REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES
FOR A 44,000 SQ. FT.
OREGON DEPARTMENT OF HUMAN SERVICES (DHS)
CHILD WELFARE (CW) AND SELF SUFFICIENCY PROGRAMS (SSP) FACILITY
AT THE
SOUTHWEST OREGON REGIONAL AIRPORT, NORTH BEND, OREGON

The Coos County Airport District (CCAD) is requesting Statements of Qualifications (SOQs) from interested and qualified firms for Architectural, Engineering and Design Services for a 44,000 sq. ft. Oregon Department of Human Services (DHS), Child Welfare (CW) and Self Sufficiency Programs (SSP) build to suit facility at the Southwest Oregon Regional Airport. RFQ information is available at www.flyoth.com or Email: robert@flyoth.com

SCOPE OF WORK

Architectural, Engineering and Design work for a 44,000 sq. ft. build to suit facility. Qualified firms will provide architectural, structural, mechanical, electrical, civil and landscape design services for a 44,000 sq. ft. Oregon Department of Human Services (DHS) Child Welfare (CW) and Self Sufficiency Programs (SSP) build to suit facility, and the bid documents for construction and construction oversight. All design and engineering work shall comply with applicable State and local codes and ordinances.

FORMAT OF STATEMENT OF QUALIFICATIONS

To facilitate review, SOQ submittals should provide the following information in the order outlined:

1. Firm/Team Qualifications: Provide a description of your firm’s experience and qualifications in architectural, engineering, design, planning, and environmental services. Include experience with federal, state, and local procedures and requirements. Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience.

2. Experience: Provide information that explains your level of experience in architectural design and planning for the type of facility outlined in the Scope of Work.

3. Project Understanding: Provide your general understanding of the DAS/DHS facility requirements and design specifications and issues regarding the identified project as set forth above under the section titled Scope of Work and attachments provided per this RFQ. Identify and address potential challenges and concerns, if any.

4. References: Provide the name and telephone number for at least four (4) references, in relation to projects similar to the project in the above Scope of Work.

5. Support Data: Include any other relevant information in support of the SOQ.
The SOQ shall not exceed ten (10) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction.

**CRITERIA FOR STATEMENT OF QUALIFICATIONS**

The following criteria will be used in ranking and selection of the successful consultant.

1. **Firm/Team Qualifications (35%)**: Preference shall be given to a firm or team with qualifications that meet the Coos County Airport District’s (CCAD) expectations for architectural, engineering, design, and planning.

2. **Experience (35%)**: Preference shall be given to experience in architectural design and planning for the type of facility outlined in the Scope of Work.

3. **State Experience (15%)**: Preference shall be given to experience working with State agencies, and the understanding of DAS/DHS specifications and requirements regarding design structures for DHS facilities.

4. **Location Availability (15%)**: Preference shall be given to the firms responsiveness/availability and familiarity to the project and project locale.

**SELECTION OF THE CONSULTANT**

It is the intent of the CCAD to review and rank the SOQs. The CCAD may choose to interview a shortlist of consultants before making the selection.

The CCAD reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the CCAD. The CCAD assumes no responsibility for costs incurred in responding to this RFQ.

In accordance with ORS Chapter 279C’s selection procedures, selection will be qualification based. No overhead rate, fees, or cost information should be included as part of an SOQ.

**CONTRACT**

The selected consultant will be invited to negotiate a contract with the CCAD. A detailed scope of services and associated fees will be developed, agreed to by the selected Consultant and CCAD, and incorporated as part of the contract.

The consultant shall not discriminate based on race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.
SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON

Seven (7) copies of the SOQ must be submitted no later than 2:00pm on March 14, 2016 to:

Theresa Cook  
Executive Director  
Coos County Airport District  
Southwest Oregon Regional Airport  
1100 Airport Lane  
North Bend, OR 97459  
Telephone: 541-756-8531  
Email: Theresa@flyoth.com

Questions regarding this RFQ should be directed to:

Robert Brittsan  
Executive Assistant  
Coos County Airport District  
Southwest Oregon Regional Airport  
1100 Airport Lane  
North Bend, OR 97459  
Telephone: 541-756-8531 x 104  
Email: robert@flyoth.com