

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT & ENGINEERING SERVICES

FOR
UNION COUNTY AIRPORT RAPPELL BASE BUILDING

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

August 24, 2016

TABLE OF CONTENTS

	Page
Introduction	3
Section 1: Authorized Representative	3
Section 2: Estimated Budget	3
Section 3: Questions & Addenda	3
Section 4: Receipt of Qualifications	4
Section 5: RFQ Requirements	4
Section 6: Evaluation Factors	5
Section 7: General Information	6

INTRODUCTION

Union County, Oregon, hereinafter known as the County, is seeking the services of qualified Architectural and Engineering (A/E) design team for the new Union County Airport Rappel Base building in La Grande, Oregon. The A/E team will work with the airport consultant retained by the County in development of detail construction drawings and specifications. The project involves the design and construction of a two story approximately 13,125 square foot main building and an adjacent 500 square foot shop facility. The main building will house an operations center, private and bullpen office areas, ready room, cache, sewing room, training rooms, and additional support areas. The building is required to be LEED NC Silver and will be required to be registered with the USGBC prior to the end of October, 2016. Conceptual floor plans and building rendering are provided as Exhibit A. Design and Coordination of Helipads will be provided by Precision Approach Engineering Inc. (PA&E). Selected consultant firm will contact and work with PA&E to provide plan drawings, cost estimates, and specification of Rappel Base Helipads. Time line for Helipad deliverables will follow Exhibit B. The new Rappel Base will be located at 60131 Pierce Road, La Grande.

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 and all responses, to waive any irregularities in the responses received, and to accept the proposal deemed most advantageous to the best interest of Union County.

Section 1: Authorized Representative

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

Doug Wright
Union County Public Works Director
1106 K Avenue
La Grande, OR 97850
(541) 963-1016
dwright@union-county.org

Section 2: Estimated Budget Amount

The estimated budget for this project is approximately \$3,800,000.

Section 3: Questions

Questions regarding the solicitation may be directed to the County representative as listed above.

Union County shall advertise addenda, if any, at the following website: www.union-county.org. Anyone who has downloaded or received a copy of this RFQ will only be alerted to the existence of any addenda by monitoring and downloading from the above website, or by checking with the authorized Union County representative for this RFQ. Union County is not responsible for sending addenda to any potential Proposers.

Section 4: Receipt of Qualifications

Six copies of the Statement of Qualifications must be received by 5:00 p.m. local time on September 14, 2016. 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 5: RFQ 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 disqualification or a lower 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 — Qualifications of Architect
3. Section III - Past Performance
4. Section IV - Qualifications of Engineers & Consultants
5. Section V - Project Experience
6. Section VI — LEED Experience
7. Section VII — Attachments

Section 6: Evaluation Factors

Statements of Qualifications will be scored against the evaluation criteria below.

Evaluation Factors:

Qualifications of Architect	25 points
Past Performance	20 points
Qualifications of Engineers & Consultants	20 points
Project Experience	20 points
LEED Experience	15 points

Factor 1 — Qualifications of Architect

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 understanding of this project scope based on the information provided in Exhibit A..

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 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) demonstrated experience of architect and engineers working together successfully; c) ability to develop a realistic schedule in line with the building user schedule requirements and complete projects within the approved schedule; d) 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 of Key Engineers & Consultants

This factor considers the qualifications and experience of key personnel other than the lead architect 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 team, including the lead architect, 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.

