



REQUEST FOR QUALIFICATIONS NO. RFQ2627-01

FOR THE DESIGN-BUILDER FOR THE MCLOUGHLIN / DYE / PLAZA PROGRESSIVE DESIGN-BUILD PROJECT FOR CLACKAMAS COMMUNITY COLLEGE

Qualifications Due: August 11, 2026, by 2:00pm

**Mandatory Project Information Meeting: July 16, 2026, 2:00pm
Location: McLoughlin Hall Auditorium (first floor, south end)**

Owner's Contact:

Elizabeth Cole, Purchasing
19600 Molalla Avenue
Oregon City, OR 97045-7998
Phone: 503-594-3086
Email:
purchasing@clackamas.edu

Table of Contents

SECTION 1	OWNER DESCRIPTION	4
1.1.	General	4
SECTION 2	OVERVIEW OF PROJECT	4
2.1.	General Description of the Project	4
2.2.	Project Goals	4
2.3.	Form of Agreement.....	5
2.4.	Project Budget	5
2.5.	Project Procurement Schedule.....	5
2.6.	Definitions	6
SECTION 3	PROCUREMENT PROCESS.....	6
3.1.	General Information	7
3.2.	Owner Rights and Procurement Conditions	7
3.3.	Outline of the Procurement Process	8
3.4.	Confidential Information	10
SECTION 4	SOQ DOCUMENTATION REQUIREMENTS	10
4.1.	Submittal Process.....	10
4.2.	SOQ Format Requirements.....	11
4.3.	SOQ Organization	11
SECTION 5	SOQ SUBMITTAL INFORMATION	12
5.1.	Letter of Interest (No points).....	12
5.2.	Minimum Qualifications	12
5.3.	Technical and Management Qualifications	12
5.4.	Resumes of Key Team Members	15
5.5.	Identification of Projects Table	15
5.6.	Responsibility Determination Form	15
SECTION 6	GENERAL PROVISIONS	15
6.1.	Responsibilities of Proposers	15
6.2.	Equal Opportunity Compliance Requirement.....	16
6.3.	Prohibited Interests.....	16
SECTION 7	LIST OF EXHIBITS	16

REQUEST FOR QUALIFICATIONS

CLACKAMAS COMMUNITY COLLEGE (“the College” or the “Owner”) invites the submittal of a Statement of Qualifications (“SOQ”) from firms interested in providing design-build services for the project described below. By submitting an SOQ, the Proposer represents that it has carefully read the terms and conditions of this RFQ and all attachments and addenda and agrees to be bound by them. This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting SOQ to the Owner for the Project.

All submissions must be provided pursuant to the instructions below. It is the Finalist's sole responsibility to ensure that the required documents are delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any submissions not properly delivered.

Proposal documents and specifications will be available on <http://bidlocker.us/a/clackamascc/BidLocker> or by calling (503) 594-3086.

Electronic proposals will be accepted at purchasing@clackamas.edu until Tuesday, August 11, 2026, 2:00pm. Respondent firm names will be noted in a public opening, but SOQ's will be reviewed in closed session.

The College reserves the right to reject any SOQ not in compliance with all prescribed public procurement requirements, and to reject for good cause any or all SOQs upon finding that it is in the public interest to do so.

No SOQ will be received or considered unless fully complete in the manner provided in the RFQ documents and advertisement.

Elizabeth Cole
Purchasing

SECTION 1 OWNER DESCRIPTION

1.1. General

Clackamas Community College offers numerous one- and two-year degree and certificate programs in career technical, college transfer, literacy/basic skills, community education and business training to a diverse student body at three active campuses. Celebrating its 60th year of operations, the College fosters an open, collaborative decision-making process in which every voice is important. Staff, faculty, and students actively contribute their views to help shape decisions and the culture of the college. The College's mission is to cultivate equitable, innovative, and responsive education. The College centers its actions on the following five Values: Learning, Equity, Student Success, Community, and Belonging. the College's Strategic Priorities for 2021 – 2026 are the following:

- **Excellence in teaching and learning.** Lead and support ongoing development and improvement of equitable, innovative and responsive learning environments for students and employees.
- **Holistic student support.** Collaborate with students both in and out of the classroom to understand and respond to their needs and goals.
- **Diversity, equity and inclusion.** Attract, retain and uplift systemically nondominant students and employees.
- **Organizational health.** Strengthen our organizational culture, our systems, and our stewardship of resources to better empower employees to fulfill our central mission: serving the community with high-quality education and training.
- **Community connections.** Cultivate and nurture responsive and sustainable community relationships.

SECTION 2 OVERVIEW OF PROJECT

2.1. General Description of the Project

The McLoughlin/Dye/Plaza Project (the "Project") is located on the Oregon City campus. The Project consists of three elements that include the renovation of McLoughlin Hall, Dye Learning Center, and the Plaza (roughly between Wacheno Welcome Center and Barlow Hall). Although the overall budget, including design, consultants, permits, FF&E (soft costs in general) and construction costs is \$14,250,000, the initial budget breakout is as follows:

McLoughlin Hall carries the largest budget component of this package at \$8,250,000. Desired outcomes include modernized learning spaces, renovated office areas for staff, ADA compliant restrooms, and modernized/new MEP systems as needed. Building exterior improvements are not anticipated in this scope, although cleaning and sealing of masonry and concrete is occurring under a separate contract during the summer of 2026.

