



CITY OF MOSIER

small enough to make a difference

Request for Qualifications

Architectural/Engineering Design for a 'Net Zero' Public Services Building

The City of Mosier, Oregon and the Mosier Fire District (jointly referred to as “the Contracting Agencies”) are planning to design and build an approximate 8,500 square foot building to house City and Fire District offices, a training room/community hall, community commercial kitchen, fire station for apparatus and equipment, public works garage, and appurtenant features. In the design phase, additional potential objectives will be considered, such as museum/archival storage and community computer station in view of overall space requirements, site considerations and project budget.

The project location is in the heart of the Columbia Gorge within the Mosier City limits. The site is shown in the feasibility assessment and project background documents in the link below.

<https://cityofmosier.com/public-documents-2/public-documents/>

Selection Committee

The Contracting Agencies have formed a joint facilities committee to work through the fundraising, planning, design and construction process. A design subcommittee consisting of the City Manager, Fire Chief and a representative from each of the City Council and Fire District Board will oversee selection of the design team through this solicitation, and will oversee the overall design phase. It is the Contracting Agencies’ intent that a shortlist of the 3 most qualified design teams led by an architecture firm will be selected for interview. The Contracting Agencies may select greater or fewer than 3 teams to interview, at its discretion. Interviews will be held at a public meeting with members of the facilities committee. The Mosier City Manager will be the main point of contact for this project. All questions regarding this RFQ or selection process should be directed to the City Manager. Answers or clarifications to all questions received by the City Manager will be made available to all registered potential proposers within a reasonable time prior to the RFQ deadline for submission. Prospective proposers may register by e-mail pursuant to below Section 5(a). Responses to this RFQ will be opened at City Hall at 10:00am on February 18th.

Project Budget

The overall project budget, subject to design considerations and ability to raise funds including funds presently on hand and dedicated to the project, is \$3 million. Funding to accomplish design has been secured and will be available to satisfy the contract emanating from this RFQ.

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1. Schedule

RFQ Issued	1/23/2019
All RFQ questions must be Received by City Manager	2/05
RFQ Submittal Deadline	2/15
Opening of RFQ Responses	2/18
Notification of Teams Selected for Interview	3/1
Onsite Visits	3/4-3/8
Interview of Selected Teams	Week of 3/22
Notification of Intent to Award	3/29
Contract Negotiations with Intended Awardee	TBD
Phase I – 30% Design	4/1 – 10/1/2019
30% Design Approval by City Council and Fire Board	TBD
Fundraising by Citizen subcommittee	TBD
Contractor RFQ and Selection Process	TBD
Phase II – 60% Design/Permitting	TBD
Phase III – 90/100% Design	TBD
Phase IV – Construction	TBD

2. Base Scope of Services

The City and Fire District have previously completed feasibility studies of two sites that were considered for the building. The selected building site is addressed in background documents at the link on the City of Mosier’s website:

<https://cityofmosier.com/public-documents-2/public-documents/>

A feasibility level analysis and building layout concepts are described therein. It is the City and Fire District’s intent for the firm selected under this RFQ to use this information as an initial basis for site evaluation, programming and design. The project has also been approved for path to NetZero incentive funds by Energy Trust of Oregon. The design team should include an energy consultant with experience in the path to net zero application and attendant deliverables, as well as qualifications for acoustics analysis (site is next to UPRR rail line) and all appropriate subconsultants.

An RFQ process for General Contractors is anticipated at the 30 percent design stage, or as optimally determined per the design proposal awarded under this design RFQ. The selected general contractor will become part of the project team and work closely with the architect and the design subcommittee during design and permitting processes and will provide constructability, pricing and schedule input.

The 30% design package will be used as a fundraising tool to solicit grants and donations from the community before proceeding to final design. At the Contracting Agencies’ requested date, the selected firm will assist with RFQ and selection of a construction contractor.

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Once a construction contractor is selected, the architect/contractor team will be given notice to proceed (NTP) from the Contracting Agencies to complete 60%, 90%, final design, cost estimates and construction. The project will include permit applications and 'path to net zero' documentation as well as public meeting presentations for each phase of design. Project milestones and key deliverables should include at minimum:

Phase I – Programming and Design Development to 30% Design

- Deliverables –
 - 30% Design Document
 - with Introduction/Approach/Illustrative Plans/Path to NetZero Description and other pertinent content
 - Public Outreach Meeting
 - Incorporation of Required Energy Trust Meetings and Submittals
 - Public Presentation

Phase II – 60% Schematic Design/Permitting

- Deliverables: 60% Design Document
 - Early Permit Applications
 - Energy Trust Requirements Fulfilled
 - Public Meeting(s) – Consultant recommended
 - RFQ for CMGC Contract

Phase III – 90% and Final Design/Permitting – with appropriate design deliverables and cost estimates as proposed by the CMGC team.

Design firms should provide basic services (plans and specifications) including architectural, structural and full design mechanical and electrical (plans and specifications) as part of their basic scope of services. The project scope includes interiors and FF&E design. The building is to be designed for energy efficiency with a goal of zero energy with potential for emergency storage capability and a principle energy source being solar but inclusive of best practice design to achieve the goal.

In addition to these basic services, firms are requested to include a list of additional scope items including civil and landscape design, low voltage systems, food service (commercial kitchen) design, lighting design, acoustical, and ADA/ANSI consultation, as well as experience with historic art and photograph collection storage. The intent is to be comprehensive in scope of necessary design(s) and provide a general idea of proposed costs. It is understood that after selection of the design team, certain costs may adjust as the scope of each phase of the project is better understood by all relevant parties.

