

**COMMUNITY SERVICES CONSORTIUM**  
**CONTRACTOR REQUEST FOR QUALIFICATIONS**

**Head Start Expansion - Newport, Oregon**

ISSUE DATE: March 3, 2017  
RFQ CLOSING (DUE) DATE: March 23, 2017 at 2:00 PM

**NO LATE RESPONSES WILL BE ACCEPTED**

**SUBMITTAL LOCATION**

Dr. Suzanne Miller  
Director Head Start  
PO Box G  
Lincoln City OR 97367  
Phone: (541) 996-3028 ext. 272  
Email: [smiller@communityservices.us](mailto:smiller@communityservices.us)

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## **I. INTRODUCTION**

Community Services Consortium (“**CSC**” or the “**Owner**”) is seeking Qualifications from General Contractor’s (**GC**) for the construction of the Newport Head Start Expansion (the “**Project**”).

All Respondents must be registered with the Oregon Construction Contractors Board prior to submitting Qualifications. Failure to be registered will be sufficient cause to reject Qualifications as non-responsive.

When selected, the GC firm will be a part of a construction team composed of CSC, the Architect and other Project consultants through the completion of the Project. The GC firm shall be skilled in actual construction, developing schedules, understanding construction methods and techniques, coordinating construction processes, and be experienced in working in a coastal environment. The GC must be able to communicate the construction related aspects of the project to all team members throughout the construction phase. In addition, the GC must be familiar with the local labor and sub-contracting market.

## **II. PROJECT DESCRIPTION**

Work will include construction of approximately 1,650 sq. ft. of new classroom, hallway and storage and a small remodel of the existing kitchen. The expansion will be slab on grade with thickened and spread footings. Wood stud frame walls and gang nail trusses will comprise the basic structure of the facility. Both interior and exterior finishes, as well as HVAC, plumbing and electrical, will be required. Site work will include concrete sidewalks and curbs and additional asphalt paving area to accommodate 14 cars. Estimated construction cost is \$475,000 to \$525,000.

A copy of the proposed expansion plan and elevations are attached at the end of this document.

Construction documents will be complete in early April 2017. CSC anticipates award of the contract in early May and the start of on-site construction May 22, 2017. Substantial Completion to be August 21, 2017.

## **III. SELECTION PROCEDURE AND TIMETABLE**

Beginning with responses to this RFQ, the selection procedure will be used to evaluate the capabilities of interested General Contracting firms to provide construction services to CSC for this Project. The responses to this RFQ will be evaluated by the Selection Committee. On the basis of this evaluation, not more than four (4), firms will be selected and issued bid documents. CSC will issue each selected Contractor standard Project documents (plans and specifications) as part of the Invitation to Bid, which will be advertised in the Portland Daily Journal of Commerce and the

Newport News Times. A contract for construction services will be issued to the successful firm based upon the selection criteria and their bid amount.

Estimated timetable for RFQ process:

March 23, 2017	Response Submittal Deadline at 2:00 PM.
April 3, 2017	Short-list selection and notifications
April 10, 2017	Short List Interviews
April 13, 2017	Issuance of Invitation to Bid
May 2, 2017	Construction Bid Closing
May 9, 2017	Bid Award

#### **IV. INSTRUCTIONS TO RESPONDENTS**

Your response must be contained in a document **not to exceed fifteen (15) single sided pages** including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the 15-page limit and should be **appended to the end of your response**. No supplemental information to the 15 page Proposal will be allowed. Appended resumes of the proposed key individuals will not be counted in the 15 page limit.

Information should **be presented in the same order as the following evaluation criteria**. Your response should follow the format outlined below and be signed by an officer of your firm with the authority to commit the firm to providing a bid if short list selected. **The response should be submitted in a soft-bound** format with page size of 8 ½ x 11 inches. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

CSC may reject any submittal not in compliance with these prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by CSC that it is in the public interest to do so.

Please note that throughout this procurement, CSC will not accept responses or queries that require CSC to pay the cost of production or delivery.

**Telephone, facsimile, or electronically transmitted submittals will not be accepted.**

**Responses received after the closing date and time will not be considered.**

#### **V. RESPONSE REQUIREMENTS/EVALUATION CRITERIA**

The following questions constitute the evaluation criteria for the Selection Committee

to score responses. **You must respond to each criterion in numerical order.** Indicate in writing the following information about your firm's ability and desire to perform this work:

1) Experience

Identify which project(s) you feel to be the closest to this project in terms of size and complexity. Include the owner name and contact number, completion date, the size, and the cost for each project. Describe your firm's experience with construction projects for buildings located in a coastal environment, identify three (3) projects and provide owner contact information. Identify the firm's experience in constructing projects with similar design and schedule requirements. (Weight 30)

2) Key Personnel

Describe the positions you would identify as "key personnel" for this project. Identify your proposed key personnel and their specific experience with similar types of construction projects. Identify which project(s) completed by proposed key personnel, you feel are close to this project in size and complexity. Give the project's completion date, and the key personnel's specific role in each project. Provide the names, addresses and phone numbers of three (3) client project owners to be used as references for the key personnel. Provide email addresses for all key personnel. (Weight 30)

