



LANE COUNTY, OREGON

COUNTY ADMINISTRATION

REQUEST FOR QUALIFICATIONS

FOR

**ARCHITECTURAL AND ENGINEERING DESIGN
SERVICES**

FOR PUBLIC SERVICE BUILDING ROOF REPLACEMENT

QUALIFICATIONS STATEMENTS DUE:

**2:00 PM PST
August 21, 2018**

CONTENTS

1.0	INVITATION	2
2.0	GENERAL REQUIREMENTS FOR STATEMENTS	3
	2.1 Statement Preparation	
	2.2 Statements Subject to Oregon Public Records Law	
	2.3 Statement Submission	
	2.4 Correction, Withdrawal, and Late Submissions	
3.0	CLARIFICATIONS	4
4.0	OPENING OF RESPONSES RECEIVED	4
5.0	OVERVIEW	4
6.0	REQUIRED INFORMATION FOR STATEMENTS OF QUALIFICATIONS	5
7.0	EVALUATION AND SELECTION	5
8.0	CONTACT INFORMATION	6

ATTACHMENTS:

Attachment A: Respondent's Statements and Certifications Form

Attachment B: Photos of Existing Roof Areas

1.0 INVITATION TO SUBMIT STATEMENTS OF QUALIFICATIONS

Lane County is soliciting responses from qualified professional design firms with interest in and ability to provide architectural and engineering support services for the County's effort to replace approximately 45,000 square feet of membrane roofing system and associated rooftop components.

Background

The current Lane County Public Service Building (PSB) opened in 1976 and has served as the County's primary community service center since that time. The PSB currently houses County Administration, Assessment and Taxation, Technology Services, Facilities Services, Human Resources, and Developmental Disabilities Services, as well as tenants from the City of Eugene Administration. In addition, to the PSB, the subject roofing system covers Harris Hall, built in 1958, which serves primarily as the main meeting hall for the Board of County Commissioners and, on a temporary basis, the Eugene City Council.

The County has identified replacement of the PSB roofing system as an urgent priority, and has identified funding in the Capital Improvement budget to finance the work as part of Lane County's newly devised Capital Improvement Plan.

The purpose of this Request for Qualifications (RFQ) is to obtain the services of an experienced and qualified design firm to provide full project oversight in support of the County's efforts to replace the PSB roofing system. Materials submitted in response to this RFQ will be evaluated and used to identify the firm that the County finds most qualified to provide these services, pursuant to ORS 279C.110.

Submission of Statements of Qualifications

To be considered, interested respondents must submit the information called for in the "Required Information for Statement of Qualifications" contained within this RFQ to Matt Dapkus, Facilities Planner, at the email address stated below, which must be received no later than the time and date stated on the cover of this RFQ.

To be considered, responses must be submitted electronically in accordance with these instructions:

1. Statements must be submitted as an attachment to an email, submitted to: matthew.dapkus@co.lane.or.us prior to the deadline stated above.
2. The subject line of the email must contain words identifying the submission as a response to this specific RFQ.
3. Statements must be submitted in PDF format only, and subject to the stated limitations on page quantity and size contained in this RFQ.
4. Statements must not include .zip file, or be greater than 30MB in size.

The County may issue an addendum to modify or add to the terms of the RFQ, or to change the time or date for submission of statements. Any addendum will be issued by the County in writing not less than 72 hours prior to the deadline for receipt of statements, and available on the County-Wide Bid Page. Each respondent is responsible to verify for itself if any addendum has been issued prior to submission of its statement; the County is not responsible to notify respondents of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the statements received. The County may reject any statements not in compliance with

the prescribed RFQ procedures, requirements, rules, or laws, and the County may, at its discretion, reject any and all statements.

2.0 GENERAL REQUIREMENTS FOR STATEMENTS

The selected firm will be required to provide architectural and engineering services related to construction of a new roofing system for the Lane County Public Service Building and Harris Hall. The work may include, but is not limited to: evaluation of existing systems and conditions including support and connections for roof-mounted equipment and the existing fall protection system, preparation of complete bidding and construction documents, and contract administration including project supervision, supplemental construction drawings and specifications, submittal review and approval, and project closeout.

2.1 Statement Preparation

Respondents are responsible to read and understand all portions of the RFQ documents, including attachments and addenda, if any, and to include all requirements in their statements. To be responsive, statements must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFQ. Statements must be submitted in the required form and contain all required documents and responses, be signed by the respondent or its authorized representative, and submitted in the manner and number described in this RFQ.

Each respondent must be an “equal opportunity employer” willing to comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations there under (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375, and all Oregon statutes and regulations regarding employment.