Dye Learning Center carries a budget of \$3,000,000. Desired outcomes include evaluating and optimizing the book stacks, increasing opportunities for student learning and collaboration, and updating finishes and systems as needed. Building exterior improvements are not anticipated in this scope.

The Plaza carries a budget of \$3,000,000. Desired outcomes include replacing worn and damaged concrete and providing new opportunities for student, staff, and community usage.

During the validation, design, and estimating process, it might be determined that the allocations to the projects need to be adjusted. The Project has a very limited budget, and the scope of the Project must fit within that budget. The selected Design-Build Team will assist the College in prioritizing the renovations and right sizing the scope of the Project to identify base scope as well as desired scope that fits within the established budget.

2.2. Project Goals

In general, the College has established the following Project Goals:

1. **Modern Learning Environment.** While maintaining the College's values and mission, the Project will result in a design for a modern learning environment that accomplishes the following:
 - a. Increases the effectiveness of the learning environment of the campus,
 - b. Increases the usability and utilization of the campus
 - c. Adapts to the campus' future needs
 - d. Takes into account the operations, maintenance and life cycle costs of the Project and

- e. Incorporates safety.
- 2. **Maximize the Scope of the Project Within the Project Budget.** The Design-Build Team will collaborate with the College as well as its students, staff, and stakeholders to maximize the prioritized scope of the Project within the limited budget.
- 3. **Transparent Pricing.** The Design-Build Team will conduct a robust validation process and provide transparent pricing that allows the College to track the cost of design and construction concurrently so that the College is fully informed regarding the cost implications of design and other project decisions.
- 4. **Execute a successful, collaborative Progressive Design-Build (PDB) process to produce the envisioned Project:** The Design-Build Team will develop and utilize a collaborative relationship with the Owner, and its stakeholders to accomplish the following:
 - a. Exceed the Project Goals within the Owner's budget and schedule while demonstrating exemplary design and project management, and
 - b. Take advantage of the progressive design-build delivery method through integration of the design and construction team and incorporating innovative construction means and methods into the design.

2.3. **Form of Agreement**

The Project will be contracted through a progressive design-build agreement that is attached as Exhibit A to the RFQ. The Design-Build Team will work collaboratively with the Owner to establish a project scope, Basis of Design Documents, and Guaranteed Maximum Price after the award of the Project. The Design-Build Agreement will be a cost plus with a Guaranteed Maximum Price, modified version of the DBIA Form 530 Standard Form of Agreement Between Design-Builder and Owner with a modified version of the DBIA Form 535 General Conditions of Agreement.

2.4. **Project Budget**

The budgeted cost for design, construction and soft costs for this Project is \$14,250,000.

2.5. **Project Procurement Schedule**

The following is the Project Procurement Schedule. The Owner reserves the right to modify the Project Procurement Schedule via addenda issued prior to the date set forth below.

Date	Activity
July 8, 2026	Issue RFQ
July 16, 2026, 2:00pm	Mandatory Project Information Meeting
July 21, 2:00pm	Last Date/Time to Submit Questions Regarding the RFQ
July 27, 2026	Anticipated Date to Issue Owner Addenda
August 11, 2026, 2:00pm	SOQ Due Date
August 20, 2026	Anticipated Notification of Finalists
August 20, 2026	Issue RFP
September 3, 2026	Confidential Individual Meetings
September 10, 2026, 2:00pm	Last Date/Time to Ask Questions or Submit Proposed Changes to Contract
September 17, 2026	Anticipated Date to Issue Owner Addenda
September 29, 2026, 2:00pm	Proposal Due Date
October 15, 2026	Interviews with Finalists (if needed)
October 19, 2026	Notification of Highest Scored Finalist

2.6. **Definitions**

- 2.6.1 **Business Day:** Monday through Friday, with the exception of official holidays observed by the Owner.
- 2.6.2 **Confidential Individual Meetings:** The confidential meeting(s) conducted individually between the Owner and each Finalist after the issuance of the RFP. All Confidential Individual Meetings will be conducted pursuant to the instructions in the procurement documents, and all participants will be required to enter into a confidentiality agreement before the meeting.
- 2.6.3 **Design-Builder:** The entity with the prime design-build contract with the Owner.
- 2.6.4 **Design-Build Team Member:** All entities listed by the Design-Builder as providing services or construction on the project. Members of the Design-Build Team may also be referred to as "Team Members".
- 2.6.5 **Finalist:** A Proposer that has been selected in the shortlist to propose in the Request for Proposals phase of the procurement.
- 2.6.6 **Key Team Member:** Individuals who will be assigned to the Project who play an important role in the design, construction, or management of the Project.
- 2.6.7 **Procurement:** The Owner's process for selecting a Design-Build Team for this Project.
- 2.6.8 **Procurement Documents:** All documents issued by the Owner in connection with the Procurement or Project.
- 2.6.9 **Projects of a Similar Nature:** Projects that had substantial completion dates within the last seven (7) years and that have many or all of the following characteristics:
- a. Projects of a similar size and budget that include similar scope as the Project with emphasis on academic and learning facilities;
 - b. Projects of a similar size and budget that include outdoor community spaces;
 - c. Projects where the Proposer performed mechanical and electrical work, with emphasis on upgrading and managing older, existing HVAC technology;
 - d. Projects with a limited budget where an owner's goal is to maximize the available scope within the budget;
 - e. Projects where the design required creatively and efficiently optimizing and sharing space for multiple functions, preferably within the context of an academic and learning facilities; and
 - f. Projects that utilize an integrated delivery method that require strong coordination and integration of the design and construction professionals and early involvement of the construction professionals during design and where the Design-Builder collaborated with the Owner to develop the final scope, schedule, and price.
- Projects of a Similar Nature do not need to meet all of the elements above. Proposers are encouraged to explain the relevance of the projects cited in the SOQs and Proposals. The Owner will determine the relevance of the projects cited and reserves the right to give more weight to projects that have more of the above characteristics.
- 2.6.10 **Proposer:** An entity that submits a Statement of Qualifications in response to this RFQ.
- 2.6.11 **RFQ:** The Owner's Request for Qualifications.
- 2.6.12 **RFP:** The Owner's Request for Proposals, which will be issued to those Finalists who are selected to proceed to the next phase of this Procurement.
- 2.6.13 **SOQ:** A Statement of Qualifications submitted in response to this RFQ.
- 2.6.14 **Team Member** is any entity (rather than individual) submitted with the Design-Builder's team in the SOQ.