3) Firm Background

Describe your firm's history. Identify your firm's principal office location. Include information identifying the firm's annual volume, bonding capacity and financials. List any services the firm self performs. Identify the proportion of your clients that are public sector and private sector. Identify the proportion of your work that is low bid and how much is negotiated. (Weight 30)

4) Quality Control

Describe your firm's quality control measures. Does your firm implement additional measures for projects located in coastal environments? What are your quality control measures for work subject to potential water intrusion. Describe how your firm oversees and monitors quality control on subcontractor work. (Weight 15)

5) Claims Against the Owner

Provide a narrative defining the firm's philosophy regarding claims against the Owner. Include information about all recent claim actions (within the last five years) either initiated by your firm or made against your firm. Please specifically address your philosophy and actions for sub-contractor and material supplier claims associated with delays, deficient documents, strikes, and differing site conditions. Describe any efforts made to minimize or resolve these claims. (Weight 15)

#### 6) Davis-Bacon Wage Rate Experience

This project will require certified payroll reports meeting Davis-Bacon Wage requirements. List projects completed by your firm requiring Davis-Bacon payroll compliance. (Weight 5)

#### 7) References

Provide the names, addresses and phone numbers of four (4) client project owners to be used as references for this Project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. CSC may check with these references and/or may check with other references associated with past work of your firm. These references may be duplicates of those requested in questions 1 and 2 above.

## **VI. EVALUATION OF QUALIFICATIONS**

This Request for Qualifications (RFQ) is the first step in a two-step process in the selection of a pre-qualified pool of General Contractors for bidding on this Project. The selection committee will score each submittal on the basis of responses to the evaluation categories. On the basis of this evaluation, the selection committee will limit the field to no more than six (6) finalists. Each of the six (6) finalists shall attend an approximately 45-minute interview. The interview will include a walk-thru of the existing facility.

CSC will utilize this RFQ process to obtain information to enable selection of the most qualified bidders through evaluation of:

- a. The Respondents' responses to questions contained in this document,
- b. The results of discussions with the Proposers' references and others, and
- c. Interview walk-thru and meeting.

Each member of the evaluation committee will rate each firm in each criterion between 0 and 5 (five being the highest). Each firm's criteria rating will then be multiplied by the weighting established for each criterion. The evaluation committee members will then total the scores from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFQ also requires "Reference" information for your firm. CSC will utilize this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other criteria and in the final ranking.

After all of the response evaluations are completed, the evaluation committee will

select four (4) firms to provide single lump sum bids for the project based on all information received, presented, found and heard.

## **VII. FINANCIAL RESPONSIBILITY**

CSC reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed response shall constitute approval for CSC to obtain any credit report information CSC deems necessary to conduct the evaluation. CSC shall notify the firms, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short term financing; bonding capacity and credit information; etc. Failure to promptly provide this information shall result in rejection of the submission. Failure of a firm to demonstrate financial responsibility shall render them non-responsive and shall constitute grounds for response rejection.

## **VIII. SUBMISSION**

Submit **three (3)** copies of your written response, along with an electronic version, to be received by the closing date and time listed in this document to:

Dr. Suzanne Miller  
Director Head Start  
PO Box G  
Lincoln City OR 97367  
Phone: (541) 996-3028 ext.  
272  
Email: [smiller@communityservices.us](mailto:smiller@communityservices.us)

**Telephone, facsimile, or electronically transmitted submittals will not be accepted.**

**Responses received after the closing date and time will not be considered.**

## **IX. QUESTIONS**

All questions and contacts with CSC regarding any information in this RFQ must be addressed either in writing or email to Dr. Suzanne Miller at the address or email listed in this solicitation and must be also sent to Mr. Michael R. Crow, Crow/Clay & Associates, 125 W. Central Avenue, Suite 400, Coos Bay, Oregon, 97420, (541) 269-9388, [mike@crowclay.com](mailto:mike@crowclay.com). If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions for formal clarification. The deadline for questions is Thursday, March 16,

2017.

## **X. SOLICITATION PROTESTS**

Respondents may submit a written request for change or protest of particular solicitation provisions (including comments on any provisions that a firm believes limits competition) to the address or email listed in this document. Such requests for change and protests shall be received no later than 5:00 p.m., March 16, 2017. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions.

## **XI. CHANGE OR MODIFICATION**

Any change or modification to the procurement process will be in the form of an addendum to the RFQ and will be made available to all firms by email or fax. No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

## **XII. SELECTION PROTESTS**

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have five days after notification of that selection to submit a written protest of the selection to Dr. Suzanne Miller at the address listed. Any such protests must be received by Dr. Miller no later than 5 days after the selection has been made.

## **XIII. PROPRIETARY INFORMATION**

CSC shall retain this RFQ and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but

shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

#### **XIV. CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

By submission of the Proposal, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.