2.2 Statements Subject to Oregon Public Records Law

Statements submitted in response to this RFQ become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Respondents are required to acknowledge that any statement may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

2.3 Statement Submission

Statements must be received by the time and date stated for receipt in the Invitation to Submit Statements. To be considered, statements must be submitted in the form and manner stated in this RFQ, complete with a Respondent's Certification Form signed by the respondent or its authorized representative, responses to all criteria and requirements included in the RFQ, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a statement, a respondent acknowledges that the respondent has read and understands the terms and conditions applicable to this RFQ, including the obligation to perform the scope of work and meet the performance standards.

2.4 Correction, Withdrawal, and Late Submissions

A respondent may withdraw its statement at any time prior to the deadline set for receipt of statements, and may deposit a new statement in the same manner stated in this RFQ. The County will not consider statements received after the time and date indicated for receipt of statements. A respondent may not modify its statement after it has been submitted, other than to address for minor informalities, unless the statement is withdrawn and resubmitted as described above.

3.0 CLARIFICATIONS

If a respondent finds discrepancies or omissions in the RFQ documents, or is in doubt as to their meaning, the respondent must immediately notify the public officer designated for receipt of statements or other person identified for submission of questions. All questions for clarification are due by August 13, 2018 at 11:59 PM PST. If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than seventy-two (72) hours prior to the deadline for receipt of statements, and available on the County-Wide Bid Page or from the person identified above for printed copies of RFQ documents. The requirements or clarifications contained in any addenda so issued must be included in the statements received and will become part of any resulting grant.

4.0 OPENING OF RESPONSES RECEIVED

The County will not examine any statement prior to opening. The public officer designated for receipt of statements may, as time allows, verify that the attachments to an email properly submitted were received intact, and may, but is not required to, discover or notify a respondent that an emailed submission was received in a defective form. Any statement or modification received after the designated deadline will not be opened or considered. The statements submitted will be open to public inspection after the award of contracts under this RFQ.

5.0 OVERVIEW OF EXISTING CONDITIONS

The Lane County Public Service Building is a two-story (plus basement) cast-in-place concrete structure with an integral slab and two-way joist waffle slab. The building was last reroofed in 1997 using Burkeline Hypalon sheet roofing material and was warranted for 15 years of service by the manufacturer. The existing insulation is rigid foam which we would like to retain if doing so is cost-effective

The Kalwell translucent sandwich panel skylights were also replaced at that time, but the County has no information on whether these existing skylights provide OSHA-compliant fall protection for personnel which will be a major consideration in the decision to replace or retain the skylights. New mechanical penetrations of the existing roof have been added over the past 6 years due to equipment upgrades, and the County has experienced roof leaks in the areas of those penetrations because the existing roofing material does not lend itself to proper repair processes due to its age. Ponding is widespread throughout the roof area due to poor sloping of the substrate which encourages the frequency and severity of leaks.

Information available:

1. Attachment B: Photos of Existing Roof Areas
2. Roof Plan construction drawings available [here](#) under the category "Professional Services" and the project name "Public Service Building Roof Replacement-Architectural/Engineering"
3. Optional site visit on Wednesday, August 8, 2018 at 10:00 A.M. PST at the Lane County

Public Service Building, 125 E 8th Ave. Eugene, OR, ground floor just inside the south entrance.

6.0 REQUIRED INFORMATION FOR STATEMENTS OF QUALIFICATIONS

Provide the statement response in the manner and form described in this RFQ. Limit the written response to the questions below to 10 pages, 10-point minimum size font for all text, (nominal 8.5"x11"), except for charts, graphics, and resumes of key staff. This page limit does not include a cover or table of contents, if included.

- (1) Provide a cover letter of not more than two pages, including a brief statement of the firm's understanding of the RFQ and how it relates to the overall project.
- (2) Provide a completed and executed Respondent's Statements and Certifications Form, Attachment A.
- (3) Provide sufficient information on the background, qualifications, technical competence, and specialized experience of the firm that demonstrates its ability to provide the requested services. Provide the names of key persons to be on the project team, including professional biographies or resumes, and identify their proposed roles on this project. Consultants who will play a significant role in the project design must be included.
- (4) Provide a general description of any techniques, approaches, or methods to be used in completing this project, including potential deliverables.
- (5) Provide a list of past, successful projects demonstrating experience with design and support services and the firm's ability to support the work described in this RFQ. Preference will be given to projects in the Pacific Northwest.
- (6) If respondent has knowledge of any potential or pending litigation to which respondent may be a party, provide a disclosure of the type and nature of the claims and status.
- (7) Provide references from at least 3 comparable clients, particularly northwest government agencies, for which your firm has provided similar services that would be representative of the work anticipated under this RFQ. The County reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. Please ensure that your references are prepared to speak to the County regarding your firm's service and operation. For each reference, provide the following information:

