as listed above. If the Board does not approve of the schematic design submittal and cost estimate, the College may cancel the architectural services contract at that time.

2) Project Schedule

The College intends to adhere to the following schedule, as best it can, recognizing that any number of diversions and contingencies may alter the schedule.

Activity	Completion Date
<u>Selection Process</u>	
Advertise and Publish RFP	October 2011
Proposals due	November 2011
Development of "short list" by evaluation team	December 2011
Interviews and on-site presentations	December 2011
Research, final scoring and ranking, award recommendation	December 2011
Contract negotiations	January 2012
Architect contract signing	January 2012

Design Process

Site analysis complete	February 2012
Schematic design complete	April 2012
Board Approval	April 2012
Design development complete	August 2012
50% CD set and Board approval	October 2012
Construction documents complete	January 2013
Construction bidding complete	February 2013
Board Approval/Contractor contracts complete	February 2013

Construction

Construction begins	March 2013
Construction substantially complete	June 2014
Owner takes possession; occupancy initiates	July 2014
Final Landscaping, punch-list and final completion	July 2014

Proposer is encouraged to comment on overall project schedule given the necessity of a January 2013 bid date and Final Completion in July 2014 to accommodate the September move-in and start of term.

PART III: Concept

Central Oregon Community College buildings shall exemplify and radiate the following visions, goals, values and requirements.

Masterplan Vision

As a leader in regionally and globally responsive adult lifelong education, Central Oregon Community College will provide instructional facilities across its District to promote professional growth and personal development for adults in the region.

COCC's facilities will support the vision that COCC campuses and centers will be hubs for regional higher education. Its campuses and College Centers will connect with their respective communities and provide learning centers that are inviting, conducive to learning, and promote a sense of security. The College will maintain a high level of public stewardship by ensuring that campus and building designs integrate goals of sustainability, efficiency and environmental sensitivity. These goals apply to all COCC campuses and facilities, existing and future.

Masterplan Goals

The mission of College design and development is to support and enhance the following goals:

- Serve students through inviting campus environments conducive to learning.
- Develop facilities that are healthy, safe and secure.
- Strengthen COCC's role and image as a center for academic and cultural growth.
- Develop campus concepts of appropriate density.
- Utilize a participatory planning process to develop the COCC Masterplan to meet COCC's vision.
- Use current Masterplan as a basis to project current needs and campus growth.
- Encourage community integration with all college functions.

Sustainability

Sustainability is using, developing and protecting resources at a rate and in a manner that will enable Central Oregon Community College to meet current and future needs. Sustainability

requires simultaneously meeting both college and community needs while being sensitive to both environmental and economic concerns.

Sustainability implies that the College shall:

- Develop sustainable campus design concepts.
- Develop sustainable buildings.
- Develop and integrate goals for sustainability and efficiency into the standards and practices.
- Increase the efficiency with which energy, water, material resources and land are used.
- Reduce releases to air, water and land of substances harmful to human health and the environment.
- Reduce and reverse adverse impacts on natural habitats and species.
- Utilize sustainable site planning and landscape design.
- Provide for the use of renewable energy sources wherever possible.
- Design for and use high quality and energy efficient lighting fixtures while minimizing light pollution.
- Provide for and construct energy efficient building shells.
- Where possible, use energy efficient HVAC systems.
- Encourage the use of environmentally preferable building materials and recycled building materials.
- Begin a program of water conservation measures campus-wide.
- Where feasible, begin recycling and waste management programs campus wide.
- Encourage construction waste reduction and recycling.
- Encourage more efficient use of the automobile, including mass transit and carpooling as well as striving to utilize efficient and alternate energy transportation vehicles whenever possible.
- Encourage an understanding and appreciation for the environment and sustainability in students and staff.
- Determine the long-term value of planning and design decisions through Life Cycle Analysis.

Specifically, it is expected the College will design and construct sustainable institutional facilities and establish third-party sustainability certification as appropriate.

Siting Issues

- Zone Campus for efficient use of site.
- Integrate buildings and circulation systems with existing site contours.
- Work to respond to Campus context both internally and to the surrounding area.
- Site buildings in order to maximize views.

Landscaping

- Utilize native, low maintenance plant materials.
- Minimize lawn areas and other high maintenance plant materials where appropriate.
- Provide a greater variety of planting materials at key areas.

Parking and Circulation

- Integrate parking and circulation with existing contours and trees.
- Maximize parking opportunities within the site.
- Situate parking to facilitate shared parking lots.
- Locate buildings to accommodate pedestrian circulation and access to minimize the need for vehicular circulation.

Way Finding

- Integrate Campus and building signage.
- Identify gateways to Campus.

Facility Design

- Create phased development plans to allow for incremental growth.
- Create new and remodeled low maintenance facilities that are flexible and adaptable to change.
- Design new and remodeled spaces that adapt to "information age classrooms" systems.
- Integrate "One Percent for Arts" with architecture.

PART IV: Preliminary Program and Project Budget

1) BACKGROUND

Central Oregon Community College is a comprehensive, two-year college offering career and technical education programs, lower division transfer courses and degrees, community education courses and business training and counseling. COCC was founded in 1949 as part of the Bend School District. The 10,000 square-mile College District was established in 1962, encompassing all of Crook, Deschutes and Jefferson Counties, as well as the southern part of Wasco and northern portions of Klamath and Lake Counties. COCC serves more than 17,000 students annually and is accredited by the Northwest Commission on College and Universities. Central Oregon Community College is an affirmative action, equal opportunity institution. The College is governed by a seven-member, locally elected Board of Directors.

