

REQUEST FOR QUALIFICATIONS (RFQ) #20-21/02
FOR
ARCHITECTURAL SERVICES IN SUPPORT OF BOND-FUNDED
CONSTRUCTION PROJECTS



Pursuant to OAR 137-048-0220(3)
Prequalification Proposal Closing: 3:00 PM,
Friday, April 30, 2021

Submit RFQ Response in a sealed envelope
on or before the proposal closing date and time stated above to:

Greg Holcomb, Owner's Representative
Deschutes Public Library
Administrative Offices
507 NW Wall St.
Bend, OR 97703

SCHEDULE

Request for Qualifications ("RFQ") Advertised	April 12, 2021
Request for Clarifications/Protest of RFQ Due 5:00 p.m.	April 23, 2021
Qualification Submittals Due 3:00 PM	April 30, 2021
Prequalified Architect Candidates List Released	May 21, 2021

Deschutes Public Library
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
IN SUPPORT OF BOND-FUNDED CONSTRUCTION PROJECTS

Notice is hereby given that Request for Qualification (RFQ) responses for “Architectural Services In Support Of Bond-Funded Construction Projects” will be accepted for the above referenced RFQ until the deadline for qualification submittals by Greg Holcomb, Owner’s Representative for Deschutes Public Library (DPL). The RFQ responses will be opened publicly following the deadline for submission of proposals. Late responses will not be considered.

Briefly, this RFQ is pursuant to OAR 137-048-0220(3), and will provide Architects an opportunity to pre-qualify for “Architectural Services In Support Of Bond-Funded Construction Projects”, which is currently in the conceptual design phase.

RFQ Responses will be accepted at:

And until, and no later than:

Deschutes Public Library
Administrative Offices
507 NW Wall St.
Bend, OR 97703

RFQ CLOSING:
3:00 PM
Friday
April 30th, 2021

RFQ responses must be provided in a sealed envelope or package and clearly marked “Request for Qualifications (RFQ) to Prequalify Architects for Architectural Services In Support Of Bond-Funded Construction Projects”, and are to be delivered to the purchasing services office at the address listed above. Emailed or faxed responses will be considered non-responsive and will not be accepted.

Electronic copies of the RFQ may be obtained at no charge on or after Monday April 12, 2021 at the DPL website: <https://www.deschuteslibrary.org/about/bond/>, or by contacting Greg Holcomb, Owner’s Representative, at: greg@dechase.com.

All proposers are required to comply with the provisions of Oregon revised Statutes. Attention is directed to: ORS 244, Government Ethics; ORS 279 Divisions A through C, Public Contracts & Purchasing; and current DPL adopted Oregon Administrative Rules 137 Divisions 46 through 49.

DPL may reject any response not in compliance with prescribed procedures and requirements and may reject for good cause any or all responses upon a finding of DPL that it is in the public interest to do so.

Dated this 12th day of April 2021.

By: Greg Holcomb
Owner’s Representative
Deschutes Public Library

Published: April 12th, 2021 - Daily Journal of Commerce
April 13th, 2021 - Bend Bulletin

PREQUALIFICATION PROCESS

To accomplish the objectives of the Deschutes Public Library (DPL) of efficient and effective utilization of resources, DPL is conducting a mandatory prequalification process pursuant to OAR 137-048-0220(3) to procure architectural services for bond-funded construction projects.

The prequalification process consists of the following basic steps:

1. DPL advertises and distributes RFQ.
2. Eligible bona fide architects (or teams) respond with Statement(s) of Qualifications based on solicitation (“Participating Architects”).
3. DPL evaluation team grades all applicants based on criteria.
4. Successful architects are named and formally notified of prequalification (“Candidates”).
5. Prequalified Candidates will be invited to participate in the formal RFP process described in this RFQ.

No Participating Architect may submit a proposal for the above-noted project without having been prequalified in accordance with this RFQ.

PURPOSE OF THE RFQ

The top ranked group of Participating Architects based on the selection criteria will be invited to participate in an RFP for the following construction project with Construction size approximations.