Factor 5 — LEED Experience

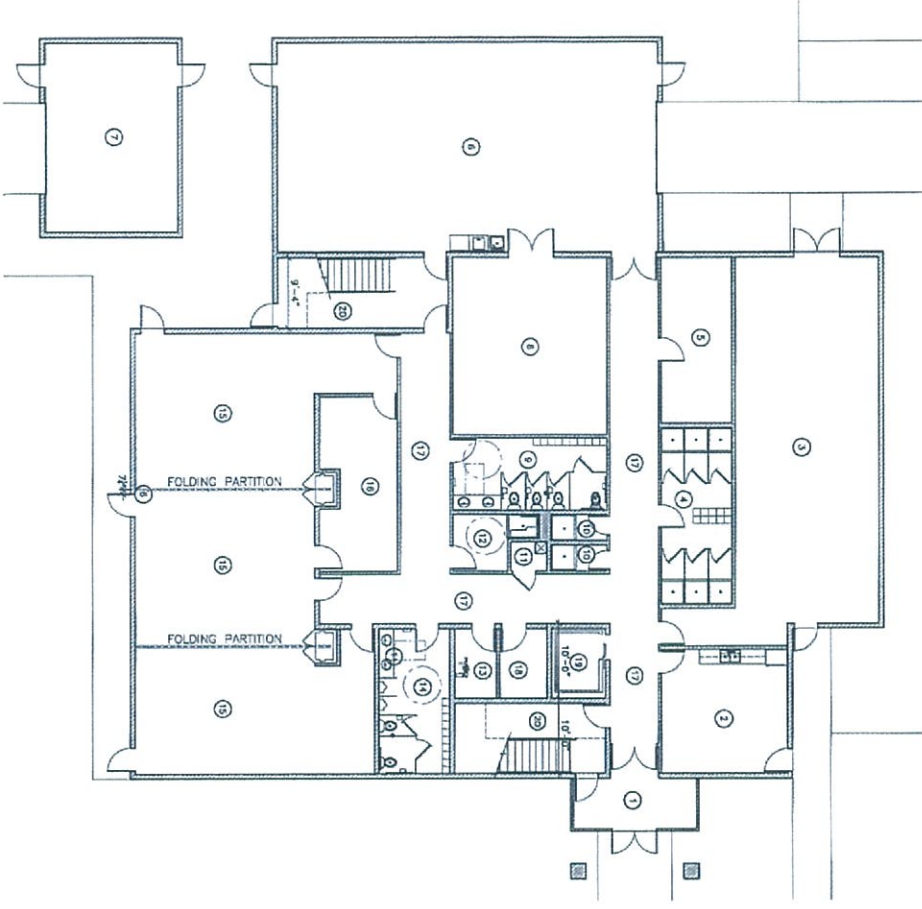
This factor evaluates the experience of the offeror with LEED projects, and demonstration of their understanding of how LEED NC Silver might be achieved on this project in design and in construction. This factor will be evaluated based upon the written response to the RFQ by the offeror and the past experience demonstrated by the presented projects. Projects of similar scope and complexity will be rated more favorably than projects that are less similar.

Submittal Requirements — Present detailed information on a minimum of two 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.

Section 7: General Information

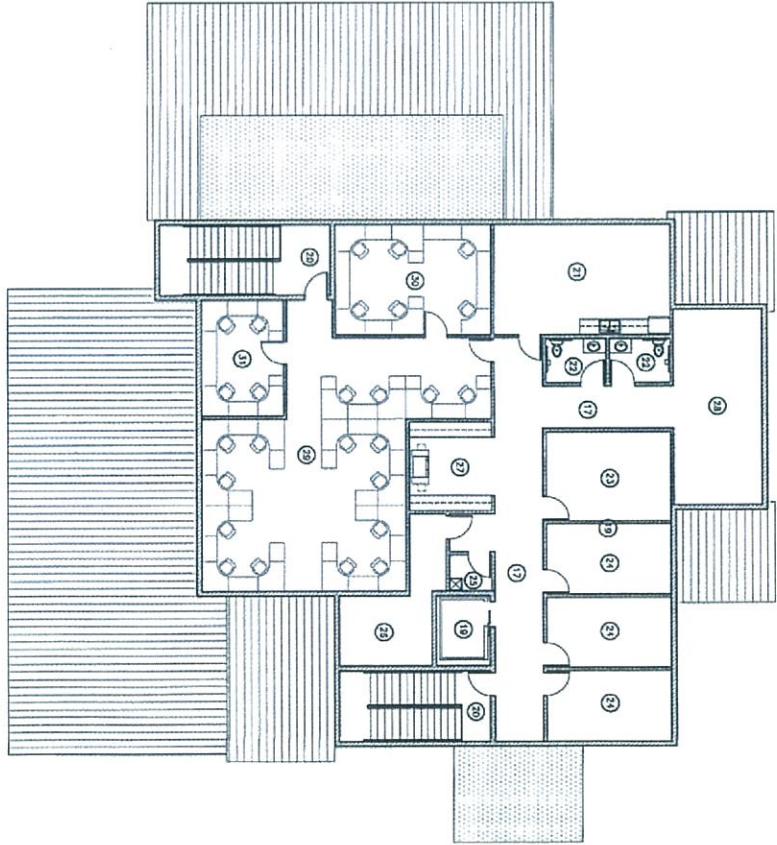
- 7.1 The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing or presenting the proposal.
- 7.2 The County reserves the right to cancel this RFQ.
- 7.3 The County intends to award a contract to the consultant whose qualification, in the opinion of the County Commissioners, would be most advantageous to the County.
- 7.4 The selected consultant will be required to assume responsibility for all services outline in the RFQ, whether the consultant or a subconsultant produces them.
- 7.5 Selected consultant must adhere to the time line provided as Exhibit B.
- 7.6 Union County does not discriminate in selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.