The main campus is located in Bend, Oregon. In addition to the Bend campus, the College operates campuses in Redmond, Madras and Prineville. The 193 acre Bend campus consists of 23 buildings totaling more than 450,000 square feet. The College also has 24 acres of land located next to the Redmond Airport with three buildings. In fall of 2012, the College opened single-building campuses in Madras and Prineville.

A branch of Oregon State University is located at the Bend Campus.

2) ACCESSING THE BEND CAMPUS

See link at <http://visitors.cocc.edu/Visiting/Directions/default.aspx> for driving directions to the Campus. Also located on the webpage is a map of the Campus for location where proposals are to be submitted. Visitors may pick up guest parking permits from the Information Office and Enrollment Services located in the Boyle Education Center or from the Campus Services Office located behind the Boyle Education Center.

3) PARKING

Parking is very limited on the Bend campus. Vendors need to procure a temporary parking permit or use the Campus map to determine where unpermitted parking may be located. The College is not responsible for any costs incurred by the Vendor for parking fines or towing charges.

4) IMPORTANT NOTICE

It will be the responsibility of each participating Vendor to check for any available amendments or

addenda, responses to inquiries and/or questions, cancellations, or intents to award, and any and all additional information regarding this opportunity. It is not the College's responsibility to ensure that participating Vendors have received any of the above.

5) LANGUAGE

Conditions of proposal which include the word "must" or "shall" describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated. FAILURE TO MEET A MANDATORY REQUIREMENT SHALL DISQUALIFY YOUR PROPOSAL. This contract bid document and the awarded Proposer's response information shall become part of the Contract.

PART V: Contract Requirements

1) Sample Contracts

The College and the selected Proposer shall negotiate a contract which will include a modified AIA Document B101, Standard Form of Agreement between College and Architect, Article 3, specifically, with the contract amendments and attachments hereinafter identified and as finalized during the negotiation phase of the evaluation and selection process. For modifications to AIA B101 see ATTACHMENT B. This agreement shall, with its attachments, amendments and any associated memoranda of understanding, constitute the Project Contract Documents and other documents as may be agreed upon.

PART VI: Scope of Work

1) Scope of Work for Project

- a) The work encompasses complete design of an approximately 330 bed residential housing building comprised of 90% double occupancy semi-suite units, 7% single occupancy semi-suite units, and 3% single occupancy semi-suite resident advisor units, with all associated infrastructure, support spaces, and site development. See ATTACHMENT C for a graph of living concepts for this project. The residence hall is to be built on the Central Oregon Community College Main Campus in Bend, Oregon.
- b) All work necessary for the completion of the project shall be in accordance with the applicable provisions of Oregon Revised Statutes, Oregon Department of Education specifications, all Oregon Energy Codes, Oregon and Deschutes County Building Codes, latest editions including all subsequent modifications and supplements, and with the Americans with Disabilities Act.
- c) The Architect shall provide all basic services required to complete the project including all necessary services described herein or usually implied as a prerequisite for performance of the services whether or not specifically mentioned in this agreement, including attendance by the Architect at project conferences and public hearings.

2) General Architectural Services

- a) The Architect will provide all standard professional services, excluding programming, in connection with this project. In addition, the Architect will provide services specifically described in this section and any other specialty and auxiliary services to provide complete design and contract administration services.
- b) The Architect will provide all standard and necessary consultants, including, but not limited to, civil, structural, mechanical and electrical engineering as part of basic services. Specialty consultants such as those for, security systems, access control, low-voltage wiring, landscape and irrigation, lighting, and the like, shall be retained by the Architect. Commissioning, inspection and testing, surveying and geotechnical services will be retained directly by the College.
- c) The Architect will design to the College's schedule, as provided in this RFP, or subsequently as amended by standard contract processes. The Architect's design shall be within plus five percent (5%) and negative ten percent (10%) of the College's budgeted construction contract award price at schematic design, and within plus five percent (5%) or minus five percent (5%) of the College's budgeted construction contract award price at the end of the design development phase. Any redesign required to bring the project within these parameters or within the College's budgeted construction contract award price when the apparent low bidder has been identified shall be done at no cost to the College.

3) Work Specifics

The contract for architectural and associated engineering services includes the Supplemental Scope to the AIA B101-2007 Standard form of Agreement between the Owner and Architect (revised Article 3) and the following for each discrete endeavor listed and described below.

a) Site Performance Analysis Phase

Shortly after initiation of the contract the Architect, in conjunction with whichever consultants may be required, shall provide a report on the constructability of the chosen site. The report shall address the following topics and how each relates to the construction, use and function of each facility to be constructed on that location and shall reevaluate the entire suitability of the chosen site. Where it is inappropriate for the Architect to retain consultants implied below, the Architect shall recommend such retention to the College and the College will retain such consultants for the recommended work, should the work be desired.

This report shall be presented to the project management team at the earliest possibility after award of the contract, but in no case later than one month after award.

b) Programming Review Phase

- i) The Architect shall meet with the College project management team to review and gain understanding of the program to be provided by COCC. The Architects shall meet with the user groups to gain full understanding of the scope and vision for the building.
- ii) Based on the meetings with the project management team and the understanding gained, the Architect will document the findings and formally propose the programming document.

c) Schematic Design

Upon approval of the project requirements, the Architect shall prepare design and preliminary documents consisting of preliminary drawings and specifications for approval by the College. At various junctures during this phase, the Architect shall submit to the College a statement of probable project construction cost and budget.

During this phase, the Architect shall develop a schematic design for the project scope defined in programming phase and develop alternatives necessary to arrive at the most desirable and cost-effective solutions. The Architect shall develop a list of standards for use in the project through consultation with College departments and staff.