SECTION 3 PROCUREMENT PROCESS

3.1. **General Information**

- 3.1.1. **Communication with the Owner.** Proposers are required to conduct the preparation of their SOQs with professional integrity and free of lobbying activities. Communication with the Owner regarding this Project shall be via email or regular mail only and directed to the Owner's Contact Person. Do not communicate about the Project or the Procurement with any other Owner employees, representatives, or consultants. Communication with other Owner employees, representatives, or consultants regarding the Procurement may cause the firm involved to be disqualified from submitting under this Procurement. Any verified allegation that a responding Proposer or Team Member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, scoring, and/or selection of Finalists may be the cause for Owner to disqualify the Proposer team from submitting an SOQ or Proposal, to disqualify the Team Member from participating in the Procurement and/or to discontinue any further consideration of such Proposer or Team Member. Following the Owner's approval of the Finalists, the Owner anticipates that certain communications and contacts will be permitted. The RFQ, RFP and/or other written communications from Owner will set forth the rules and parameters of such permitted contacts and communications. To the extent any Proposer intends at any time to initiate contact with the general public regarding the Project, the nature of such intended contact and the substance thereof must be approved in writing by Owner prior to the commencement of such activities.
- 3.1.2. **Expenses of Proposer.** The Owner accepts no liability for the costs and expenses incurred by firms in responding to this Procurement or attending any meetings.
- 3.1.3. **Protests.** All Protests must be submitted pursuant to the Protest Procedures set forth in Exhibit E.

3.2. **Owner Rights and Procurement Conditions**

- 3.2.1 The Owner reserves without limitation and may exercise, at its sole discretion, the following rights and conditions with regard to this Procurement process:
- a. To cancel the Procurement process and reject any and all SOQs and/or Proposals;
 - b. To waive any informality or irregularity;
 - c. To revise the Procurement Documents and schedule via an addendum;
 - d. To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
 - e. To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
 - f. To provide clarifications or conduct discussions, at any time, with one or more Proposers;
 - g. To contact references that are not listed in the Proposer's SOQs and investigate statements on the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;
 - h. To take any action affecting the RFQ process, the RFP process, or the Project that is determined to be in the Owner's best interests;
 - i. To utilize information from any source, including but not limited to references and individuals who are not identified by the Proposer and/or Finalist, to evaluate Proposers and Finalists;
 - j. Approve or disapprove of the use of particular consultants, subconsultants, subcontractors, Team Members, or Key Team Members and/or substitutions and/or changes to consultants, subconsultants, subcontractors, Team Members, or Key Team Members from those identified in the SOQ or Proposal, such approval or disapproval shall not be unreasonably exercised;

- k. To make an independent determination of the highest scored proposal.

3.3. **Outline of the Procurement Process**

3.3.1 **Request for Qualifications (RFQ).**

- a. This RFQ invites firms to submit SOQs describing in detail their technical, management, and financial qualifications to design, permit, construct, commission, and closeout the Project. The issuance of this RFQ is the first phase of the Procurement process.
- b. Proposers will submit their SOQ, and other deliverables required pursuant to this Procurement at the time and in the manner set forth in this RFQ and any addenda. The Owner will not consider SOQs or other deliverables that are submitted after the time set forth in the RFQ. Proposers are solely responsible for making sure that the Owner receives the SOQ in a timely fashion.
- c. The Owner will evaluate the information submitted by each Proposer to 1) determine whether the Proposer meets the mandatory minimum requirements and 2) evaluate the SOQs provided by each Proposer pursuant to the evaluation criteria described below. Any Proposer who fails to meet the mandatory minimum requirements set forth in this RFQ will be deemed non-responsive and will not be considered further by the Owner in this Procurement.
- d. All SOQs will be evaluated in accordance solely with the criteria established in the RFQ and any addenda issued thereto. The evaluation criteria are listed below, including the relative weight or importance given to each criterion.
- e. The Owner will select responsive and responsible firms as Finalists. Only those firms that have been short-listed will be invited to submit a Proposal in response to the RFP.
- f. The results of the SOQ evaluations will be carried forward and included in the final evaluation and selection.
- g. Design-Build Team Members and individual Key Team Members will be used as a basis for selection. Once shortlisted, neither the Proposer nor Team Members that are submitted to the Owner as part of the SOQ or Proposal may substitute a listed consultant, subconsultant or subcontractor, or any individual listed as a Key Team Member without the Owner's prior written approval. Even with the Owner's approval, any change to any submitted Team Member or Key Team Member will result in re-evaluation and may result in a change to the evaluation and scoring of the Proposer.
- h. For the procurement, Design-Build Teams may only include the prime Design-Builder and lead Designer and Constructor firms and any company or entity that employs Key Personnel. It is recognized that the Plaza project designer might be different than for the buildings and may also be included. The Owner and selected Design-Builder will collaboratively select subconsultants after award.