Exhibit A-1



FIRST FLOOR PLAN
8,678sf (includes Hazmat shed--see drawing c1)

- | | | | |
|----|--------------------------|----|-------------------------------------|
| 1 | VERTICAL - 1364' | 21 | PLANTS ROOM - 3264' |
| 2 | SHOWERS - 504' | 22 | PLANTS ROOM - 484' x 2' |
| 3 | SHOWERS - 504' | 23 | COMMUNICATIONS/STORAGE - 1728' |
| 4 | SHOWERS - 504' | 24 | COMMUNICATIONS/STORAGE - 1504' x 3' |
| 5 | SHOWERS - 504' | 25 | COMMUNICATIONS/STORAGE - 1504' |
| 6 | SHOWERS - 504' | 26 | COMMUNICATIONS/STORAGE - 1504' |
| 7 | SHOWERS - 504' | 27 | COMMUNICATIONS/STORAGE - 1504' |
| 8 | SHOWERS - 504' | 28 | COMMUNICATIONS/STORAGE - 1504' |
| 9 | SHOWERS - 504' | 29 | COMMUNICATIONS/STORAGE - 1504' |
| 10 | SHOWERS - 504' | 30 | COMMUNICATIONS/STORAGE - 1504' |
| 11 | WOMEN'S RESTROOM - 1944' | 31 | COMMUNICATIONS/STORAGE - 1504' |
| 12 | MEN'S RESTROOM - 1944' | | |
| 13 | TRAINING ROOM - 504' | | |
| 14 | TRAINING ROOM - 504' | | |
| 15 | TRAINING ROOM - 504' | | |
| 16 | TRAINING ROOM - 504' | | |
| 17 | TRAINING ROOM - 504' | | |
| 18 | ELEVATOR - 504' | | |
| 19 | ELEVATOR - 504' | | |
| 20 | ELEVATOR - 504' | | |