During this phase, the Architect shall meet with the appropriate building officials as early as possible to ensure that the plan review time will meet the project requirements and shall prepare and submit site review packages, if required. As part of this process, the Architect will prepare a schematic design outline specification. See Supplemental Architect's scope for this design phase's requirements.

d) Design Development

Upon approval of schematic drawings by the College, the Architect shall prepare preliminary documents consisting of preliminary drawings and specifications for approval by the College. The Architect shall submit to the College a further statement of probable project construction cost and

budget. The Architect shall submit any documentation for code or agency approval, such as a development plan.

The Architect shall meet regularly with College staff to review the progress of the design development. The Architect shall advise College staff whenever the estimated construction costs are tending to exceed the estimated budget. The design shall be carefully monitored and adjusted to stay within budget. The Architect shall provide a complete budget estimate at the end of design development for each portion of the project.

The Architect shall provide continuous updates of architectural, civil, mechanical, electrical, structural and landscape plans to the College as they are developed and make value-engineering recommendations as appropriate. See Supplemental Architects scope for this design phase's requirements.

e) Construction Documents Phase (Working Drawings and Specifications)

Upon approval of design development documents by the College, the Architect shall prepare working drawings and specifications for approval by the College, in order that the College may solicit bids for the construction of the project. The Architect shall advise the College of any adjustments to previous statements of probable project construction cost. The Architect shall submit any documentation for code or agency approval, such as building permits.

The Architect shall continue to meet regularly with College staff to review the progress of the construction documents and shall continue to monitor the scope and budget as the documents progress. The Architect shall modify designs, plans and costs projections as necessary to stay within budget.

The Architect shall assist with preparation of the bid packages, according to the contractual requirements and College procedures.

In this phase, the Architect shall prepare a final construction estimate for each bid package before release for bid.

The Architect shall prepare, submit and obtain all permits necessary for the construction of the

project. The College shall reimburse the Architect for payment of any City and County permit fees. See Supplemental Architect's scope for this design phase's requirements.

f) Bidding Phase

The Architect shall prepare the project manual in compliance with Oregon Law, specifically, Oregon Revised Statutes 279A and 279C and Oregon Administrative Rules 125 and 137, as applicable. The College will initiate the bidding process.

The Architect, following the College's approval of the construction documents, the project manual, and the latest estimate of construction cost, will prepare contracts for construction, and provide assistance to the College during the bidding process. This assistance will include interpretation of the construction documents, responding to contractor questions, assisting at conducting pre-bid conferences, assistance with preparation of addenda, and compliance with all Oregon laws, as necessary.

The Architect, if requested, shall assist the College in evaluating the bids received. If requested, the Architect shall prepare various summaries and tabulations of bids received and shall make recommendations to the College for various contract awards. The Architect, upon approval of the College, shall then prepare the necessary construction contracts for the contractors' and the College's signatures (AIA 101 and 201). The College may elect to provide the Owner Contractor Agreement and Contract General Conditions in lieu of the AIA documents.

g) Construction Phase (Construction Guidance, Modifications, Observations, etc.)

- i) The Architect shall review construction schedules, and keep the College informed of the progress of the work, review shop drawings and other required submittals; review and approve materials, equipment and tests thereof; maintain accounts of the work including the issuing of change orders at the direction of the College; review contractor's applications for payment, and issue certificates for payment in approved amounts; and provide on-site observation of the work.
- ii) The Architect shall make as many visits as necessary in accordance with the schedule for the project depending upon the construction activity at the time, but one visit per week to the site(s) while considerable work is in progress would normally be appropriate to understand

the progress and quality of the work and to determine if the work is proceeding in accordance with the contract documents. A person qualified in each design phase of the project shall be available when required to support the necessary visits. A written report shall be provided to the College after each such visit indicating the date, time of day, and the names of the persons representing the architect/engineer who participated in the visit. The report shall advise the College of any problems or difficulties that were noted.

- iii) On the basis of on-site observations as an architect or engineer, the Architect shall make every effort to guard the College against defect and deficiencies in the work of the Contractor.
- iv) The Architect shall not be responsible for construction means, methods, techniques or procedures (other than those specified in contract documents), or for safety precautions and programs in connection with the work. The Architect, as part of the basic service, shall advise the College concerning correction of difficulties occurring in the building or equipment during the Contractor's warranty period in a timely manner. Nothing in this paragraph shall be construed to limit or relieve the obligation to report any inappropriate, unprofessional or unsafe condition or activity at the earliest possible opportunity to the appropriate person or agency.
- v) Additional requirements of the Architect during this phase are to:
 - A) Administer all agreements between the College and the Contractor.
 - B) Provide construction observation and guidance for each bid package or contract.
 - C) Participate in weekly construction progress meetings throughout the life of the project.
 - D) Provide regular and on-going construction observation and assistance to help the College to ensure that the work meets all specifications and applicable codes.
 - E) Review, process and approve all required submittals including contractor shop drawings.

- F) Review all change requests and make recommendations as to whether costs are appropriate. Expedite all change requests and change orders. Ensure that all change orders receive the College's approval before authorization of work and that all costs are either on a lump sum basis or a time and materials (T&M) basis with a not-to-exceed (NTE) limit. No T&M work will occur without a NTE limit. For work performed on a T&M or unit basis, monitor and ensure that accurate records are maintained.
- G) Review and expedite all Contractor requests for information and other similar documents.
- H) Provide interpretation of the meaning and intent of the plans and specifications as becomes necessary, and expedite consultation and resolution with the Contractor.
- I) Monitor progress of work and recommend such action as may be necessary to keep project on schedule and within budget.
- J) Review and make recommendations for all payment requests and physically check the work and materials connected with each payment request.
- K) Review all requests for Contractor time extensions. Work with the Contractor, and the College to find solutions, wherever possible, to avoid delaying elements on the critical path.
- L) Review all project record drawings for accuracy, for permanent retention by the College, and provide final record drawings, both in hard copy and on a CD in AutoCAD, release 2007 or higher, or equivalent program.
- M) Provide one-year warranty review, punch list and re-examination of corrective work as an "Additional Service" upon request of the College.