3.3.2 **Request for Proposal (RFP), Confidential Individual Meetings & Selection Process**

- a. The Owner will be distributed only to the firms selected in the RFQ process. The RFP will further explain the evaluation criteria, Confidential Individual Meetings, and other elements of the RFP process.
- b. Prior to the submission date for Proposals, written questions will be accepted as defined in the RFP.
- c. Confidential Individual Meetings. The Owner will invite no more than 4 Finalists to participate in separate Confidential Individual Meetings. The Confidential Individual Meetings will be further described in the RFP. All information from the Design-Build Teams provided in the Confidential Individual Meetings will remain confidential during the procurement process. The Confidential Individual meetings will also provide an opportunity for direct interaction between the Finalist and the RFP Evaluation

Committee.

- i. Interactive Meeting. The Owner will conduct an Interactive Meeting that will occur prior to the submission of the Proposals and will allow the Owner to evaluate the Finalists' ability to collaborate with the Owner's team and to allow the Finalists to ask the Owner questions regarding the Project and the Owner's goals and concerns.
 - ii. Interview. The Owner may, at its sole discretion, conduct a second, optional Confidential Individual Meeting. The second Confidential Individual Meeting will be an Interview after the submission of the Proposals and will allow the Owner to ask questions regarding the Design-Build Team's Proposal.
- d. A Finalist may ask questions and submit suggested proposed changes to the contract provisions no later than the date set forth in the Procurement Schedule. The Owner, at its sole discretion, may revise the RFP, the contract provisions and/or program documents and issue an addendum to all Finalists.
 - e. Finalists will submit a Technical Proposal and a separate Price Proposal in accordance with the Procurement schedule.
 - f. The Owner will establish an RFP Evaluation Committee to review and evaluate the Technical Proposal and other elements outlined in the RFP. The RFP Evaluation Committee may be the same as the RFQ Evaluation Committee. The RFP Evaluation Committee will evaluate the Proposals in accordance with the evaluation criteria set forth in the RFQ and RFP.
 - g. At its sole discretion, the Owner may ask written questions of Proposers, seek written clarifications, and conduct discussions with Proposers on Proposals.
 - h. The Owner will provide written notification to all Finalists of the selection decision and make a selection summary available to all Proposers at the conclusion of the Procurement.
 - i. At the Owner's discretion, it will initiate negotiations with the Highest Scored Finalist. The Owner may also negotiate with other Finalists at its discretion if it is unable to reach agreement with the Highest Scored Finalist. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner's sole discretion. By submitting a Proposal pursuant to the RFP, the Finalist represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

3.3.3 Price Proposal

Finalists will submit a Price Proposal pursuant to the instructions set forth in the RFP. The Price Proposal for this Project is anticipated to include the Design-Builder's Fee Percentage for overhead and profit and will be submitted in a separate, distinctly marked email from the Technical Proposal. Although not scored, the Design-Builder will also submit hourly rates and a proposed Validation Period Not to Exceed Amount with the Price Proposal.

3.3.4 Evaluation and Scoring of Proposers and Finalists

In the evaluation and scoring of Proposers and Finalists, the Owner will consider the information submitted in the SOQ, the Technical and Price Proposal, Confidential Individual Meetings, references, and other sources with respect to the evaluation criteria set forth in the RFQ and RFP. In evaluating each of the criteria, the Evaluation Committees will identify significant and minor strengths and weaknesses from the submissions. A "strength" is an attribute of information gathered by the Owner that evaluators believe will make it more likely that the Proposer or Finalist will achieve or exceed the Project Goals. A "weakness" is an attribute of information gathered by the Owner that evaluators believe will make it less likely that the Proposer or Finalist will achieve or exceed the Project Goals. The result of the evaluation will be a comparative scoring of Proposers.

The evaluation criteria will be given the following relative weights:

SOQ		Total SOQ Points: 50
	Modern Learning Environment	20 points
	Maximizing Scope	10 points
	Transparent Pricing	10 points
	Successful PDB Process	10 points
Response to RFP		Total RFP Points: 100
	Overall Management Approach	25 points
	GMP Development Plan	25 points
	Innovation in Design	25 points
	Innovation in Construction Management, Project Sequencing and Scheduling	25 points
Price Proposal		Total Price Proposal Points: 20
TOTAL		GRAND TOTAL Points: 170

3.4. **Confidential Information**

All submissions must identify any confidential information that the Proposer or Finalist contends is exempt from disclosure under ORS 192.345 and ORS 192.355. The College will endeavor in good faith to honor appropriate requests for exemption from disclosure, but the College reserves exclusive discretion to determine whether information qualifies for a statutory exemption. The College's obligation under this Section shall survive the selection of the Contractor.