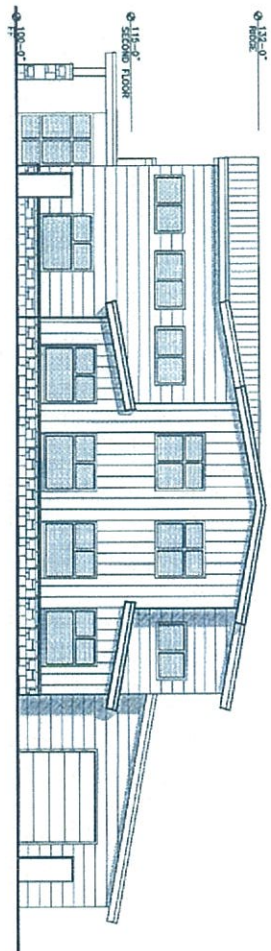


SECOND FLOOR PLAN
4,447sf

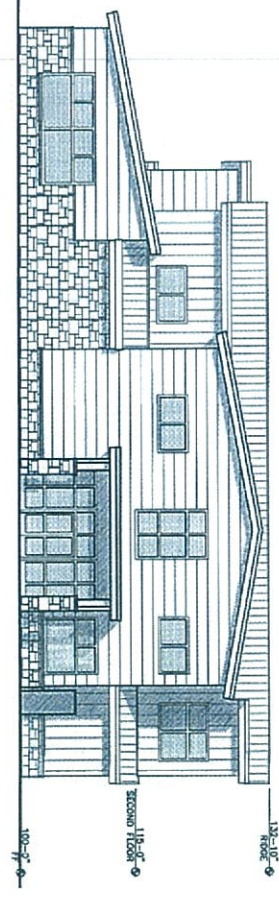
FLOOR PLANS
BLDG SIZE - 13,125sf
UNION COUNTY OREGON
U.S. FOREST SERVICE
RAPPEL BASE BUILDING

MAY 2016 JOB 7347

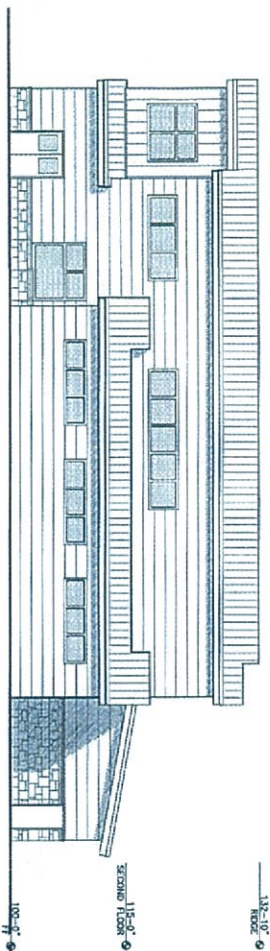
A1



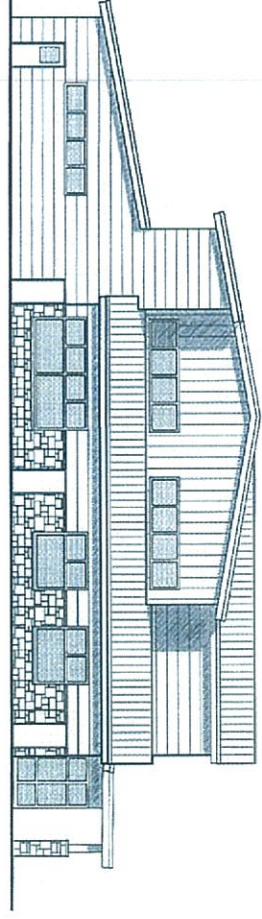
EAST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION

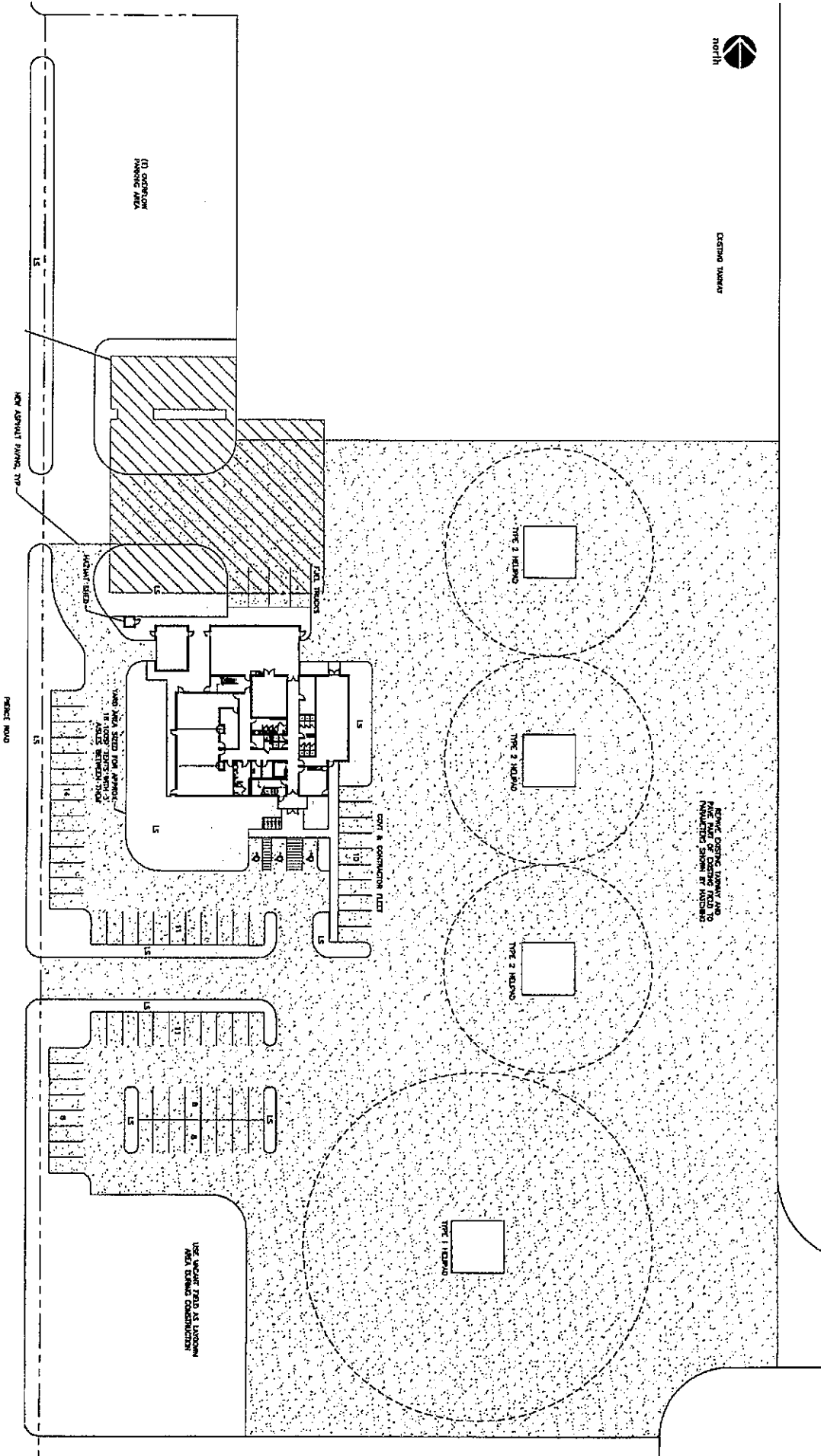
BUILDING ELEVATIONS
 JUNIOR COUNTY, OREGON
 U.S. FOREST SERVICE
 RAPPEL BASE BUILDING

MAY 2016 JOB 7847

A2
 SCALE 3/16"=1'-0"