4) Meetings and Coordination

The Architect shall conduct and/or attend meetings to discuss schematic/preliminary and working

drawings, pre-bid conferences, preconstruction conferences, and weekly construction meetings, all of which may be required by College, and shall maintain minutes of each meeting.

5) Selection of Consultants

Proposals shall include the names of proposed consultants; however, the College prefers to collaborate with the Architectural firm to choose final consultants.

Although the College understands that firms may have preferences for certain consultants for provision of basic services, the College shall have a role in the selection of each consultant to be contracted by the Architect and shall have final rights of approval for each such consultant.

Consultants shall be chosen during the negotiation phase by mutual agreement between the College and the Architect. Consultants shall be chosen primarily from the list provided by the Architect during the negotiation phase, but the College reserves the right to add other consultants to the list for consideration.

When all consultants are approved by the Architect and the College, the Architect shall proceed to retain the services of those approved consultants for the duration of the project. If any consultant is not performing to the expectations of the College or the Architect, both shall review that consultant's progress and make a judgment on any required action. When such decision is made, the Architect shall perform the required activity, which may include remedial action, decrease in scope, claim for reimbursement, and/or termination of contract. If necessary, the Architect shall retain alternate consultant(s) as required.

PART VII: Supplementary Conditions of the Contract

1) Architect Status

Architect is engaged as an Independent Contractor and shall be responsible for all federal and state taxes as applicable to this contract and the payments made therewith. Whether Architect is a corporation, partnership, other legal entity, or an individual, Architect is an Independent Contractor. If Architect is an individual, Architect duties will be performed with the understanding that Architect is a self-employed person and has special expertise as to the services which Architect is to perform and that Architect is customarily engaged in the independent performance of the same and/or similar services for others. The manner in which the services are performed shall be controlled by Architect, however; the nature of the services and the results to be achieved shall be specified by the College. Architect is not an employee or

agent of College and has no authority to make any binding commitments or obligations on behalf of College except to the extent expressly provided herein.

2) Assistance Furnished by the College

The College will make available for use by the Architect any documents, office space, office machines, staffing and or services as may be specified elsewhere in this document, specifically in the Scope of Work section. Otherwise, no assistance shall be provided.

3) Subcontracting and Assignment

Architect shall not subcontract its Work under this contract, in whole or in part, without College's prior written approval. Architect shall require any approved subcontractor to agree, as pertains to the portion subcontracted, to comply with all obligations specified in this contract. Notwithstanding College's approval of a subcontractor, Architect shall remain obligated for full performance of this contract and College shall incur no obligation to any subcontractor. Architect shall not assign this contract, in whole or in part, or any right or obligation hereunder, without College's prior written approval.

4) Signs, Advertisements, Etc.

All signs, advertisements, displays, brochures, flyers, and other promotional materials, related to the activities of this contract and promulgated by the Architect shall be approved by the College.

5) Audit

Architect's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by the College to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Architect or any of its payees pursuant to the performance of the contract.

6) Operations and Storage of Materials

The Architect shall confine all operations and storage of materials at the premises to the limits indicated by law and permits and as further directed by the Contract Administrator. Neither the Architect nor any subcontractors nor any servant of the Architect nor of any subcontractors shall make any use of an existing College structure or any facility therein unless authorized to do so by the College.

7) Ownership of Work

All reports from the Architect which result from this contract shall be the exclusive property of College and

shall be delivered to the College upon completion of the work or the termination of this contract.

8) Substitution of Personnel

The Architect's proposed personnel shall be available for the initial contract term. In the event the Architect wishes to substitute personnel, it shall propose personnel of equal or higher qualifications and all replacement personnel are subject to prior College approval. In the event substitute personnel are not satisfactory to the College and the matter cannot be resolved to the satisfaction of the College, the College reserves the right to terminate the Contract for cause.

PART VIII: Instructions to Proposers

1) Definitions

The following definitions apply throughout this solicitation and all associated documents:

- a) Central Oregon Community College is referred to as “the College” or “COCC.”
- b) Persons, firms, agencies, partnerships or companies submitting responses to this invitation are referred to as “Proposers” or “Offerors.”
- c) The successful Proposer to whom the Work is awarded is referred to as “Contractor” or “Architect” or “Firm.”
- d) Request for Proposal, Proposal Documents, solicitation, and invitation mean this Request for Proposal in its entirety.
- e) The required Work defined herein, provision of architectural services is referred to as the services or the work.

2) Mandatory Qualifications

In order to qualify for award of the contract to provide the required services the Proposer shall comply with, have accomplished or have qualified with the following conditions. Only Proposals from firms which qualify with the following will be considered:

- a) At least one of the firm’s practicing, licensed architects shall be currently registered in Oregon to provide architectural services and shall have been registered as same, although possibly under different firm names than shown as “Proposer” herein, for not less than the immediately preceding five years to the date that the Proposal is submitted
- b) Not less than one of the primary principals (full partner) of the proposing firm shall have completed not less than seven years of provision of architectural services to entities in the United States or Canada;
- c) The firm shall be registered with the Oregon Secretary of State to do business in Oregon

(before contract is inaugurated); this is a business registration in addition to licensing as an architect.

d) The firm shall have completed not fewer than two student residential housing projects during the last five years (minimum size/number of beds 200+ beds);

e) The firm shall have completed at least one project encompassing site development during the past seven years.

f) The firm shall have completed at least one building earning third party certification similar to LEED, with completion/certification occurring within the last 36 months.

