

# **REQUEST FOR QUALIFICATIONS**

**FOR**

## **DESIGN-BUILD SERVICES**

**FOR**

**UNION COUNTY CIRCUIT COURT BUILDING**

### **UNION COUNTY**

1106 K Avenue  
La Grande, Oregon 97850  
(541)963-1001

MARCH 25, 2014

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## **INTRODUCTION**

Union County, hereinafter known as the County, is seeking the services of qualified Design-build contractors to provide design and construction services for a new Circuit Court building in La Grande, Oregon. The project involves the design and construction of a 13,000 square foot building to house Circuit Court courtrooms, court administration, judges and judicial support staff. The facility will be located on the county campus at 5<sup>th</sup> & L in La Grande.

The Design Builder shall be contracted through a two-stage selection process. In Stage 1, Union County will select a short list of up to 3 of the most highly qualified offerors and invite such offerors to submit Stage 2 proposals. Union County will notify offerors not selected for participation in Stage 2. Only selected offerors are authorized to submit Stage 2 proposals.

This solicitation does not obligate Union County to pay any costs incurred in preparation of statements of qualifications, proposals, or presentations. Union County reserves the right to reject any Statement of Qualifications or Proposal not in compliance with all prescribed requirements and may reject for good cause any or all Statements of Qualifications or Proposals upon a written finding that it is in the public interest to do so.

### **Section 1: Authorized Representative**

The following individual is designated as the authorized Union County representative for this solicitation and project:

Bill Rosholt  
Union County  
1106 K Avenue  
La Grande, OR 97850  
(541) 963-1001

### **Section 2: Mandatory Stage 1 Pre-Proposal Conference**

A mandatory pre-proposal conference is scheduled as follows:

Date: April 4, 2014  
Time: 1:30 p.m.  
Location: Joseph Annex Conference Room  
1106 K Avenue  
La Grande, Oregon

Failure to attend this pre-proposal conference will be cause for rejection of a proposal. The pre-proposal conference will be the Proposers' main opportunity to discuss the Project with Union County. A site visit will be conducted during the pre-proposal conference.

### **Section 3: Estimated Budget Amount**

The estimated budget for this project is between \$2,600,000 and \$2,650,000.

### **Section 4: Questions Regarding Stage 1**

Submit all questions regarding the Stage 1 solicitation to the County representative before 4:00 p.m., April 11, 2014. Any responses provided will be faxed or e-mailed to those who attended the pre-proposal conference.

### **Section 5: Receipt of Qualifications**

Seven copies of the Statement of Qualifications must be received by 4:00 p.m. local time on April 18, 2014. Neither late nor faxed submittals will be acceptable. Responses must be addressed to the following:

Union County  
Attn: Shelley Burgess  
1106 K Avenue  
La Grande, OR 97850  
(541) 963-1001

### **Section 6: Stage 1 Proposal Requirements**

Utilizing the format prescribed below, offerors are to provide the requested information in a brief and succinct manner making every effort to present information clearly and concisely. Lengthy narratives containing extraneous information are discouraged. Proposals that do not follow these instructions, or otherwise include documentation that is difficult to read, may result in Stage 1 disqualification or a lower Stage 1 evaluation rating. Proposals shall be submitted using the following organizational structure:

1. **Section I - Cover Letter:** Provide a letter on letterhead identifying a single point of contact, address, phone and fax numbers, and e-mail address (if any) where County inquiries or notices should be directed.
2. **Section II - Technical Approach**
3. **Section III - Past Performance**
4. **Section IV - Qualifications of Key Personnel**
5. **Section V - Project Experience**
6. **Section VI – Attachments**

#### **Other Requirements**

Include Oregon Construction Contractors Board (CCB) authorization number.

## **Section 7: Stage 1 Evaluation Factors**

Statements of Qualifications submitted on time will be reviewed for completeness. SOQs containing all required elements will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. A maximum of three proposers will be invited to submit Stage 2 proposals.

Evaluation Factors:

Technical Approach	30 points
Past Performance	25 points
Qualifications of Key Personnel	25 points
Project Experience	20 points

### Factor 1 – Technical Approach

This factor considers the lead designer’s credentials and quality of project experience on projects of similar size and complexity. It also considers the lead designer’s flexibility and attitude toward design.

Submittal Requirements – A biographical sketch of the Lead Designer, including education, professional experience, recognition for design efforts, and examples of up to three building projects completed in the last seven years.

### Factor 2 – Past Performance

This factor evaluates recent past performance for both the Design Builder and the A & E Design Team, including Lead Designer. In evaluating past performance, the County may consider the information in the Offeror’s proposal as well as information gathered from other sources including former customers, government agencies, and other references.

In scoring this factor, consideration will be given to: a) ability to ensure delivery of quality product and service; b) success in providing a safe and secure job site; c) ability to meet project budget constraints by effectively controlling costs, managing change and customer expectations, d) ability to effectively coordinate subcontractors; e) ability to develop a realistic schedule and complete projects within the approved schedule; f) responsiveness and ability to meet performance timelines. Additional consideration may be given for: a) better than satisfactory ratings from owner references; b) exceptional ratings on projects of similar scope and complexity; and c) awards and commendations.

Submittal Requirements – Examples of projects completed within the last seven years along with references, including name, address, telephone number and e-mail address, for each of the projects.

### Factor 3 – Qualifications/Experience of Key Personnel

This factor considers the qualifications and experience of key personnel on the offeror’s team. The RFQ requests resumes or other relevant documentation. The qualifications of each individual are based upon the skill, experience and education level of the individual. This factor will be evaluated based upon the written responses to the RFQ by the offeror and by the evaluation of responses of references recommended by the offeror.

Submittal Requirements – Provide a narrative on the project organization defining the roles, responsibilities and authority to be delegated to the incumbent of each position, and discuss how work flows through the organization. Provide resumes for each key personnel position on the project team.

Factor 4 – Project Experience

This factor evaluates the experience of the offeror in providing similar design and construction services. This factor will be evaluated based upon the written response to the RFQ by the offeror and the past experience demonstrated by the presented projects. Projects of similar scope and complexity will be rated more favorably than projects that are less similar. Similarly, projects on which the design builder and the design team, including the lead designer, worked together will be rated more favorably than projects on which they did not.

Submittal Requirements – Present detailed information on a minimum of three projects completed within the last seven years. Include at a minimum, project title, delivery method, owner, location, description, project cost, contract award date, and completion date.

**— ADVERTISEMENT —**

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UNION COUNTY CIRCUIT COURT BUILDING**

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Technical Approach	30 points
Past Performance	25 points
Qualifications of Key Personnel	25 points
Project Experience	20 points

Copies of the Request for Qualifications may be obtained from Union County, 1106 K Avenue, La Grande, Oregon 97850, (541)963-1001 or at the county's website: [www.union-county.org](http://www.union-county.org).

A mandatory pre-proposal conference will be held on April 4, 2014 at 1:30 p.m. in La Grande, Oregon.

Complete proposals will be accepted at the same address until 4:00 p.m., April 18, 2014.

Signed: Union County Commissioners

Published: March 25, 2014