

Request for Qualifications (RFQ)

Project Management Services

For Construction of a New Trades Education Building in Newport, Oregon, and the Improvement, Modernization and Maintenance of Existing College Facilities



Date and Times Proposals are Due:
September 9, 2024, at 5:00 PM Pacific Standard Time (PDT)

Tentative Schedule of Events

Legal advertisement	August 7, 2024
RFQ posted on website	August 7, 2024
Clarification inquiries	September 2, 2024 (5:00 p.m. PDT)
RFQ proposals are due	September 9, 2024 (5:00 p.m. PDT)
Interviews	Week of September 23, 2024
Award date (tentative)	September 30, 2024

Oregon Coast Community College
400 SE College Way
Newport, OR 97366
oregoncoast.edu

Oregon Coast Community College
NOTICE AND REQUEST FOR QUALIFICATIONS FOR:

OWNER'S REPRESENTATIVE
FOR CONSTRUCTION OF A NEW TRADES EDUCATION FACILITY

Oregon Coast Community College (OCCC) is soliciting proposals for a qualified professional and experienced Project Manager for the purpose of providing the services of an Owner's Representative to the College for Project Management services to help prepare OCCC for the design and construction of a new Trades Education facility and upgrades and modernization work across its existing facilities, and work with the college to navigate the processes needed to complete the project as detailed within the College's Request for Qualifications (RFQ).

Interested individuals or firms may download the RFQ and related standard contract from the OCCC website. Go to oregoncoast.edu. If you have any questions about obtaining the RFQ or the process, or need clarification please contact Lori Templeman, Executive Assistant, at 541-867-8532 or ea@oregoncoast.edu. All requests for clarification must be submitted by email no later than September 2, 2024 @ 5:00 PM (PDT).

All proposals must be submitted by email and received by Lori Templeman, Executive Assistant, via ea@oregoncoast.edu by 5 PM (PDT) Monday, September 9, 2024. The email subject must be "2024 OCCC Capital Projects RFQ." Late submissions will not be accepted.

OCCC reserves the right to reject proposals not in compliance with the prescribed procedures and requirements set forth in the RFQ and may reject for good cause any or all responses upon a finding of the College that it is in the public interest to do so.

PUBLISH:	Lincoln County Leader	August 7, 2024
	Daily Journal of Commerce	August 7, 2024
	oregoncoast.edu	August 7, 2024
	Yachats News	August 7, 2024
	OregonBuys.gov	August 7, 2024

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INFORMATION AND INSTRUCTIONS TO APPLICANTS:

PROJECT MANAGEMENT SERVICES FOR CAPITAL IMPROVEMENTS AND CONSTRUCTION OF NEW FACILITY

Oregon Coast Community College (OCCC) is seeking proposals for Project Management Services to support the College's bond-funded capital projects. The College intends to construct a trades education facility, remodel four existing buildings and complete deferred maintenance using funding from a successful May 2024 bond measure and the state of Oregon. The successful proposer will assist the College with scope delineation, prioritization of projects, scheduling, procurement of architectural, engineering, geotechnical, survey, and commissioning consultants, as well as a CM/GC and management of the available funds. Construction is expected to commence in the summer of 2025 and be complete by the fall of 2028.

SECTION 1: BACKGROUND

A. The College

Founded in 1987, Oregon Coast Community College (OCCC) is a two-year fully accredited, public community college in rural Lincoln County, Oregon. Located on the Central Oregon Coast, OCCC lies 90 miles west of Portland. Lincoln County encompasses 1,200 square miles of space (including its rivers and bays). By some measures the smallest community college in Oregon, OCCC serves about 2,000 students per year (including noncredit students) and, in June 2024, graduated more than 100 degree- and certificate-earning students.

As the only institute of higher education in Lincoln County, OCCC serves a wide range of students. Many seek out OCCC for noncredit training and community education courses and adult basic skills/GED/ESOL. The College's nursing program has nearly doubled its enrollment in the past two academic years, adding a new LPN-to-RN program and expanding its simulation lab capacity to a new space at the College's North County Center in Lincoln City. The College's welding program has expanded from 12 to 18 bays at its facility at the Port of Toledo, while the "Grow Your Own Teacher" program partners with the Lincoln County School District and Western Oregon University to accelerate – and make more affordable – the traditional path to a four-year teaching degree.

B. The Project

OCCC plans to construct a new 20,000 square foot Trades Education facility on its campus in Newport that will include large open work areas, roll-up doors, classrooms, flexible learning spaces and "soft" study areas. Additionally, OCCC plans to improve and modernize its four existing facilities to better utilize available floor space, make large-scale safety and technology upgrades of original-build equipment, address deferred maintenance items and create student learning and study spaces that will serve the College and its students for the next 20 years.