The above listed qualifications will be scored on a pass/fail basis. Any proposal not meeting all of these qualifications will be removed from further consideration.

3) Proposers' Representation

The Proposer, by the act of submitting its Proposal, represents that:

a) It has read and understands the Proposal Documents and its Proposal is made in accordance therewith and has reviewed all applicable laws, regulations, ordinances, and resolutions dealing with or related to this procurement. The failure or neglect of a Proposer to examine such documents, laws, regulations, ordinances, or resolutions shall in no way relieve the Proposer from any obligations with respect to the contract ultimately issued as a result of this RFP and subsequent Invitation to Bid. No claim for compensation will be allowed which is based upon a lack of knowledge of any aspect of the RFP, attachments, addenda (if any), laws, regulations, ordinances, or resolutions;

b) It has familiarized itself with the local conditions under which the work will be done to the College's satisfaction;

4) Conditions of Submittal

By the act of submitting a response to this invitation, the Proposer certifies that:

a) The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its and their knowledge and belief, no member of the College Board of Directors or other College officer, employee, or person, whose

salary is payable in whole or in part by Central Oregon Community College, has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Transmittal Letter submitted in response to this invitation;

b) Officials not to benefit. Proposer certifies that no person submitting a Proposal and no person on behalf of an Proposer shall give or promise anything of value to any person who is a public official, an employee of the College, a member of its governing body, or a member of any evaluation committee to obtain information or to influence or attempt to influence the decision of that person on anything pertaining to this RFP or any subsequent contract or subcontract. "Thing of value" includes not only direct gifts or payment but the conferring of a benefit on any such person, person's relative or other person or entity for purpose of influencing the public official.

c) The Proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. A Proposer which cannot certify to this statement shall attach a written explanation for review by the College in the transmittal letter of the Proposal.

5) Interpretation or Correction of Proposal Documents

a) Proposers shall promptly notify the College of any ambiguity, inconsistency or error which it may discover upon examination of the Proposal Documents or of the proposed sites (if defined) and local conditions.

b) Proposers requiring clarification or interpretation of the Proposal Documents shall make a request for same to the College's point-of-contact, Julie Mosier, either in writing to the submittal address on the cover sheet of this Invitation or by email to jmosier@cocc.edu.

c) The College will attempt to provide verbal clarifications where appropriate; however, any interpretations, corrections or changes of the Proposal Documents shall be made by written, published addenda. Interpretations, corrections or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

d) Should any doubt or difference of opinion arise between the College and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the College shall be final and binding upon all parties.

6) Requests for Additional Information

Requests for information regarding COCC services, programs, personnel or financial systems, or any other information shall be submitted in writing or by email directly to the College's point-of-contact at the submittal address on the cover of this invitation. All requests for clarification of any part of this solicitation or for additional information shall be submitted in writing on or before ten (10) calendar days prior to the Proposal submittal date (closing date). Answers shall be provided to all Proposers of record on the date that answers are available.

7) Addenda

a) Addenda shall be emailed and mailed to all who are known by the College to have received a complete set of Proposal documents.

b) No addenda shall be issued later than (4) four calendar days prior to the date set for receipt of Proposals except an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the invitation, unless in the opinion of the College, an addendum issued with less than four days prior to the date set for receipt of proposal is in the best interest of the public.

c) Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all addenda issued, and receipt of each addendum shall be acknowledged in the appropriate location on the Proposal Form.

8) Competition

Proposers are encouraged to provide informational comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP which the Proposer believes will inordinately limit competition.

9) Protests

a) Proposers who believe RFP specifications are unnecessarily restrictive or limit competition may submit a protest denoting same to the College's point-of-contact. Protests concerning the RFP,

including requests for changes of particular provisions or specifications or other terms and conditions, shall be submitted in writing not later than ten (10) calendar days following the issuance date of this RFP. Any such protest shall include the reason for the protest supported by documented factual information and any proposed changes to the requirement. The College shall review the protest, and shall respond in writing, albeit on a preliminary basis, not later than four (4) calendar days before the closing date for submittals. The College will not consider any solicitation protest submitted after the deadline established herein.

b) The College shall issue a notice of intent to award when a final selection has been made; that is, a Proposer has been identified for recommendation for award. Any Proposer who claims to have been adversely affected or aggrieved by the selection process and wishes to protest any part of the process and any associated decision shall deliver a written protest within seven (7) calendar days after receiving notification of intent to award. To be adversely affected or aggrieved, the Proposer must demonstrate that higher-ranked Proposers were ineligible for selection and provide all necessary detail for such a claim. Simply making such a claim without supporting detail is an inadequate basis for such a claim and such a protest shall not be considered. The College shall not consider any protest submitted after the protest period established herein. The College shall immediately consider all timely and detailed protests and shall rule on the validity of each protest at its earliest opportunity. All such rulings shall be final.

c) Procedures for protests can be found in OAR 137-048-0240.

10) Cost of RFP and Associated Responses

This RFP does not commit the College to paying any costs incurred by any Proposer in the submission or presentation of a Proposal, or in making the necessary studies, travel arrangement and any other associated costs for the preparation thereof. Responses to this solicitation, in all its avenues, are purely voluntary.

11) Right to Clarification and Additional Research

a) The College reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

b) The College may obtain information from any legal source for clarification of any Proposal or for information on any Proposer including, but not limited to, the Proposer's clients, police files, insurance files and agencies, credit bureaus and professional organizations. The College need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

c) The College may perform, at its sole option, investigations of any Proposer. Information sought may include, but shall not necessarily be limited to credit history, recent financial statements, insurance coverage and policies, current litigation, contacting references, etc. All such documents, if requested by the College, become part of the public records and may be disclosed accordingly. If the College finds that a Proposer is unable to demonstrate financial responsibility in accordance with ORS 279B.110 in the sole judgment of the College, that respondent's Proposal shall be declared non-responsible and the subject Proposal shall be rejected in accordance.

