

# BIDS

## Student Housing Project Request for Qualifications

### Introduction

Oregon Institute of Technology is seeking architectural services for the design and construction of multi-tenant residential buildings that achieve top LEED certification and demonstrate net zero energy consumption capability.

A Request for Qualifications (RFQ) is the initial step in a two-part selection process. The process will be specified by Oregon Administrative Rule 580-50-020 Appointment of Professional Consultants. Regarding questions for this project please contact David Ebsen at 541-885-1600 or, e-mail him at [ebSEND@oit.edu](mailto:ebSEND@oit.edu) no later than February 20, 2004.

Interested firms with extensive experience in building student housing facilities and with LEED certification experience are invited to submit qualifications for providing Architectural Services, including: Programming, Schematic Design, Design Development, Budget Analysis, Preparation of Contract Documents, and Construction Administration.

### Scope of Work and Project Goals

The project site will require minimal demolition amounting to removal of existing tennis courts, fencing, and lighting. This site must be prepared to accept multiple buildings housing 300 to 350 residents.

Residential units will be comprised of private bedrooms and bathrooms with shared common areas and kitchens. The instructional and public demonstration areas will require a 90 seat auditorium, a suite of offices, classroom, and a design lab for demonstrations and applied research.

In addition to compliance with all applicable City and State regulations including the State Energy Efficient Design (SEED) program, the Architect will also comply with the Governor's executive order 03-03 to utilize sustainable practices in the construction of new State buildings.

The project site is not to exceed 100,000 square feet.

Goals for the project are to:

1. Achieve top LEED certification
2. Generate energy from renewable sources needed for operation
3. Provide recycling systems for consumables
4. Provide applied research opportunities on electrical and mechanical applications
5. Provide support for instruction and public demonstrations
6. Hold construction costs and operation expenses equal to conventional facilities

A tentative timetable is included illustrating the importance of completing the construction by, June 30, 2007 to achieve student occupation by fall term 2007.

### Response Date

To be considered for selection, qualification packages must arrive at Oregon Institute of Technology, Facilities Services, by 5:00 p.m. local time, March 22, 2004. Applicants who mail packages should allow ample time for delivery.

Address packages to:

Oregon Institute of Technology  
David Ebsen  
Interim Director, Facilities Services  
3201 Campus Drive  
Klamath Falls, OR 97601

### Selection Procedure and Timeline

Beginning with the RFQ, the selection procedure is intended to evaluate the capabilities of interested Design Teams to provide professional design services to Oregon Institute of Technology for this project. Selection of the design firm will be handled through two phases. The first phase will be based on qualifications and experience of the firm and the project design team. Prior experience with housing and community-focused spaces is essential. The RFQ selection committee will numerically evaluate the responses to the RFQ. On the basis of this evaluation, the five (5) highest scoring firms will be asked to participate in the Request for Proposal (RFP) phase of the selection process. The RFP phase of the process will include a design competition.

### Review Criteria

The evaluation committee will evaluate each applicant's qualifications, background and experience to determine if, in the judgment of the committee, the organization is sufficiently experienced and adequately qualified to perform the work.

The evaluation criteria to be used in the selection process are:

A. 40 points - Assessment of qualifications, experience level and background of team members, and the degree to which previous experience demonstrates the ability to provide services in a professional and timely manner.

B. 10 points - Demonstrated experience working with a Construction Manager/ General Contractor

C. 20 points - Demonstrated experience with sustainable and energy efficient design.

D. 15 points - Experience of project management staff.

E. 15 points - Demonstrated experience with residential student housing

A Request for Proposals (RFP) will be sent to each of the five (5) highest scoring finalists.

on the RFP phase will include a preliminary design competition between the five highest scoring firms from the RFQ phase. First place will be offered the design contract for design development. Second place will be paid \$10,000 for all preliminary design documents presented and third place will be paid \$5,000 for all preliminary design documents presented. All preliminary design documents will become property of OIT at the conclusion of the design competition.

It is the intention of OIT and the Oregon Department of Energy to use the design competition to heighten awareness of this project and the potential benefits it will bring to energy conservation and sustainable building education. The five finalists will be asked to participate in a public event to showcase the concepts and vision for the site. Public feedback may be considered in deciding on the final candidate selection.

### Selection of CM/GC

Selection of a Construction Manager/General Contractor will be coordinated by the Architect three to six weeks after the conclusion of the architect selection process.

Selection timetable: (subject to change)

- |             |   |
|-------------|---|
| 02/02/2004  | Advertisement of Request for Qualifications (RFQ)                       |
| 02/20/2004  | Applicant questions due   |
| 03/22/ 2004 | Qualification packages due by 5pm local time                            |
| 03/26/ 2004 | Review and scoring of qualification packages                            |
| 03/29/ 2004 | Notification of the five highest scoring applicants                     |
| 04/30/ 2004 | Design competition presentation   |
| 05/30/2004  | Notification of design competition results and request for fee proposal |
| 05/07/ 2004 | Fee proposal due by 5pm   |
| 05/10/ 2004 | OIT finalizes contract  |

### Qualifications Package Requirements

Ten copies of the qualification package should be submitted containing the following specified items and information below. The qualification package should not exceed thirty pages.

#### Design Team Roster

List the names and addresses of the design team, and the consulting design and support firms. Describe the functions and responsibilities of each team member and their experience with sustainable design and LEED construction practices.

#### Previous Experience

Provide descriptions of previous projects your firm has designed, including details of cost, Owner/Contractor working relationship, and relevance to the OIT project.

#### Staff Qualifications

Describe the specific qualifications including résumés of staff and the consulting staff who will be assigned to the project. If your firm has multiple offices, indicate which office. Specify who will be providing the investigative analysis and design, as well as, the person in your firm that will be the primary contact for OIT.

#### References

List four clients you have provided services for in the past six years. These references should have had direct contact with the primary staff proposed for this project. Give a brief scope of work for each project. Provide the contact person's name and telephone number. Provide two clients and contactor references for projects currently under construction or completed within the past year, include contact names and current telephone numbers.

#### Incurred Costs

Oregon Institute of Technology is not liable for any costs incurred by applicants in the preparation and presentation of their proposals.

#### Legislative Approval

This project will be presented to the Oregon University System and the Oregon Legislature for approval. Construction of the project is contingent on these approvals.

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