The Facilities Plan approved by the OCCC Board of Education in 1998, and a 2017 update featuring the proposed trades facility (then referred to as the "WERC") can be found in Appendix A. Also in Appendix A is a Facilities Assessment detailing some of the projects planned for existing facilities.

The total funds available for the Project will be approximately \$41.1M. The College obtained \$8M in

matching funds from the Oregon State Legislature and voters approved a \$33.1M bond measure in May 2024 to provide the funds to complete the project.

The chosen consulting firm will act as an Owner's Representative and Project Manager to assist the College with the processes needed to 1) design and construct the new facility and 2) define, prioritize and carry out the improvement, modernization and maintenance projects on the existing facilities.

SECTION 2: GENERAL REQUEST FOR QUALIFICATIONS INFORMATION

A. Introduction

OCCC is seeking an experienced, visionary, and collaborative professional Project Manager to serve as an Owner's Representative. This solicitation is for the entire project – including the design and construction of the new Trades Education facility and improvements to existing infrastructure. The selected Project Manager will be tasked with performing the scope of work identified in Section 3 for this Project based on the needs of the College. The Project Manager should have the capacity and experience to manage all aspects of the Project.

The College has elected to solicit qualifications from competent, qualified, and interested professionals. The RFQ is the first step in selecting a partner that will work with the College to complete the Project.

B. Purpose

The purpose of this RFQ is to solicit an Owner's Representative with demonstrated qualifications to enter into a collaborative relationship with OCCC. The goal is to design and construct a new Trades Education facility and improve/update existing facilities at a total cost of approximately \$41.1 million. Responses to the RFQ will allow the College to evaluate and determine the Project Manager that best fits the evaluation criteria listed within this document. It is the College's intent to enter into an agreement with the selected Project Manager.

C. College Point of Contact and Requests for Clarification

Questions, inquires, or comments regarding this RFQ must be submitted by email no later than end of the day on September 2, 2024. The email subject must be "2024 OCCC Capital Projects RFQ" and shall be directed to:

Email: ea@oregoncoast.edu (preferred method)

Phone: 541-867-8532

Any questions or comments directed by a proposer to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

Note: Additional information may be available at oregoncoast.edu.

D. Responding to the RFQ

All proposals must be submitted by email to Lori Templeman, Executive Assistant, ea@oregoncoast.edu by 5:00 PM (PDT) Monday, September 9, 2024. The email subject must be "2024 OCCC Capital Projects RFQ." Late submissions will not be accepted.

The proposal should address, at minimum, the information requested in Proposal Requirements (Sections 4 and 5).

E. Tentative Schedule for Selection Process

Legal advertisement	August 7, 2024
RFQ posted on website	August 7, 2024
Clarification inquiries	September 2, 2024 (5:00 p.m. PDT)
RFQ proposals are due	September 9, 2024 (5:00 p.m. PDT)
Interviews	Week of September 23, 2024
Award date (tentative)	September 30, 2024

Note: This is the College’s desired schedule. The College reserves the right to modify the schedule.

The College reserves the right to reject any or all proposals, to waive any irregularities in the RFQ, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the College is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the College reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the College.

F. Qualifications Evaluation

Evaluation of the written proposals is the first step in the selection process. The proposals will be reviewed by an Evaluation Committee with a short list of top scoring firms being invited to advance to interviews. Those firms selected to advance to that second step shall include at the interview the designated representative(s) who would be appointed to the College. The Evaluation Committee may require submission of supplemental materials.

Once the interview process is complete and scored, then the fee proposals will be reviewed and scored to determine a final total for each proposer. Reference checks may also be undertaken to aid in final scoring.

The College reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information to reference in making a selection.

The College intends to select the Project Manager exhibiting the strongest ability to provide high quality service at a fair price.

Proposals as detailed in Section 4 will be ranked according to the following criteria:

Criteria	Points
Knowledge, Experience & Qualifications (Firm & Designated Rep)	25
Project Approach & Understanding	25
Total	50

Interviews will be ranked according to the following:

Criteria	Points
Knowledge, Experience & Qualifications (Firm & Team)	25
Project Approach & Understanding	25
Total	50

Fee Proposals as defined in Section 5 will be reviewed and scored after interviews have taken place. The value of the fee proposal will not exceed 10% of the total score.

Criteria	Points
Compensation Rate	10
Total	10

Upon completion of the evaluation process by the Evaluation Committee, the College will advise the proposers of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with highest ranked proposer, then negotiations will be terminated with that proposer and the College will enter negotiations with next highest ranked proposer until an agreement is reached or an impasse is declared.

