



Request For Qualifications

The City of Hermiston is seeking
Architectural Services
for the development of a new

Senior Activity Center

Qualifications due by **June 12, 2015**

HERMISTON
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Contact:
Larry Fetter,
Director of Parks and Recreation
541-667-5009
lfetter@hermiston.or.us



Request For Qualifications

Professional consulting services

Senior Activity Center

Purpose

The City of Hermiston, Oregon invites the submittal of responses to this Request for Qualifications (RFQ) for a qualified firm(s) interested in providing Engineering and Architectural services to develop a new Senior Activity Center.

Project Background

A. Project Description:

This project is to evaluate suitable building sites, develop preliminary designs, and develop construction documents for a new Senior Activity Center of approximately 8,000sf. The City has received a \$2 million CDBG grant to design and construct and new Senior Activity Center. The anticipated completion of the project is January 2017 and the scope of professional services is as follows:

- ◆ Evaluate sites identified as possible construction sites.
- ◆ Evaluate any pre-existing buildings.
- ◆ Determine the site requirements for the building.
- ◆ Provide preliminary sketches for each site.
- ◆ Conduct public meetings as necessary.
- ◆ Develop conceptual designs, final designs and bid documents.
- ◆ Evaluate parking, circulation and traffic patterns.
- ◆ Incorporate Energy Systems including solar.
- ◆ Incorporate Security Systems.
- ◆ Provide construction cost projections.
- ◆ Provide Landscaping design.



B. Preliminary Program

The new Center will need to support a variety of uses including:

- ◆ Dining hall.
- ◆ Commercial kitchen.
- ◆ Instruction rooms.
- ◆ Wellness, fitness and warm water therapy.
- ◆ Health care and screening.
- ◆ Offices and reception.
- ◆ Entrance and foyer.
- ◆ Restrooms and showers.
- ◆ Storage and mechanical.

Deliverables

A. Review process:

The consultant shall prepare the plan and associated documents in consultation with the public, public advisory committee, staff, and City Council. Revisions of the plan will occur as necessary. The preliminary and final plans must be presented to and approved by the City Council.

B. The consultant shall provide the following:

1. Five (5) Complete Final Plan Sets, one set mounted for display.
2. Digital versions of the draft plan and of the final plan, as described above.
3. Digital versions of graphics used to develop the plan.
4. One As-built hardcopy of the completed Center.
5. Digital versions of reports as included in the scope of work.
6. Digital versions and two bounds copies of the Center Operating Manual.

Fee Budget Estimate

Once selected, the consultant shall prepare a scope of services and cost proposal based on the project requirements. The final negotiations must result in a contract to be recommended for City Council approval.

Selection Schedule

The anticipated consultant selection schedule is as follows:

Issue RFQ	May 18
Proposals Due	June 12
Notify Finalists	June 7
Interview	June 24
Final Selection	June 25
Consultant Approval by City Council	July 13
Anticipated Project Start Date	July 14
Anticipated Project Completion Date	TBD

Requirements for consideration

A. Please submit responses to:

City of Hermiston
180 NE 2nd
Hermiston OR 97838
Attention: Larry Fetter

Please submit five (5) copies of your response by 4:00 PM, June 12, 2015.

B. The following items must be included in all responses:

1. A statement describing demonstrable experience and expertise in providing the services described in the attached draft scopes of work.
2. Identification of the individual(s) in charge of the team designated to perform the services described in the attached draft scopes of work. Identify the individual who will administratively manage the contract.
3. Resumes for the individual(s) to be assigned to the team designated to provide the services described in the attached draft scopes of work.
4. A representative list of completed contracts in Oregon State within the last five (5) years with examples of work performed. The list is to be limited to not more than ten of the most significant contracts comparable to the requested services of this RFQ. For each of the contracts, include the name, title, and phone number of a responsible, local reference associated or familiar with the project.

Selection Criteria

Consultants that submit proposals will be evaluated and chosen based on criteria and calculated weight factors noted in the table below.

Factor	Score (1 – 5)	Weight Given	Weight Factor	Total Score
Experience: Demonstrable experience and expertise in providing the services described in the attached draft scope of work as judged by evaluating resumes submitted and list of completed contracts.		40%	x 4	
Work Examples: Work examples that are comparable to conditions of this RFQ		40%	x 4	
References: Value of references.		10%	x 1	
Compliance: Conformance with RFQ process and of information submitted within the requirements of the RFQ.		10%	x 1	
TOTAL		100%		

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. Architectural and Engineering Services must be provided by professional certified in the State of Oregon.
- C. The City reserves the right to request clarification of information submitted and request additional information from the consultant.
- D. The City reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute the contract within fifteen (15) calendar days after the contract is awarded.
- E. The City reserves the right to contract with the consultant for all or part of the work described in this request for qualifications document.
- F. The City will retain ownership of all documents, plans and prints produced by the consultant.
- G. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement that does not conform to the specifications outlined in this RFQ.
- H. The successful vendor must provide a certificate of insurance conforming to requirements of the agreement prior to beginning any work under the contract.
- I. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its proposal to the City.

Compensation

- A. Payment by the City to the consultant for the services specified will only be made after the services have been performed by the consultant, and after an itemized billing voucher is submitted in a form to be provided at the contract award. The itemized billing voucher submitted by the consultant will include specifics as to services performed, the name of the person(s) performing such services, the hours performed and the hourly labor charge rate for each such person.
- B. The City shall make payment to the consultant based on month-end billings. The City shall pay the consultant for services rendered within thirty (30) days after receipt of the required billing voucher. The total amount paid shall be mutually agreed upon in writing between the City and the awarded consultant.

**ARCHITECTURAL SERVICES
REQUEST FOR QUALIFICATIONS**

The City of Hermiston desires to recruit a qualified consultant to provide architectural services for a new Senior Activity Center.

Copies of the qualifications and RFQ package are available at City Hall or on the City's website (www.hermiston.or.us).

Deadline for applications:
June 12, 4:00pm
City Of Hermiston
180 NE 2nd St.
Hermiston OR 97838
Attention: Larry Fetter

For Publication:

E.O.