12) Number of Copies

Each Proposer shall submit **one original and 6 identical copies of its Proposal to COCC**. Proposals should be identified on the cover sheet or front page as "original" or "copy" as applicable.

13) Rejection of Proposals

The College reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP;
- b) Failure of the Proposer to submit a Proposal in the format specified herein;
- c) Failure of the Proposer to submit a Proposal within the time requirements established herein;
- d) Failure of the Proposer to adhere to ethical and professional standards before, during or following the Proposal process;
- e) Failure of the Proposer to provide all costs and fees requested and in the format specified.

The College may reject any Proposal not in compliance with all prescribed public procurement procedures

and requirements, and may reject for good cause any or all Proposals upon a finding of the College that it is in the public interest to do so.

14) Selection of Secondary or Ancillary Consultants

The College intends to purchase all the required services from one Proposer only (and that Proposer's supplementary or secondary consultants as recommended and approved). However, the College reserves the right to purchase any secondary or ancillary services separately from any available source when it is in the best interest of the College to do so, at the sole discretion of the College.

15) Modification or Withdrawal of Proposal

a) A submitted Proposal may not be modified, withdrawn, or canceled by the Proposer for 60 (sixty) calendar days following the time and date designated for the receipt of Proposals except by non-material clarification and College-requested supplementary submittals. (Material content involves quality, quantity, price and delivery.)

b) Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the recipient designated on the cover sheet of this solicitation. Such notice shall be in writing over the signature of the Proposer or may be electronically transmitted; if by facsimile, written confirmation over the signature of Proposer shall have been mailed and postmarked on or before the date and time set for receipt of Proposals. All such communications shall be so worded as not to reveal the dollar amounts of the original Proposal or any other material contents of the original Proposal.

c) Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

16) Proposal Ownership

a) All Proposals submitted become the property of the College and, as such, are considered public information and subject to public disclosure within the context of the Federal Freedom of Information Act and Oregon Administrative Rule 137-048-0130.

b) Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the College shall make available to any person requesting information through the College's processes for

disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so. Prices, makes and model or catalog numbers of items offered; scheduled delivery dates; and terms of payment shall not be confidential but shall be publicly available regardless of any designation to the contrary. No Proposal or its associated information and clarifications shall be made public before notice of award of the contract identified herein OR until this solicitation is terminated or cancelled.

c) If this solicitation is cancelled before the date and time set for receiving Proposals, all Proposals received will be returned to their points of origin unopened at the expense of the College. If the solicitation is cancelled after the date and time set for receiving Proposals, all Proposals received will be owned under the terms of sub-paragraph a) directly above and may be disclosed in accordance with the terms of sub-paragraph b) directly above.

17) Consultants and Subcontractors

The successful Proposer shall assume full responsibility for any subcontractors and consultants it might utilize and shall remain the College's point of contact for all concerns, orders, service calls, invoicing and responsibilities related to the contract resulting from this Solicitation (RFP). The Proposer shall be required to identify any and all consultants and subcontractors that will be used in the performance of the contract and shall identify the capabilities, experience and portion of the work to be performed by proposed consultants and subcontractors. The competency of these firms with respect to skill, responsibility and business standing shall be considered by the College when making the award. Any future changes in subcontractors and/or consultants must be mutually agreed upon in advance.

PART IX: Proposal Evaluation

EVALUATION CRITERIA	
CRITERIA	MAXIMUM SCORE
Experience with design and construction administration of a minimum of two, 200 plus bed residence hall projects completed within the past five (5) years	50
Experience with design and construction administration of student life centered projects and how these projects support facilities such as dining halls, athletic/recreation facilities and other support spaces as appropriate to support a residence hall building	35
Experience with design and construction of public facilities	20
Experience of proposed project staff, current and projected staff commitments, and organizational structure clarifying staff hierarchy and proposed relationship with COCC staff (Client relations and interaction with College administration, faculty, and student groups)	25
Experience of sub-consultants and sub-consultants staff within the past five (5) years on residence hall projects. Provide specific roles and "lessons learned"	25
Experience designing projects for climactic conditions similar to Central Oregon	25
Experience with attaining certification such as LEED or Earth Advantage Commercial	20
Relationship and experience with state and local agencies; proximity to project site	20
Cost-control methods used to ensure that construction proposals/bids remain within the College's budget	25
Building references (depth of experience, general aesthetics, complexity, current technology, etc.)	30
Compliance with format of proposal as per PART X, section 1	10
Total Proposal Paper Score	320
Interview and Presentation	100

Comment [j2]: Rick to gently modify.

Comment [j3]: "Describe your greater understanding of the campus life experience and how the student life centered projects your firm has designed have responded to those needs." Rick- this reads like an instruction rather than an explanation of evaluation criteria.

Comment [RH1]: Can't we still score based on their response? This would be a qualitative response and scoring. I'm ok until proposers express a hard time with this at the meeting.

Finalists will be chosen and selected for interviews. After the interviews the finalists will be ranked based solely on their interview scores.

1) Proposal Analysis Process

The evaluation process will be centered on the Proposer's qualifications, skills, knowledge and

abilities.

The following steps shall be taken to analyze and rank the Proposals, and to finalize a contract for delivery of the architectural services described herein.

- a) The Purchasing Office will read the Proposals and the Proposals will be divided into two groups; those which are considered “responsive” and “responsible”, and those which are not. Those which are not will be withdrawn from consideration.