The agreement(s) will define the extent of services to be rendered, method and amount of compensation. The successful proposer agrees to enter into a contract with the College. The College reserves the right to negotiate a final contract that is in the best interest of the College. The proposal will become a part of the agreement.

Once a tentative agreement is prepared, it will be presented to the OCCC Board of Education to award the professional services contract. Final award will be subject to the execution of the contract.

FAILURE TO INCLUDE ALL INFORMATION REQUESTED AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS LISTED HEREIN SHALL CAUSE SUCH PROPOSAL TO BE REJECTED AND NOT BE CONSIDERED IN THE SELECTION PROCESS.

G. Compensation, Duration, & Contract Fees

The OCCC Board of Education must approve the contract prior to commencement of work. Work will be paid for on a percent complete basis tied to the negotiated total fee. The Project Manager shall invoice the College monthly for the percentage completed for each phase of the work. Should circumstances arise that require significant additional work to be performed in excess of the amounts set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

H. Acceptance or Rejection of Negotiation of Proposals

The College reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the College is in no way obligated to award a contract or to pay for the expenses of the proposing firms in connection with preparation or submission of a proposal. Furthermore, the College reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the College.

I. Notice of Award and Appeal Process

A single Project Manager will be identified by the Evaluation Committee and an email will be sent to all proposers. Any proposer wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being sent.

SECTION 3: SCOPE OF WORK FOR PROJECT MANAGER SERVICES

A. Scope of Work

There are four phases to this Project. The Owner's Representative plays a key role in each phase. During each phase, the Owner's Representative will advise the College and provide regular progress updates to college staff and as-needed updates to the OCCC Board of Education and other stakeholders. The four phases to this project are:

- 1) *Due Diligence and Solicitations*
- 2) *Project Design*
- 3) *Construction Monitoring:*
 - a. *Construction of the Trades Building*
 - b. *Construction, Deferred Maintenance and Remodeling at Existing Buildings*
- 4) *Project Closeout*

Services to be performed during each phase by the selected firm are:

Phase 1: Due Diligence and Solicitations

Phase 1 involves working with the College to develop a timeline and set of deliverables for the various aspects of the Project. During Phase 1, the Owner's Representative will review all existing information about the Project, including the Trades building plans and the Facilities Assessment document. This Phase will also include meeting with college representatives about other planned improvements and modernization tasks under consideration for investment of bond proceeds. The Owner's Representative will be responsible for the solicitation of design and CM/GC services, including the development of the RFQ/RFP and the evaluation and recommendation of proposed firm(s) to best meet the needs of the College.

Detailed services to be provided by Owner's Representative in this phase include, but are not limited to:

- a. Reviewing the Project information created to date.
- b. Developing and managing the schedule for the Project's different facets (trades building and

- modernization of existing facilities)
- c. Participating in internal staff coordination meetings, as requested.
 - d. Managing the solicitation of design and CM/GC services based on the selected project delivery method.
 - e. Making recommendations to the College on the firms that submitted proposals for the solicitations.
 - f. Providing written and verbal Project updates to college staff on a regular basis and Board of Education and others as needed.
 - g. Developing the RFQ for the design and CM/GC proposals regarding the Trades Facility and remodeling and modernization of existing facilities.

Phase 2: Project Design

During Phase 2, the Owner's Representative will be managing the Project Team to ensure that the College remains on schedule, reviewing and commenting on design deliverables, and coordinating with college staff on the development of design reviews.

Detailed services to be provided by Owner's Representative in this phase include, but are not limited to:

- a. Offering commentary on the design deliverables produced by the design firm retained by the College, relative to building performance, constructability, project budget conformance, operations and maintenance (O & M) performance and other due diligence on behalf of the College.
- b. Working with college staff and other stakeholders to ensure the designs meet stakeholder needs.
- c. Coordinating the College's review and approval of design documents to ensure the designs meet applicable codes, public infrastructure needs and the College's architectural and functional objectives.
- d. Presenting updates on the Project to the OCCC Board of Education and other stakeholders as needed.
- e. Advising the College regarding, and managing the preparation of, any other due diligence needed and reporting on findings to the College.

Phase 3: Construction - Tracking/Monitoring/Observation

During Phase 3, the Owner's Representative will keep track of the construction phase of the Trades Education facility and the remodeling and modernization of existing facilities (note that these improvements may begin well before the site improvements and construction processes begin for the new building). The Owner's Representative will monitor the construction schedule, provide feedback to the College, and communicate issues to the College.