SECTION 4 SOQ DOCUMENTATION REQUIREMENTS

4.1. **Submittal Process**

- 4.1.1. The Owner is requiring electronic submission of the items listed below for this solicitation. Submissions must be submitted via email at purchasing@clackamas.edu no later than 2:00 pm on the date in the schedule set forth in section 2.5 of the RFQ.
 - a. The submission shall include the title of the document, and due date and time in the subject line. The Proposal shall be titled, "[Insert Proposer's Name] the College McLoughlin/Dye/Plaza Statement of Qualifications"
 - b. Limit file size to 20MB.
 - c. The Owner will use the time stamp on the email/submittal upload to determine timeliness.
 - d. Proposers are responsible for ensuring timely delivery of submittals.
 - e. The Owner is not responsible for Proposer's technical difficulties in submitting electronically.
 - f. The Owner reserves the right not to evaluate late submittals.
- 4.1.2. If issues arise in submitting the RFQ documents, please contact the Owner's Contact.
- 4.1.3. Any addenda issued for this RFQ will be provided be posted on BidLocker accessed through the

College's website, per the timeline above. Proposers are responsible for checking for inclusion of any addenda prior to submission.

4.2. **SOQ Format Requirements**

4.2.1 The SOQs shall comply with the following format requirements:

- a. SOQs shall be formatted in searchable .pdf format and shall include a searchable bookmark for each subsection of the submittal.
- b. The body of the SOQ shall be organized in accordance with the Evaluation Criteria.
- c. The body of the SOQ, when printed, shall be limited to a maximum of twenty-five (25) pages. Proposers will not include links or QR codes in the Statement of Qualifications.
- d. The **only** documentation that is **not** included in the page count is the following:
 - i. Letter of interest or cover letter.
 - ii. Statement of Proposer's Ability to Provide a Proposal Bond, or Performance and Payment Bond;
 - iii. Statement of Proposer's Ability to Meet the Owner's Insurance Requirements;
 - iv. Responsibility Determination Form;
 - v. Identification of Projects Table;
 - vi. Resumes of Key Team Members (limit 1 page each);
 - vii. Signature Sheet;
 - viii. Certification of Non-Discrimination; and
 - ix. Cover pages, provided that they contain no substantive content.
- e. **SOQs that exceed the page limit may be rejected.** The Owner, at its sole discretion, reserves the right to reject SOQs that exceed the page limit or to remove pages from the sections of any non-conforming SOQ submittals to bring each non-conforming SOQ submittal within the page count requirement.
- f. A "page" shall be defined as (when printed) one single-sided piece of paper that has words, charts, tables, pictures, or graphics. Pages shall be 8.5 x 11 inches, with the exception of the Identification of Projects Table, which may be presented in 8.5 x 14-inch format.
- g. The font shall for any portion of the submittal, including graphics, be no smaller than 10 point.

4.3. **SOQ Organization**

4.3.1 SOQs shall consist of the following parts:

- a. Letter of Interest
- b. Minimum Qualifications
 - i. Statement of Proposer's Ability to Provide Performance and Payment Bond. (See Section 5.2.1)
 - ii. Statement of Proposer's Ability to Meet the Owner's Insurance Requirements. (See Section 5.2.2)

4.3.2 Technical & Management Qualifications

- a. Team Organization
- b. Demonstrated History of Successful Projects Similar in Scope and Complexity
- c. Achieving Innovation in Facility Functionality
- d. Project Controls and Transparency

4.3.3 SOQ Attachments

- a. Resumes of individual Key Team Members
- b. Identification of Projects Table
- c. Responsibility Determination Form
- d. Signature Sheet
- e. Certification of Non-Discrimination

SECTION 5 SOQ SUBMITTAL INFORMATION

5.1. Letter of Interest (No points)

The SOQ must include a cover letter containing the name, address, telephone number, fax number, and e-mail address of the Proposer and the principal contact person. The Letter of Interest shall also include the following: (1) name, address, telephone number and e-mail address for all listed consultants, and/or sub-consultants for the Project (if any) and (2) the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime contracting party. The letter of interest may be a maximum of two (2) pages.

5.2. Minimum Qualifications

5.2.1 Statement of Proposer's Ability to Provide Performance and Payment Bond (Pass/Fail)

As a **mandatory minimum requirement**, the Proposer must have the ability to obtain a performance and payment bond in the amount equal to the value of the final contract amount, subject to subsequent modifications to that amount, and sales tax. For the purposes of this procurement, Proposers must demonstrate that they are able to obtain a bond for a minimum of \$20,000,000. Proposer shall provide a letter signed by an authorized representative of Proposer's surety company (or agent) confirming that the Proposer can meet this minimum requirement. Any Proposer who fails to meet this mandatory minimum requirement will be considered non-responsive and will not be considered further by the Owner in this Procurement process. The surety shall be a company authorized to conduct business in the state where the Project is located with a current minimum A.M. Best rating of A-, Class VII or better. Letters indicating "unlimited" bonding capability are not acceptable.

5.2.2 Statement of Proposer's Ability to Meet the Owner's Insurance Requirements. (Pass/Fail)

As a **mandatory minimum requirement**, the Proposer must document that it has the ability to meet the minimum insurance requirements as set forth in the attached draft Agreement and General Conditions (Exhibit A). Proposer shall provide a letter from Proposer's insurance company or broker indicating that the Proposer is capable of complying with the insurance requirements specified in Exhibit A or an ACCORD Insurance Certificate that shows evidence of insurance that meets or exceeds the requirements set forth above. Any Proposer who fails to meet this mandatory minimum requirement will be considered to be non-responsive and will not be considered further by the Owner in this Procurement. The insurer shall be a company authorized to conduct business in the state where the Project is located with a current minimum A.M. Best rating of A-, Class VII or better.