Note: Responsive means that the Proposal has complied with all the requirements of this invitation. Responsible means that the Proposer has been truthful, that pertinent negative information has not been withheld, that the Proposer and named staff are qualified as specified, that the Proposer is adequately financially sound for a reasonable expectation of completion of the work, and that the Proposer, in the judgment of the College, is capable of performing the work (see ORS 279B.110).

- b) Scoring shall be completed by each member of the evaluation team. When that is complete, all scores will be totaled for each Proposer. Proposals will then be ranked in terms of descending order of the total Proposal score.

- c) The top ranked two (or more) Proposers may be invited to present their qualifications and design experience in interviews with the evaluation team and may be requested to give an oral presentation of same and upon the specifics of their Proposals. This will provide an opportunity for each Proposer to clarify or elaborate on the Proposal. This is a fact finding and explanation session only and will not include negotiations. The College will schedule the time and location of these presentations. Oral presentations are at the discretion of the College and may or may not be conducted. Should a Proposer receive an invitation for an oral presentation, the specific requirements for the agenda will be detailed in a written notice of the request. Agenda for each invitee may be different depending upon those particular aspects of the Proposal which may require clarification or additional information. These presentations may be open to interested campus parties and other invitees at the sole discretion of the College. Interviews and presentations of remaining candidate firms will be held at the discretion of the committee.

- d) Visits to current and previous building sites of leading Proposers may be undertaken and references may be evaluated by various means.

e) Following the interviews the evaluation team will perform a final ranking of the short-listed Proposals with the top-ranked Proposal being that which suits the needs and objectives of the College best, second best, third best, etc.

g) Following the evaluation process detailed above, the discussion, or negotiation phase will follow. Initial negotiations will only take place with the top-ranked finalist. Total fee proposed and agreed during negotiations to will be broken down according to the following schedule:

Programming/Schematic Design	15%
Design Development	20%
Construction Documents	35%
Permitting/Bidding	5%
Construction Administration	25%

The Architectural services contract will not progress past either Schematic Design or 50% Construction Documents without Board approval of each design presentation and estimate.

During negotiations, the College may discuss, among other topics:

- Estimates of total project costs
- Various aspects of proposed services, scope of work and specifics of work delivery
- Fees for basic and additional architectural services
- Lump sum fees and hourly rates for various other services
- Selection of consultants
- Consultant fees
- Award methodology
- Contract Terms and potential changes to the AIA B101 Contract Agreement.

If satisfactory agreements cannot be reached on all matters of concern, negotiations will be discontinued with that Proposer and negotiations will be undertaken with the second ranked Proposer. This process will be followed until an agreement for the total range of services and the contractual conditions can be reached or until all proposals are rejected. The Proposer thus selected, will be recommended for award.

Notwithstanding any or all of all the foregoing, in compliance with OAR 137-048-0220, the College reserves the absolute right to:

- i) Seek clarifications of each Proposal;
- ii) Negotiate a final Contract that is in the best interest of the College;
- iii) Reject any or all Proposals and cancel the RFP at anytime if doing either would be in the public interest as determined by the College;
- iv) Waive any irregularities or minor informalities;
- v) Require that Proposers responding to the RFP and attending interviews do so solely at their expense, and ensure that the College is not responsible for any Proposer expenses associated with the RFP.

PART X: Proposal Content

1) Specific Proposal Requirements

Format of Offer

Offers should be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. **All materials should be secured by 3-ring binders.** Emphasis should be on completeness, organization, and clarity of content.

Proposal should be font size 12 or larger and be contained in a document not to exceed thirty (30), single-sided pages, on 8.5" x 11" "letter sized" paper including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Pages larger than 8.5" x 11" will be counted as two pages. Resumes of key individuals proposed to be involved in this project should be appended to the end of proposal. Resumes of individuals should be restricted to a single page per person. The transmittal letter, Proposal Form, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 30-page limit. ***Pages submitted in excess of 30 will result in a five (5) point penalty for each single sided page.***

Information should be presented sequentially in the same order as the evaluation criteria. Proposal should follow the format outlined below and must be signed by an officer of the firm with the authority to commit the firm. For ease in scoring the Offers, please provide tabs keyed to each of the criteria.

Information Submission

The following information shall be submitted by the Proposer and analyzed by the College in accordance with the rules set forth herein:

a) Transmittal Letter

The transmittal letter shall address the Proposer's understanding of the project and shall list the names of persons authorized to represent the Proposer, their titles, addresses and telephone numbers (if different from the individual who signs the transmittal letter and/or the Proposal Form). Any conflicts of interest or negative disclosures which are relevant and necessary to be addressed shall be included in this letter. (The letter shall not be longer than two typewritten pages.)

b) Proposal Form

Submit the Proposal Form (ATTACHMENT A) with every line item filled in; if any items are not applicable, use N/A to indicate this.

c) Mandatory Qualifications

Include information addressing each of the mandatory qualifications list in Part VIII Instructions to Proposers, section 2.

d) Summary of Proposer's Qualifications

State, in general terms, the firm's qualifications to perform the work described herein. The summary will address the following:

- i. A general history of the firm highlighting key staff and projects. (Be brief; additional requirements for building descriptive information is requested below.)
- ii. Summary of the Proposer's business configuration; i.e., limited liability corporation, partnered or in a joint venture to pursue this work. Explain relationships; i.e., who is the architect and firm of record? How long has the relationship been established? Define the roles of each component of the venture.
- iii. Identification of the staff that will provide services and in whose employ that person resides; i.e., in each case, define whether the person is a full-time employee, part-time employee, permanent or semi-permanent employee, or sub-contractor. Provide brief resumes of the key employees who will be providing service (not greater than roughly one printed page per person). Show degrees, certifications, years and types of experience.
- iv. A short resume of the project manager who will be responsible for the entire project.
- v. A short resume of the lead field administrator who will be responsible for coordinating the entire construction phase.