PROJECT OVERVIEW

On November 3, 2020, Deschutes County voters approved a \$195 million bond measure to construct a new Central Library, and to expand and update existing libraries in the Deschutes Public Library system. DPL is looking for a single primary Architect team with significant library background and experience to manage the design, permitting, contract documents, and construction administration for all of the approved bond work, including the hiring of any consultants required to complete the project. The work will be divided into 4 development packages, to be managed concurrently by the primary Architect team per the attached **Master Development Schedule**:

1. **The Central Library** will be constructed on an undeveloped 12-acre parcel at Highway 20 and Robal Road in Bend, Oregon. The planned Central Library will serve all of Deschutes County, including a state-of-the-art learning center for children, flexible gathering spaces for a variety of purposes from business meetings/collaboration to study rooms for students to DIY activities, a technology hub and a performance and art space. It will also house the material handling and administrative components for the entire Library system.
2. **The Redmond Library** will be reinvented in its current downtown location as a vibrant library for growing community needs. The new library will serve as a primary location for children exploration and discovery in Redmond and will provide expanded programming and classes in flexible and multi-use spaces for all ages.
3. **The Downtown Bend Library** will be renovated to recapture staff space for public uses, increase choice and capacity for individual and group seating and work, revitalize the children’s library for improved early learning and discovery, and address core, shell, and site maintenance needs.

4. **Branch Renovations at La Pine, Sisters, East Bend, and Sunriver** will expand visibility and orientation from lobby, enhance browsability, and increase the variety of studying, meeting, and creative collaboration spaces.

In 2018, DPL initiated a master planning process to assess how well its facilities support modern library service and establish a plan for the future. The **Deschutes Public Library Facilities Capital Plan (FCP)** recommended that the Downtown Bend, La Pine, Sisters, and Sunriver libraries should be renovated to address maintenance needs and update service; that the Redmond Library be significantly expanded; and that a new Central Library be added to the DPL network to allow for the expansion of the collection, as well as serve as the Library's distribution center to process and deliver materials for Deschutes County. The Central Library will also serve as the cultural and enrichment hub for all Deschutes County Residents. As a leased facility that had been recently updated, no specific improvements were recommended for the East Bend Library.

In 2019, DPL commissioned a Conceptual Design process for the six building projects recommended in the FCP. The purpose of this process was to establish the program and design vision, confirm the general scope of construction, and develop refined capital budgets for each proposed project. As with the development of its FCP, the Library engaged and collaborated with leaders, stakeholders, and residents throughout Deschutes County communities, as well as with DPL staff. The **Conceptual Design for Future Libraries** report summarizes the process and outcomes of the project.

ARCHITECT RESPONSIBILITIES

The selected architect will have the following responsibilities related to these projects, including but not limited to:

1. Programming and conceptual design
2. Facilities planning
3. Project feasibility and preliminary cost estimating studies
4. Site design/planning and permitting services
5. Rendering/modeling
6. Virtual reality/3D modeling and video representation
7. Architectural design services (schematic design, design development, construction documents, including technical specifications)
8. Code analysis
9. Interior and exterior design
10. Space planning
11. Project administration and supporting services
12. Mechanical, Plumbing and Electrical layout and fixture selection
13. Energy analysis and design
14. Review seismic analysis and assist with integrating with architectural design
15. Existing facilities surveys including building condition and reuse feasibility studies
16. Americans with Disabilities Act (ADA) site and project review/plans
17. Value analysis
18. Assist with green building options, which may include, but are not limited to: eco-roofs, storm water management
19. Materials research/specifications
20. Lifecycle evaluation
21. Preparation of test fits for potential tenant improvements
22. Construction procurement assistance services
23. Contract administration services as architect of record
24. Signage and graphic design

INSTRUCTIONS TO PARTICIPATING ARCHITECTS

Contact with DPL During RFQ Process: All communication, questions, clarifications, and/or protests of the RFQ process, terms, conditions, or specifications must be directed solely to DPL's Owner's Representative identified below. Contact with any member(s) of DPL's Board, capital projects team, operations staff, administration, and/or general staff regarding this process may, at DPL's sole discretion, be considered grounds for disqualification from the process. Any clarification, amendment, addendum, or other change to the solicitation is not binding on DPL unless issued in writing by the Owner's Representative.

DPL does not intend to hold an RFQ prequalification conference to discuss the project, pursuant to OAR 137-048-0220(3)(a)(G).

Please email Greg Holcomb with any questions and/or clarification regarding this qualification process.

Greg Holcomb, Owner's Representative

[E-Mail: greg@dechase.com](mailto:greg@dechase.com)

Deschutes Public Library

Administrative Offices

507 NW Wall St.

Bend, OR 97703

Office: (541) 312-5291

Mobile: (949) 326-3748

Administrative Rules, Reference Documents and all Addenda issued throughout the RFQ process will be made available at:

<https://www.deschuteslibrary.org/about/bond/>

List of Reference Documents:

- **2018 DPL Facilities Capital Plan**
- **2019 DPL Conceptual Design for Future Libraries**
- **Project Master Development Schedule**
- **Current DPL Public Contracting Rules**
- **DPL Central Library Property Due Diligence Report**

It is the sole responsibility of respondents to check the website for Addenda.

Note receipt of Addenda on attached Participating Architect Information Form.