5.3. Technical and Management Qualifications

The SOQ shall demonstrate the Design-Build Team's ability to undertake the Project by providing the following technical and management qualifications of the Proposer, Team Members, and individual Key Team Members. Emphasis will be placed on experience and expertise in performing substantive work on projects that are of Similar Scope and Complexity, as described in the definitions above. The Owner reserves the right to award more points to projects that have more of the characteristics set forth in the definition of Projects of Similar Scope and Complexity. The Owner also reserves the right to award more points to successful projects in which Proposer, Team Members, and/or individual Key Team Members had substantial responsibility for their respective scopes of work.

The SOQ will be evaluated on the following technical and management qualifications:

5.3.1 Modern Learning Environment

Describe the Proposer's Team's experience with Projects of Similar Scope and Complexity that demonstrates that the Team can achieve or exceed Project Goal #1. Include in the discussion experience with projects that include some or all of the following:

- a. Designs that increased the effectiveness of the educational learning environment in the facility.
- b. Designs that increased the usability and utilization of the owner's space.
- c. Facilities that were designed to adapt to the owner's future needs.
- d. Projects that take into account the operations, maintenance and life cycle costs of the facility.
- e. Projects that incorporate safety.

5.3.2 Maximizing Scope

Describe the Proposer's Team's experience with Projects of Similar Scope and Complexity where the Team accomplished the following:

- a. Maximized the scope of the project within the project budget.
- b. Worked with the owner and its stakeholders to prioritize the project scope.

5.3.3 Transparent Pricing

- a. Describe the Team's past performance in conducting a robust validation process to achieve alignment with the owner at the outset of a project.
- b. Describe the Team's past performance with Progressive Design-Build or similar integrated projects development and management of Project budgets, including collaboratively developing a Guaranteed Maximum Price. Include in the narrative how the Proposer ensured transparency of all costs and schedule.
- c. Discuss the tools and techniques used to transparently develop the scope, cost, and schedule to the owner, including
 - i. How the scope, cost, and schedule were communicated with the owner;
 - ii. The resolution of discrepancies between the owner's cost information and that of the design-builder
 - iii. A demonstration of how the estimating, cost monitoring process, and schedule reporting provided substantive and meaningful information to the owner.
- d. Describe any issues or problems that arose on the projects discussed in this section and how those issues or problems were resolved.

5.3.4 Successful Progressive Design-Build Process

- a. Provide a narrative describing the benefits of the Team structure and the benefits that each Team Member and Key Team Member provides to the Project.
 - i. Explain how the Design-Build Team and Key Team Members experience will make it more likely that they will exceed the Project Goals, in particular Project Goal Number 4. In the narrative, describe the Team's past performance in successfully managing design-build (or a similar integrated delivery model) Projects of Similar Scope and Complexity that utilize an integrated delivery method that required strong coordination and

integration of the design and construction professionals and early involvement of the construction professionals during design and where the Design-Builder collaborated with the Owner to develop the final scope, schedule, and price.

- ii. Describe how Team Members have utilized the progressive design-build process, innovative design and construction techniques, and/or state of the art technology to achieve the owner's goals, and/or enhance communication and collaboration.
 - iii. Describe the Team's past performance working together and/or if the team has not worked together, describe the steps the Team has taken to promote integration and a collaborative working environment.
- b. **Team Organization.** Identify the following Key Team Members from the Design-Build Team. Individuals identified may have multiple roles. Proposers should clearly identify the roles for the Key Team Members.
- i. **Project Manager:** The Project Manager shall be responsible for the overall design, construction, schedule, budget, quality management, and Contract Documents administration for the Project. The Project Manager should have a minimum of 8 years of experience managing Projects of Similar Size and Complexity to the Project.
 - ii. **Lead Design Architect:** The Lead Design Architect will be the Designer of Record on the project and should have a minimum of 8 years' experience in a similar role on Projects of Similar Scope and Complexity. The Lead Design Architect will be responsible for the architectural vision for the project.
 - iii. **Lead Landscape Designer:** The Lead Landscape Designer will be responsible for designing the exterior portions of the Project, including the renovations to the Plaza.
 - iv. **Construction Manager:** The Construction Project Manager is responsible to ensure the construction is managed and delivered in accordance with the Contract Documents requirements. The Construction Project Manager should have a minimum of 8 years of experience managing Projects of Similar Size and Complexity to the Project.
 - v. **Cost Estimator:** The Cost Estimator shall be responsible for developing the cost estimates for the project using continuous cost estimating, providing the owner with transparent cost information that will assist the owner in making decisions regarding the scope of the project and provide reliable cost information throughout the project. The Estimator should have experience developing transparent estimates for cost reimbursable contracts on alternative delivery projects and should have a minimum of 8 years' experience in a similar role
 - vi. **Quality Control Manager:** The Quality Control Manager is responsible for managing the design and construction quality process that ensures that the design and construction meet the requirements of the Contract Documents; and
 - vii. **Three Additional Key Team Members:** Identify up to three additional Key Team Members who will add value to the Project. Describe their role on the Project and the value that the designated role brings to the Project.

Other than the Design-Builder, the Lead Designer, Lead Landscape Designer, Lead Constructor, and entities employing the Key Team Members set forth above, no other consultants or trade contractors should be included in the Proposal; these team members will be selected in consultation with the Owner after the contract is awarded. The reference to a minimum number of years' experience above is only

intended as a guideline. The Owner reserves the right to score more favorably individuals who have more experience.