- vi. An overview, preferably by organization chart, of the Proposer's current management structure.

e) Hourly Billing Rates

Provide a schedule of hourly billing rates which the Proposer charges for the type of services outlined herein for various members of the proposing firm; show the following positions and the respective hourly billing rate for each (these rates would normally include overhead, general and administrative costs and profit). The Proposer may substitute its standard billing rate schedule for showing all applicable positions for the one shown below.

Category of Personnel	Hourly Billing Rate
Principal/Officer	_____
Project Engineer/Architect/Project Manager	_____
Registered Engineer	_____
Senior Architect	_____
Graduate Engineer/EIT	_____
Graduate Architect	_____
Resident Construction Inspector	_____
Technician	_____
Draftsperson	_____
Clerical	_____
Surveyor	_____
Other _____	_____
Other _____	_____
Other _____	_____

f) Specific Questions to Be Answered

Provide an answer to each of the following questions; please try to restrict each answer to one page or less (but each answer may exceed one page if absolutely necessary).

- i. Summarize the Proposer's history with construction projects (in excess of \$10million in construction cost) and the general philosophy governing these projects, client relations

and project management. Constrain your remarks to the experience of current staff only (experience of the firm's prior employees who are no longer with the proposer are not relevant).

ii. Summarize your experience with the design and construction of:

- college residential housing facilities;
- facilities related to student life serviced such as dining halls or student activity spaces;
- educational, teaching and training facilities, especially college-level facilities;
- Public facilities.

iii. Summarize the experience of Architect's proposed staff and current and projected workload, specifically noting Residence Hall experience. Explain your firm's organizational structure and how staff will interact with the Colleges Administration, Faculty, and Student groups.

iv. Summarize the experience of sub-consultants and sub-consultants staff within the past five (years), specifically noting Residence Hall experience. Provide explanation of specific roles and staff's "lessons learned" from noted projects.

v. Summarize your experience with designing for climatic conditions such as that experienced on the Oregon high desert; e.g. long periods of dry heat, long periods of mild to moderate wind speeds (up to 40 mph) and short periods of strong winds (up to 100 mph), wide range of temperatures (rarely exceeding the 0o to 110o F. range), daily thermal shock with potential temperature differentials in excess of 40 degrees F, potential for windblown objects to strike buildings and to be strewn throughout the project site, etc. This climate experiences only 10-15 inches of rainfall per year. Discuss firm's design philosophy for human occupancy within buildings in such climates, details of preventing air infiltration and associated background noise, details of transitioning from high outdoor heat to moderate climate controlled environments (i.e. is a maximum 15-degree transition really

appropriate?), ADA considerations and any other issues which are endemic to such climates.

vi. Summarize firm's experience with energy-efficient design, current Oregon energy code and designing to achieve sustainable building certification:

Comment on firm experience with "green building" design and how that experience will be brought to bear on this project.

Comment on any experience firm may have with the implementation of State of Oregon Department of Administrative Services Policy 1254-010 (sustainable Facilities Standards and Guidelines).

vii. Comment on firm's working relationship with state and local agencies; e.g. the State Government, State Fire Marshal, State Department of Education, Office of Community College Systems, Oregon University System, etc. Specifically, state any experience your firm may have with "local" agencies within Deschutes County, and the greater Bend area. Also, define the firm's physical proximity to the Bend area (in terms of miles, airline access, secondary office locations and the like).

viii. Summarize the cost-control methods your firm uses to ensure that design and construction remain within the College's budget.

g) Building References

Provide the following information for not fewer than two student residential housing building projects each of which shall have been completed during the last five years, were a minimum of 200 beds, and each of which shall have had a construction value of greater than \$8,000,000. Do not include "master planning" if it did not result in the construction of buildings. Submittal of names shall constitute permission by the Proposer for the College to contact the named individuals, firms, agencies and/or institutions without further notice or permission. Projects that are not completed and turned over to owner should not be included. Use the following format:

- Project Name:
- Organization Name:
- Organization Contact Name (i.e., construction manager, facility director):
- Contact Phone Number:
- Type and Scope of Project: New, Remodel, Modernization, etc:

- Basic Project Description: Number of beds, auxiliary spaces included in building, types and percentage of single, double, and other unit type configuration.
- Firm's Role and Responsibility (i.e., Master Planning only, Programming only, Design only, Contract Admin only, all, etc.):
- Total Square Footage:
- Total Project Construction Cost (without land):
- Total Design and Contract Administration Fees (including consultants):
- Dates firm started and completed the project.

Note 1: Submit photographs of each of these buildings (not renderings). We suggest that you choose photos which show at least two exterior views and two interior views depicting each building at its best; these will be scored, admittedly subjectively, in terms of their aesthetic appeal, general creativity and utility.

Note 2: These references will be scored in terms of aesthetics, size, applicability to the educational environment and other visual and technical factors indicating depth of experience, admittedly subjectively. These references will not be contacted during the scoring phase unless additional clarity is required. They may be contacted at the sole discretion of the College during or directly prior to negotiations with finalists.

h) Comments on College Terms & Conditions

Provide comment on which terms and conditions, if any, the Proposer will have difficulty accepting. Propose substitute clauses, if appropriate.

2) Mandatory Submittals

Submit the original and each copy in a **3-ring binder with tabs between each section**. Identify each section, as defined below, with a tab. Submit the information in the following order:

- a) Transmittal Letter
- b) Mandatory Qualifications
- c) Attachment A, Proposal Form
- d) Summary of Proposer's Qualifications
- e) Hourly Billing Rates
- f) Answers to Specific Questions

- g) Building References with Photographs
- h) Comments on College Terms & Conditions