Submittal Format/Page Limit: Responses must be submitted in the following format: *Submit seven (7) hard copies plus one electronic submittal*, including whatever photographs, divider sections, charts, graphs, tables, and text are appropriate to the review of the Participating Architect's qualifications. All electronic files must be submitted as portable document format (.pdf) files.

Files are to be submitted on USB "flash" drive, which will become the property of DPL. It is the responsibility of the respondent to ensure that the documents are readable and not corrupt or otherwise inaccessible. Any submission with inaccessible documents may, at DPL's sole discretion, be deemed nonresponsive, or DPL may take whatever alternative action it deems appropriate. The hard-copy responses are not to exceed 20 pages in length. Transmittal letter, one page cover, section dividers, résumés, one-page table of contents, and litigation history are not included in the 20-page limit.

Page/Font Requirement: Page size is limited to 8½ × 11 inches, with basic text information no smaller than 11-point font.

Form of submission: Each Participating Architect's submittal must include one letter of interest, and the *Participating Architect Information Form* signed by a corporate officer, partner or owner who is authorized to make such commitments on behalf of the Participating Architect. The RFQ response is to be submitted in a sealed, opaque envelope or box addressed with the Participating Architect's name, address, and title of the RFQ, with closing date and time on the outside of the envelope or box. Submissions must be delivered to DPL no later than the closing date and time, to the attention of the Owner's Representative at the address listed on the first page of this RFQ. Late responses will not be considered.

PREQUALIFICATION CRITERIA

Ref. ORS 279C.110 (Selection procedures for consultants to provide services); OAR 137-048-0220(3) (Request for Qualifications Procedure).

Tab 1: *Participating Architect Information Sheet (Provided) (3 points).*

Each Participating Architect must provide the following information: full business name, address, phone number(s), e-mail address(es), Web site (if any), date formed, license numbers of principal architects, and any other information deemed appropriate to fully describe the business.

Tab 2: *Satisfactory Record of Performance—Similar Projects (10 points).*

Describe similar projects the Participating Architect has in process or completed in the last five years. Information is to include contract type, client, construction budget, amount of change orders, claims, and warranty action. Include reference contact information for each project listed. Finally, include all past work/projects (regardless of type of project) specifically for DPL, including details of construction process, change order history, and warranty activity.

Tab 3: *Staff & Resources to Meet Contractual Responsibilities (15 points).*

List the key individuals who will make up the team for the Project, identify their roles, and describe their relevant qualifications/experience with similar projects. Also, describe the overall resources that the Participating Architect has available to complete the project. Please list all consultants and their locations / addresses that the Participating Architect will anticipate hiring for the Project scope identified above.

Tab 4: *Satisfactory Record of Performance—Schedule (15 points).*

Describe the Participating Architect's planning, scheduling, phasing, and project-monitoring skills and processes. Describe how the Participating Architect will proactively manage the sequence and progress of the work, manage consultants and coordinate work with concurrent design activities as shown in the attached development schedule.

Tab 5: *Appropriate Expertise—Library Experience (25 points).*

Provide a detailed overview of the Participating Architect's expertise in library design and planning including conceptual design and material handling for central library systems.

Tab 6: *Public Outreach and Community Communication Experience (10 Points).*

Describe the participating Architect's experience and knowledge working with similarly sized communities and ability to engage with public outreach.

Tab 7: *Experience with Local Statutes (5 Points).*

Describe the participating Architect's experience and ability to assist in complying with local statutes including but not limited to art acquisition requirements, pursuant to ORS 276.073 through 276.090, State of Oregon energy efficient design requirements, pursuant to ORS 276.900 through 276.915, and energy technology requirements of ORS 279C.527 and 279C.528.

Tab 8: References (10 points).

Provide references for the last five projects completed by the Participating Architect. Provide additional references to show a minimum of five comparable projects to the ones in this RFQ. References should include, at a minimum three owners.

Tab 9: Claim History (7 points).

Describe any and all dispute-resolution proceedings (mediation, arbitration, or litigation) in the Pacific Northwest (Oregon, Washington, Northern California, and Idaho) involving an owner, owner's representative, or Contractor that the Participating Architect has been involved with over the past ten years, as either plaintiff or defendant. Include a brief synopsis of the case (optional: include the Participating Architect's position on the case), role the Participating Architect has/had in the case, current disposition of the case, and final judgment or outcome (if applicable), including for or against the Participating Architect (if known at this time). This portion of the submission should be included as a separate file.

Note: No disclosure of financial amounts is required; simple disclosure of course of settlement will suffice. Selective phrasing in order to avoid disclosing dispute-resolution history may, at DPL's sole discretion, be grounds for disqualification or other action, as DPL deems appropriate. Determination of whether a response contains selective phrasing is at DPL's sole discretion.