Name of organization
Length of relationship
Location
Contact name
Contact telephone and email
Name(s) of project(s) completed

7.0 EVALUATION

Statements of Qualifications will be reviewed for responsiveness to the minimum requirements established by this RFQ. An appointment may be made on the basis of the Statements of Qualifications received, or may be made following negotiation with one or more respondents, or upon interviews of one or more respondents. In evaluating the submissions and making a selection, the County reserves the right to:

- Reject any submission, and may for good cause, reject any or all submissions when it is in the public interest to do so;
- Reject any submission that fails to include the required Respondent’s Statements and Certifications Form, or fails to reveal known pending litigation;
- Issue subsequent requests for qualifications, if desired;
- Negotiate with any respondent to amend, modify, refine, or delineate its submission, and the agreement price as it is affected by such negotiation of scope of services, and specific agreement terms;
- Request additional or more detailed information from any respondent.

8.0 SELECTION PROCESS

8.1 Selection Committee. The Selection Committee will be comprised of Matt Dapkus, Lane County Facilities Planner, and other county staff from Public Works, County Counsel, and/or Procurement who are familiar with construction-related contracting.

8.2 Evaluation Process. The selection process for this RFQ will include the procedures identified here:

- Will include evaluation and scoring of initial statement of qualifications
- May Will Not (check one) include interviews of top-scored respondents
- May Will Not (check one) include a requirement for additional questions and responses from top-scored respondents

Notwithstanding the selection procedures identified above, the County reserves the right to terminate the evaluation process after completion of any procedural stage when, in the County's sole opinion, further evaluation procedures are not required for the County to identify the respondent whose of qualifications best suit the interests of the County.

8.3 Proposal Scoring. The County will score proposals according to the following criteria:

<u>Criterion</u>	<u>Points</u>
Cover letter and Respondent Statement and Certification Form	5
Background, competence, and key personnel	30
Techniques and methods	20
Comparable and successful past projects	30
Reference checks	15

9.0 DESIGN PROPOSAL AND FEE SCHEDULE

While the design proposal and fee schedule will not be collected prior to the conclusion of the initial selection process (ORS 279.110), this document must be fully prepared and available for review within 48 hours of the date and time that statements of qualifications are due.

10.0 CONTACT INFORMATION

All questions regarding this RFQ must be directed to:

Matt Dapkus, Lane County Facilities Planner
 125 East 8th Avenue
 Eugene, OR 97401
 541-682-4420
matthew.dapkus@co.lane.or.us

ATTACHMENT A - RESPONDENT STATEMENTS AND CERTIFICATIONS

Proposer's Name: _____

RFQ Title: _____

RESPONDENT'S STATEMENTS

Respondent's Offer. Respondent offers to provide the required services in accordance with the requirements of the Request for Qualifications (RFQ) stated above and the enclosed statement of qualifications. The undersigned Respondent declares that the Respondent has carefully examined the above-named Request for Qualifications, and that, if this statement is accepted, Respondent will negotiate and enter into a contract with the County to furnish the services of the RFQ as submitted. Respondent attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this statement, and that the person signing has the authority to represent the individual or organization in whose name this response is submitted.

Respondent's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Respondent accepts all terms and conditions of this Request for Qualifications except as modified in writing in its statement. Respondent agrees that the offer made in this response will remain open for a period of 60 days.

Respondent's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Respondent acknowledges that its entire response is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Respondent agrees that all information included in the submission that is claimed to be exempt from disclosure has been clearly identified either in the Respondent's statement, or in an itemization attached hereto. Respondent further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Respondent has received and considered, in the accompanying response, the terms of the following addenda, if any: _____

CERTIFICATIONS

By signing this Respondent's Certification form, Respondent certifies that:

1. Certification of Resident Bidder Status. Respondent is _____ is not _____ (check one) a resident bidder, as defined in ORS 279A.120.
2. Certification of Non-Discrimination. Respondent has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
3. Certification of Non-Collusion. This submission is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.
4. Certification of Compliance with Tax Laws. Proposer has, to the best of Respondent 's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including:

- a. All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
- b. Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
- c. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

RESPONDENT

Authorized signature

Respondent's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS SUBMISSION

Contact name

Telephone number

Email address

ATTACHMENT B: PHOTOS OF EXISTING ROOF AREAS