- c. Provide an organization chart for the Design-Build Team, including but not limited to the Key Team Members identified. Include in the organization chart the percentage of time that Key Team Members are estimated to be dedicated to the Project for each phase. Clearly identify the Key Team Member who will be responsible for leading the Design-Build Team and will be the prime contact with the Owner during each phase of the Project.

5.4. **Resumes of Key Team Members**

- 5.4.1 Provide a resume for all Key Team Members. Resumes should be no longer than 1 page and should include the following information at a minimum. The resumes will not be evaluated separately. Rather, the resumes will be evaluated in the context of the criteria set forth in Section 5.3.
 - a. Description of the individual's proposed Project role;
 - b. Identification of employer and number of years employed by the firm;
 - c. Educational background, professional licenses, and/or certifications; and
 - d. Experience relevant to their proposed role on the Project and how their experience will benefit this Project.

5.5. **Identification of Projects Table**

- 5.5.1 The Proposer must submit an Identification of Projects Table with the information set forth in the form attached as Exhibit C. Proposers are encouraged to use the form provided and not submit the information using their own form. The purpose of the Identification of Projects Table is to provide evaluators with sufficient information to determine whether projects cited are Projects of Similar Scope and Complexity; therefore, Proposers are required to submit the information below for every project mentioned in the SOQ narrative, and Proposers are encouraged, but not required, to submit the information for all projects cited in resumes. Failure to submit the required information will not render an SOQ non-responsive, but it could have a negative impact on a Proposer's score.
- 5.1.2. The Identification of Projects Table may be submitted on 8.5 x 14 format may be no more than two (2) pages in length. The Proposer is responsible for ensuring that contact information contained in their Identification of Projects is correct. The inability to contact a reference may have a detrimental impact on evaluating the qualifications. The Owner reserves the right to contact any person listed in the Identification of Projects or any other person with knowledge regarding any Project in which any Design-Build Team Member or Key Team Member participated. The identification of projects will not be evaluated separately. Rather, the projects will be evaluated in the context of the criteria set forth in Section 5.3.

5.6. **Responsibility Determination Form**

Submit a completed Responsibility Determination Form for Design-Builder and each Team Member (Exhibit D). If the prime Design-Builder is a Joint Venture, all Joint Venture partners must have functional responsibilities for the Project. Describe the duties of each Joint Venture partner and provide a copy of the Joint Venture Agreement.

5.7. **Signature Sheet**

Submit a completed Signature Sheet by the Design-Builder in the form attached as Exhibit F to the RFQ.

5.8. **Certification of Non-Discrimination**

Submit a completed Certification of Non-Discrimination in the form attached as Exhibit G to the RFQ.

5.9. **Responsibilities of Proposers**

Clackamas Community College follows the Oregon Public Contracting Code, ORS 279 and related regulations, as modified by the College's local contract review board. Certain purchases go through a prescribed bid/quote/proposal

process (for the purposes of this document, bid, quote, and proposal may be used interchangeably). A Request for Proposal (RFP) allows the College to evaluate vendors' proposals using criteria in addition to or instead of price.

As a Proposer, you are expected to submit SOQs that are accurate, complete, and contain all terms and conditions which you feel are necessary. If, after submitting your SOQ, you find changes are necessary, you may change or withdraw your SOQ any time up to the time of the due date. However, after the due date, the SOQ may not be changed or altered in any way.

5.10. Equal Opportunity Compliance Requirement

By submitting this proposal, the bidder certifies conformance to the applicable Federal Acts, Executive Orders, and Oregon Statutes concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws, shall be supplied to the College upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders

5.11. Prohibited Interests

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept, approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, or material supply contract, or any subcontract in connection with the furnishing of items or service for the College, shall become directly or indirectly interested personally in this contract or any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the College who is authorized in such capacity and on behalf of the College to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction or in any part thereof, items, contract, subcontract, insurance contract, or any other contract pertaining thereto, shall become directly or indirectly interested personally in this contract or any part thereof.

SECTION 6 LIST OF EXHIBITS

- A. Draft Agreement and General Conditions
- B. Performance and Payment Bond Instructions
- C. Identification of Projects Table
- D. Responsibility Determination Form
- E. Protest Procedures
- F. Signature Sheet
- G. Certification of Non-Discrimination

Exhibit A
Clackamas Community College
McLoughlin/Dye/Plaza Project
DRAFT
Agreement and General Conditions

NOTE: The attached Agreement and General Conditions are Drafts only. The College reserves the right to negotiate the final Contract Documents with the selected team.

CCC 530 Agreement 070126

CCC 535 General Conditions 070126

Exhibit B
Clackamas Community College
McLoughlin/Dye/Plaza Project
Performance, and
Payment Bond Instructions

1. The selected Design-Builder will be required to provide the following bonds for this Project:
 - a. Payment Bond in the amount equal to the portion of the estimated Contract Price that is attributable to construction, subject to subsequent modifications to that amount, and sales tax.
 - b. Performance Bond in the amount equal to the estimated Contract Price that is attributable to construction, subject to subsequent modifications to that amount, and sales tax.

2. The following shall apply:
 - a. Proposers must submit a statement from their bonding company that the Proposer can meet the bonding requirements at a minimum amount of \$20,000,000.
 - b. The Payment and Performance Bond(s) shall be in the form acceptable to the Owner.