Examples of such selective phrasing:

- "No firm has been successful in a litigation action against . . ."
- "To date, . . . has never instigated dispute-resolution proceedings against an owner . . ."
- "The team is not aware of any litigation . . ."
- ". . . is not currently engaged in any dispute-resolution proceedings . . ."

Confidential or Proprietary Information: Following award of a Contract, responses to this RFQ and the subsequent finalist RFP are subject to release as public information unless the response or specific information contained therein is identified as exempt from public disclosure. Respondent is advised to consult with legal counsel regarding disclosure issues.

If a Respondent believes that any portion of an RFQ or RFP response contains any information that is considered a trade secret under ORS Chapter 192.501(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, each page containing such information must include the following:

"This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.410 through 192.505."

Identifying the RFQ or RFP response in whole, as exempt from disclosure is not acceptable. Respondents are cautioned that cost information submitted in response to a finalist RFP is generally not considered a trade secret under Oregon Public Records Law. If the RFQ or RFP response fails to identify the portions that the Respondent claims are exempt from disclosure, Respondent is deemed to have waived any future claim of non-disclosure of that information.

Pursuant to ORS 279C.107, Respondents may schedule requests for inspection of any RFQ or RFP file after negotiations have been completed with the selected Proposer and a Contract has been executed.

SELECTION PROCESS

The following process will be used to determine each Participating Architect's eligibility to participate in the RFP process:

A review committee will screen and rank each Participating Architect based on the criteria described in this RFQ. DPL will select the top four (4) architects based on their ranking. DPL reserves the right to increase or decrease the number of applicants selected to participate in the RFP process.

DPL reserves the right to reject any or all submittals, to cancel or amend the solicitation, and to waive any informality if there is good cause or if doing so would be in the public interest.

DPL reserves the right to seek clarifications of each submittal from Participating Architects and other relevant sources.

The cost of preparation of the RFQ response and any related expenses, including travel, are entirely the responsibility of the Participating Architect.

Request for Clarification/Protest of RFQ: Any person may request clarification of or protest the terms and conditions of this RFQ. Such a request or protest must be in writing setting forth the specific request or ground for protest, and must be filed with DPL no less than Five (5) business days before the deadline for qualification submittal. An issue that could have been, but was not, raised by a request for clarification or protest of solicitation is not grounds for protest of the decision on prequalification.

Notice of Prequalification List: The Owner's Representative will notify all Participating Architects of the Architects selected to participate in the RFP. Notification shall be provided via hard copy or electronically as required under OAR 137-048-0220(3) at the conclusion of the RFQ process. The Notice constitutes DPL's final decision to use the selected Architects in the next step of the RFP process.

Right to Protest Prequalification List: Any Participating Architect that is adversely affected or aggrieved by the Notice will have three (3) business days after the Notice is received to submit a written protest to the Owner's Representative. The protest must be in accordance with, and proceed as described in OAR 137 - Division 48 rules.

Tentative DPL RFP Schedule for this Project (Prequalified Candidates Only):

RFP Published	May 24, 2021
Mandatory Pre-bid Conference	June 1, 2021
Deadline for Clarifications/Questions	June 4, 2021
RFP Due Date	June 11, 2021
DPL Contract Award	July 15, 2021

**PARTICIPATING ARCHITECT INFORMATION FORM
REQUEST FOR QUALIFICATIONS FOR ARCHITECT ADVERTISED 04/12/21**

Acknowledgement of Addenda: None _____ 1. _____ 2. _____ 3. _____

Architect further certifies as follows:

1. All contents of the Statement of Qualifications [including any other forms or documentation, if required under the RFQ and this Information Form], are truthful and accurate.
2. The Respondent does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability or other non--job--related factors as per ORS chapter 659 and 42 U.S.C.2000e.
3. If awarded a contract, Participating Architect understands that this project is governed by state prevailing-wage requirements in accordance with ORS 279C.800 to .870.

Company Name [DBA]: _____

Legal Name: _____

Oregon Architects License Number: _____

Type of Organization [Circle One]: Sole Proprietor / Partnership / Corporation

If Corporation, State of Incorporation: _____

If Partnership, attach a list of the general and limited partners.

Is the Respondent an Oregon Resident Bidder? (As provided in ORS 279A.12(b) [i.e., paid unemployment taxes or income taxes in Oregon during the 12 calendar months immediately preceding submission of qualifications, and has a business address in Oregon])

YES _____ NO _____

BY: _____ Authorized Signature
(Print Name and Title)

CONTACT PERSON:

Name: _____ Telephone: _____

Email: _____ Fax: _____