EXISTING TREES



REGULAR VEHICLES	10
BICYCLES	1
ACCESSIBLE STALLS	1
TOTAL VEHICLES	12

ARCHITECTURAL SITE PLAN
 174,240sf/4.00 ACRES
 UNION COUNTY, OREGON
 U.S. FOREST SERVICE
 RAPPEL BASE BUILDING

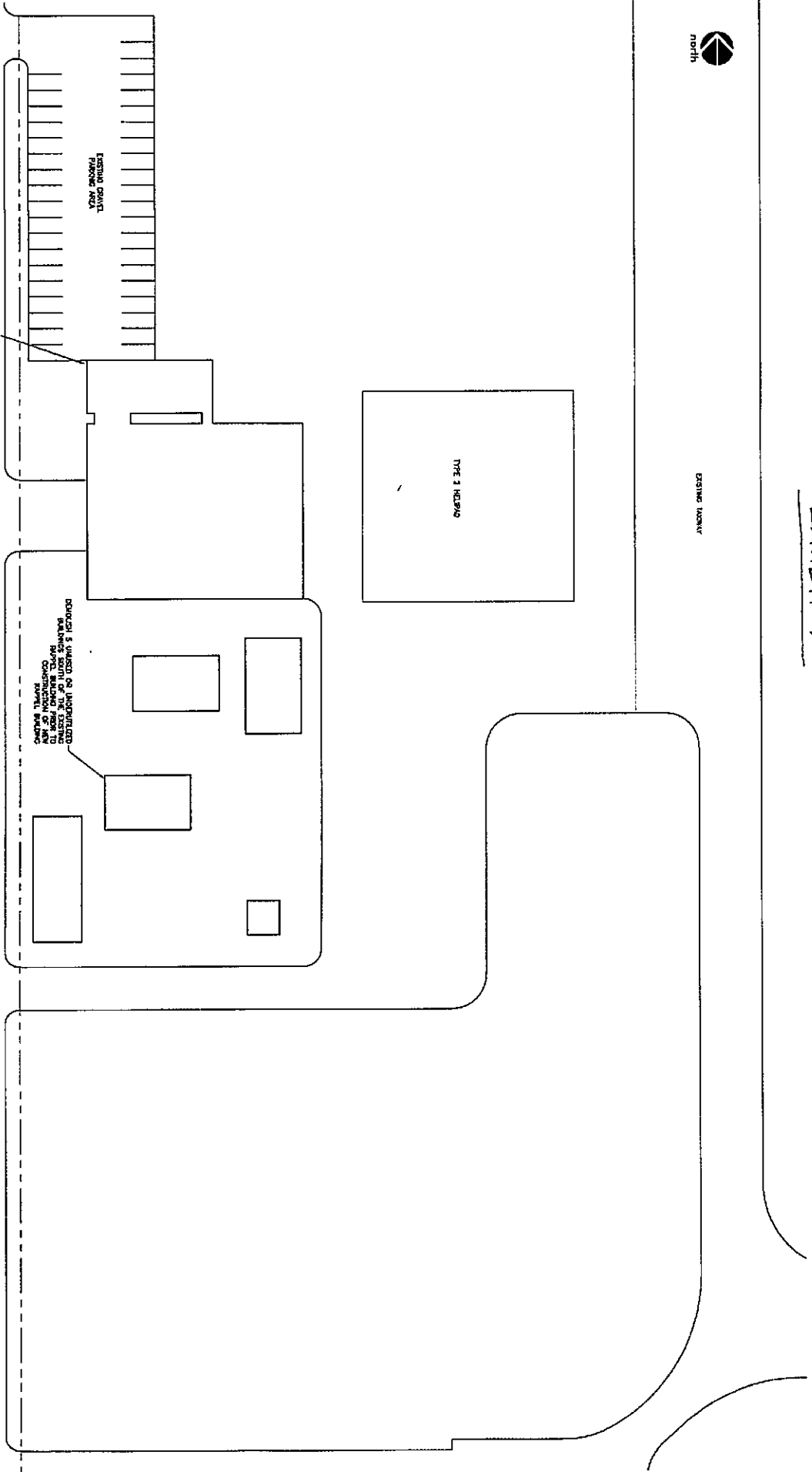
JAN 2016 JOB 7847

C1



EXISTING PARKING

EXHIBIT A



EXISTING SITE LAYOUT
 UNION COUNTY, OREGON
 U.S. FOREST SERVICE
 RAPPTEL BASE BUILDING

MAY 2018 JOB 7887

E1
 SCALE 1/8" = 1'

EXHIBIT A-5



EXHIBIT A-6



Exhibit B

Tentative Time Line for Project Delivery

Dates below are target dates but may be adjusted by Union County and the Forest Service as the project proceeds. Consultant will be required to meet the time lines established by Union County and the Forest Service.

Design Intent Workshop with Union County and U.S. Forest Service Representatives	October 19, 2016
USFS Formal DID Approval (5 working days)	October 26, 2016
TI Construction Document (CDs) Completion (20 working days)	November 23, 2016
USFS Review of CDs (10 working days)	December 8, 2016
Advertise for Construction Bids	December 8, 2016
Deadline for Construction Bids	December 30, 2016
TI Construction Price Proposal (20 working days)	January 6, 2017
F.S. Negotiation & Notice to Proceed (20 working days)	February 3, 2017