Exhibit C
Clackamas Community College
McLoughlin/Dye/Plaza Project
Identification of Projects Table Form

Complete the Identification of Projects Table in the attached form for all projects cited in the Statement of Qualifications. The form is provided in Word format as part of this RFQ.

Exhibit D
Clackamas Community College
McLoughlin/Dye/Plaza Project
Responsibility Determination Form

RESPONSIBILITY DETERMINATION FORM

Project Name: _____

Bid Number: _____

Business Entity Name: _____

CCB License Number: _____

Form Submitted By (Contracting Agency):

Form Submitted By (Contracting Agency Representative's Name):

Title:

Date:

(The contracting agency must submit this form with attachments, if any, to the Construction Contractors Board within 30 days after the date of contract award.)

The contracting agency has (check all of the following):

- ☐ Checked the list created by the Construction Contractors Board under ORS 701.227 for bidders who are not qualified to hold a public improvement contract.
- ☐ Determined whether the bidder has met the standards of responsibility. In so doing, the contracting agency has found that the bidder demonstrated that the bidder:
- ☐ Has available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to meet all contractual responsibilities.
- ☐ Holds current licenses that businesses or service professionals operating in this state must hold in order to undertake or perform the work specified in the contract.
- ☐ Is covered by liability insurance and other insurance in amounts required in the solicitation documents.
- ☐ Qualifies as a carrier-insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.

Exhibit D
Clackamas Community College
McLoughlin/Dye/Plaza Project
Responsibility Determination Form

- ☐ Has disclosed the bidder's first-tier subcontractors in accordance with ORS 279C.370.
- ☐ Has a satisfactory record of performance.
- ☐ Has a satisfactory record of integrity.
- ☐ Is legally qualified to contract with the contracting agency.
- ☐ Possesses a certificate that the Oregon Department of Administrative Services issued under ORS 279A.167.
- ☐ Agrees to be bound by the terms and conditions of a community benefit contract if the public contract is a community benefit contract.
- ☐ Has supplied all necessary information in connection with the inquiry concerning responsibility.
- ☐ Determined the bidder to be (check one of the following):
 - ☐ Responsible under ORS 279C.375 (3)(a) and (b).
 - ☐ Not responsible under ORS 279C.375 (3)(a) and (b).

Exhibit E
Clackamas Community College
McLoughlin/Dye/Plaza Project
Protest Procedures

Protest Procedures

1. Solicitation Protest

Prospective contractors may submit a written protest, or request for change, of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than seven calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a contractor or award of a contractor contract, because of the content of solicitation provisions, specifications, or contract terms and conditions shall be considered after the deadline established for submitting such protest.

2. Selection Protest

Every contractor who submits a bid in response to an RFP shall be informed of the proposer to whom the contractor has been awarded. A contractor who has submitted a bid and claims to have been adversely affected or aggrieved by the selection of a competing contractor shall have seven calendar days after receiving the notice of selection to submit a written protest of the selection to the College Purchasing Agent. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked contractor eligible for selection (i.e., the protester must claim that all other contractors were ineligible for selection because their bids were non-responsive or the contractors non-responsive). The College shall not consider a selection protest submitted after seven calendar days from the notice of selection.

3. Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections the College's Procurement Policy. The Purchasing Agent shall promptly issue a written decision.

4. Protest Submission

All protest submissions shall be clearly identified and submitted to: Elizabeth Cole, Purchasing
Barlow Hall – Business Office
Clackamas Community College
Purchasing@clackamas.edu
19600 Molalla Avenue
Oregon City OR 97045
Phone (503) 594-3086

**Exhibit F
Clackamas Community College
McLoughlin/Dye/Plaza Project
Signature Page**

The undersigned hereby proposes to furnish, within the time specified, the several items and/or services hereinbefore listed, to be delivered in accordance with the foregoing specifications hereto attached.

SIGNATURE FOR INDIVIDUAL (signed by individual)

Address _____ X _____
City/State _____
(Typed or Printed Name)
Zip _____ Tel _____ FAX _____

SIGNATURE FOR PARTNERSHIP (signature of one partner required)

Name of Partners: (please print) _____ Name of Partnership: _____

Address _____

City/State/Zip _____
Tel _____ FAX _____
X _____

SIGNATURE FOR CORPORATION (as indicated)

Address _____
(Corporate Name)
City/State/Zip _____
X _____
(Signature of Officer or Agent)
Tel _____ FAX _____

(Typed or Printed NAME and TITLE of Officer or Agent)

Are you a resident as defined in ORS 279A.120? _____ Yes _____ No

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder" pursuant to this subsection.

Will your company participate in Intergovernmental Cooperative Purchasing?
_____ Yes _____ No

RECEIPT ACKNOWLEDGED OF ADDENDA: #1 _____ #2 _____ #3 _____

Exhibit G
Clackamas Community College
McLoughlin/Dye/Plaza Project
Certification of Non-Discrimination

Clackamas Community College prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Name: _____

The undersigned Responder is aware that, under ORS 279A.110, no firm who contracts with a public contracting agency may discriminate against minority, women, or emerging small businesses in the awarding of subcontracts. Accordingly, the undersigned Responder hereby certifies as part of its proposal submission that it has not and will not discriminate against any minority, woman, or emerging small business enterprise in obtaining any of the required subcontracts for this Project.

Responder's Name: _____

Signed By: _____

Title: _____

Date: _____