Detailed services to be provided by Owner's Representative in this phase include, but are not limited to:

- a. Providing updates to the OCCC Board of Education, other stakeholder groups, and the public as needed.
- b. Managing the construction processes for all defined projects.

Phase 4: Project Closeout

- a. Coordinating efforts between college staff and Project Managers during the close-out period and diligently working towards successful acceptance by the College.

B. Schedule of Work

Phase 1 - Due Diligence and Solicitations: October 2024 through December 2024

Phase 2 - Project Design: January 2025 through September 2025

Phase 3a - Construction of the Trades Building: October 2025 through August 2028

Phase 3b – Construction, deferred maintenance and remodel work at existing buildings: Summer 2025 / Summer 2026 / Summer 2027 / Summer 2028

Phase 4 - Closeout: September 2027 through November 2028

C. Contract Term & Availability of Funds

The awarded contract is expected to commence on or about October 1, 2024. The successful firm will be required to execute the College's Project Manager/Professional Services Contract with the College.

SECTION 4: PROPOSAL REQUIREMENTS

Proposals shall provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

The proposal format should be 8.5 x 11.

Proposals should not exceed 20 pages, including the separate fee proposal but excluding the cover, cover letter and resumes.

Proposals should be prepared generally in the following format for the ease of the evaluation committee in reviewing multiple proposals.

A. Cover Letter

All proposals must include a cover letter addressed to Lori Templeman, Executive Assistant, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include the name, address, telephone number, and email address of the person, or persons, to contact who are authorized to represent the proposer and to whom correspondence should be directed.

B. Table of Contents

Include a clear identification of the proposal material by section and by page number.

C. Executive Summary

The proposer shall use this section to introduce the scope of the proposal and to summarize the key provisions of the proposal. Provide a statement describing why you or the firm are qualified to perform this work.

D. Knowledge, Experience and Qualifications (25 points)

List the firm and the key personnel qualifications relative to the Scope of Work for Project Manager Services (Section 3) of this RFQ. Including but not limited to the items listed below:

- a. Indicate the location of the firm and the number of people, by level, expected to handle the Project.
- b. Provide a list of the firm's similar projects, indicating the type(s) of services performed and the number of years served for each.
- c. Provide names of principals, key personnel, and any subcontractors who will be assigned to/available for the Project, their experience, qualifications, and periods of service with the firm.
- d. Identify proposed sub-Project Managers, if any, and the portion(s) of the engagement for which they will be used.

E. Project Approach & Understanding (25 points)

With the Scope of Work in mind, submit statements of project approach and understanding that include the following:

- a. Project Vision Statement – Describe the reasons for interest in and understanding of the Project.
- b. A description of how you will meet the goals of the Project and the characteristics described in the Scope of Work.
- c. A description of the firm's approach to the Project, including budgeting, staffing, schedule management, communication, and other similar factors.
- d. A description of the firm's experience managing projects of a similar size and complexity as the work described in the RFQ, for public colleges of similar size. This should include experience coordinating with education staff and administration, design professionals, and construction firms.
- e. A description of the firm's experience with the complexities of EDA grants, as well as experience with matching grants such as Energy Trust of Oregon and State of Oregon matching grants.
- f. A description of the time frame estimated to complete each task.
- g. Explain how you propose to use College personnel, if at all, to assist you during the Project and indicate the approximate time required of college personnel in this capacity.
- h. A description of a practical approach to meeting the College's specific deadlines set out in Section 3 of the RFQ.

- i. A description of the process required by the Scope of Work.
- j. A description of any anticipated barriers, difficulties, or delays expected in meeting the requirements of the Scope of Work.
- k. To the extent applicable, a description of and a stated rationale for any proposed alternative approaches to the stated objectives of this Project.

F. References

Provide contact information for at least three public or educational references, current and/or prior, so reference checks can be conducted.

G. Resumes

Provide resumes for each of the project team members.

H. Additional Information

Any other information that the proposer feels is applicable to the evaluation of the proposal or their qualifications for accomplishing the project. You may use this section to address those aspects of your services that distinguish you or your firm from others.

SECTION 5: FEE PROPOSAL REQUIREMENTS

The Fee Proposal must be in a document separate from the main proposal and will not be reviewed until interviews have been completed and scored. The Fee Proposal will account for no more than 10% of the total points and should include the following:

A. Compensation (Fees, Estimated Hours, Reimbursable Expenses) (10 points)

- a. Provide a fee for each of the four phases.
- b. Provide total estimated hours for each of the project members.
- c. Provide the expected reimbursable expenses budget.



Appendix A