3. Inquiries and Submittal of RFQ

Statement of Qualifications should be submitted electronically via email and one hard copy sent to the address below, no later than 5 pm PDT on 2/15/2019. The e-mail submission subject line should read: **RESPONSE TO RFQ FOR MOSIER COMMUNITY CENTER.**

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Questions during the RFQ process can be addressed in writing by email only. Each proposal should be accompanied by a letter of interest from a Principal of the firm. **Proposals received after 5 pm PDT 2/15/2019 will not be opened or considered.**

Colleen Coleman, City Manager
CITY OF MOSIER
PO Box 456 | 208 Washington Street
Mosier, OR 97040, colleen.coleman@cityofmosier.com

A. Project Approach: No Page Limit

1. As specifically as possible, describe the process your firm uses on similar projects. Define the elements that are important to successfully implement the plan.
2. Provide thoughts on the proposed design schedule to 30% and provide your perspective on the following phases of design in blocks of time including, milestones, deliverables, interface points with the community, design subcommittee, and permitting, and reflect on our objective of achieving a construction start in early 2020.
3. Describe how you see the design process can best synchronize with bringing a general contractor on board with the objective of achieving design, construction, and cost efficiencies.
4. Provide a list of materials and information you will need from the City and Fire District for design purposes.

B. Project Team Qualifications: Limit to 10 Pages

1. Identify key team members for this project and provide their qualifications and relevant past experience.
2. Identify any sub-consultants that you recommend or require for this project.
3. Please provide an overview of the following for your project team:
 - a. Management and design approach relative to this RFQ.
 - b. Experience developing schedules and budgets.
 - c. Experience in design of community public facilities and fire stations.
 - d. Experience in public projects that involve interaction with government and public during design.
 - e. Experience in energy efficient building design and collaboration/coordination with Energy Trust of Oregon and Path to Net Zero.
 - f. Accountability for deadlines and deliverables.

C. Company Experience: Limit to 10 Pages

1. Provide a brief history of your firm and highlight areas of specialty.
2. Identify whether the firm is a "resident bidder" as provided by ORS 279A.120.

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3. Provide information for 3-5 representative projects of similar scope and size completed within the last five years including:
 - a. Project name/location.
 - b. Year complete/current status.
 - c. Client name and contact information that can be used as a reference.
 - d. Project description and scope of services.
 - e. Project cost.
 - f. Statement of relevance to the services outlined in this RFQ.
4. List and explain claims and any litigation involving your firm in the last five years, including arbitration and mediation proceedings:
 - a. Whether your organization has ever failed to complete any work awarded.
 - b. If there are any judgments, claims, arbitration proceedings, or suits outstanding against your firm or its officers.
 - c. If your firm filed any lawsuits or requested arbitration/mediation with respect to your projects within the last five years.

D. Appendix (Limit 10 pages) :

1. This section may include one-page resumes of key staff, additional project experience or any information pertinent to this project. The appendix is meant to support your submission but is not required and will not be included in scoring evaluation criteria.

4. Evaluation Criteria

The Contracting Agencies' Facilities Committee Design Subcommittee will evaluate each team's proposal and it is the intent to select the three most responsive proposers for interviews. Interviews will be held at a public meeting with members of the Facilities Committee. It is the intent to award a contract to the most qualified team that best meets the Contracting Agencies' needs. The Contracting Agencies will negotiate the scope of contract and contract costs with the intended recipient of award. If negotiations fail, the Contracting Agencies will begin negotiations with the next qualified team. Proposers will be scored and evaluated based on written responses, oral interviews and presentation, and recommendations from references using the following criteria:

Evaluation Criteria – 100 pts total		
1.	Compliance with RFQ Procedure and Completeness of Response	Pass/Fail
2.	Creativity and sensitivity to site conditions in their examples of work	20 pts
3.	Project schedule to 30% design, including constraints mentioned above	10 pts
4.	The ability to work with a small community	10 pts
5.	The ability to collaborate effectively with a general contractor throughout the design and construction process.	10 pts
6.	The ability to keep design within the limits of a given budget and schedule.	20 pts
7.	Experience in small public projects as described herein with combined	10 pts

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	community services and fire station design experience.	
8.	Experience in energy efficient design, specifically the path to NetZero with experience in Oregon Energy Trust application requirements	20 pts

5. General

1. Registration as Potential Proposer. Potential proposers should inform the Contracting Agencies of their intent to respond to this RFQ, by sending an e-mail indicating their interest in the solicitation to Colleen Coleman, City Manager at colleen.coleman@cityofmosier.com. Potential proposers should identify an e-mail address and the principle proposer where information related to this RFQ may be sent. In the event the Contracting Agencies receive questions about the RFQ, they will anonymize the query and send the response or clarification to all registered potential proposers who are registered as of the date of response.

2. Public Records. All RFQ material submitted by the responder shall become the property of the City and Fire District and is public record unless otherwise specified. Any trade secret information under ORS 192.501(2) must be clearly identified as CONFIDENTIAL and segregated from the rest of the response. Information marked “confidential” will not be disclosed except in accordance with Oregon Public Records Law.

3. Costs of Proposals. Each proposer is solely responsible for its costs incurred in responding to this RFQ, including preparation for and attendance at an interview, if invited. The Contracting Agencies are not responsible for any expenses associated with this RFQ or response.

4. Acceptance of Submissions. The Contracting Agencies reserve the right to reject any or all proposals or to extend or cancel the RFQ at any time, if doing so would be in the best interest of the Contracting Agencies.

5. Modification of RFQ. If the Contracting Agencies modify the RFQ such modifications will be sent to all registered potential proposers who are registered at the time of the modification.

Colleen Coleman, City Manager
City of Mosier

Mike Renault, Fire Chief
Mosier Fire District