**Request for Qualifications (RFQ)**

**Owner’s Representative Services for Projects to Develop a New Healthcare Education Building and Renovations of the Center of Industrial Technology**



Date and Times Proposals are Due:

September 19, 2022 at 5:00 PM Pacific Standard Time (PDT)

**Tentative Schedule of Events**

Legal advertisement August 26, 2022

RFQ posted on website August 26, 2022

Clarification inquiries September 5, 2022 (5:00 p.m. PDT)

RFQ proposals are due September 19, 2022 (5:00 p.m. PDT)

Interviews (optional) Week of September 26, 2022

Award date (tentative) October 4, 2022

Tillamook Bay Community College

4301 Third St.

Tillamook, OR 97141

(tillamookbaycc.edu)

Tillamook Bay Community College

NOTICE AND REQUEST FOR QUALIFICATIONS FOR:

Owner’s Representative Services for Projects to Develop a New Healthcare Education Building and Renovations of the Center of Industrial Technology

Tillamook Bay Community College (TBCC) is soliciting proposals for a qualified professional and experienced Project Manager for the purpose of providing the services of an Owner’s Representative to the College for Project Management services to help prepare TBCC for the design and construction of a new Healthcare Education facility and the renovation of the Center for Industrial Technology on its campus, and work with the college to navigate the processes needed to complete the project as detailed within the College’s Request for Qualifications (RFQ).

Interested individuals or firms may download the RFQ from the TBCC website. Go to tillamookbaycc.edu. If you have any questions about obtaining the RFQ or the process, or need clarification please contact Pat Ryan, Director of Facilities and Safety, at 503-842-8222 x1020 or [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu). All requests for clarification must be submitted by email no later than September 5, 2022 @ 5:00 PM (PDT).

All proposals must be submitted by email and received by Pat Ryan, Director of Facilities and Safety, at [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu) by 5:00 PM (PDT) on Monday, September 19, 2022. The email subject should be “Healthcare Education Facility RFQ – Firm Name”. Late submissions will not be accepted.

TBCC reserves the right to reject proposals not in compliance with the prescribed procedures and requirements set forth in the RFQ and may reject for good cause any or all responses upon a finding of the College that it is in the public interest to do so.

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Tillamookbaycc.edu August 26, 2022



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INFORMATION AND INSTRUCTIONS TO APPLICANTS:

Owner’s Representative Services for Projects to Develop a New Healthcare Education Building and Renovations of the Center of Industrial Technology

Tillamook Bay Community College (TBCC) is seeking proposals for a qualified professional Project Manager (herein “Project Manager”) to serve as an Owner’s Representative to the College to help prepare TBCC for the design and construction of a new Healthcare Education facility and the renovation of the Center for Industrial Technology on its campus and work with the college to navigate the processes needed to complete the project. TBCC intends to select only one Project Manager to provide services.

SECTION 1: BACKGROUND

1. The College

Founded in 1981, Tillamook Bay Community College (TBCC) is a two-year fully accredited, public community college in rural Tillamook County, Oregon. Located on the North Oregon Coast, TBCC lies 85 miles West of Portland. Tillamook County boasts four bays and 75 miles of coastline. In 2021-22, TBCC served 799 full and part-time credit students out of 1,942 total students (including noncredit). In 2021-22, 93 percent of students received financial aid; 35 percent of students received Pell grants (IPEDS, 2021).

As the only institute of higher education in Tillamook County, TBCC serves a wide range of students. Many seek out TBCC for noncredit training and community education courses and adult basic skills/GED/ESOL. High school dual credit students represent 47 percent of the credit-seeking student base. Transfer students make up 40 percent of the student population with a majority of students seeking an Associates of General Studies (34 percent of transfer students), and CTE students make up the remaining credit-seeking student population (13 percent).

1. The Project

TBCC plans to construct a new 25,000 square feet Healthcare Education facility on its campus that will include offices, classrooms, healthcare program labs, and a 360-seat community event center that can be divided into at least three separate meeting spaces. The Facilities Master Plan approved by the TBCC Board of Education in April 2021 can be found in Appendix A. The facility is estimated to cost $22.4M. The College obtained $8M in matching funds from the Oregon State Legislature in summer 2021 and voters approved a $14.4M bond measure in May 2022 to provide the funds to complete the project.

TBCC also has a Center for Industrial Technology (CIT) facility across the street from the main campus that was purchased in November 2020. The College received a federal EDA grain in April 2022 to renovate the facility so that Manufacturing and Welding Technology classes can be held there.

The chosen firm will act as an Owner’s Representative and Project Manager for both projects to help the College navigate the processes needed to design and construct the new facility and renovate the CIT.

SECTION 2: GENERAL REQUEST FOR QUALIFICATIONS INFORMATION

1. Introduction

TBCC is seeking an experienced, visionary, and collaborative professional Project Manager to serve as an Owner’s Representative. This solicitation is for the projects to design and construct the new Healthcare Education facility and renovate the CIT facility. The selected Project Manager will be tasked with performing the scope of work identified in Section C for this Project based on the needs of the College. The Project Manager should have the capacity and experience to manage all aspects of both projects.

The College has elected to solicit qualifications from competent, qualified, and interested professionals. The RFQ is the first step in selecting a partner to work with the College to complete both Projects.

1. Purpose

The purpose of this RFQ is to solicit an Owner’s Representative with demonstrated qualifications to enter into a collaborative relationship with TBCC. The goal is to design and construct a new Healthcare Education facility at a cost of approximately $22.4 million. Responses to the RFQ will allow the College to evaluate and determine the Project Manager that best fits the evaluation criteria listed within this document. It is the College’s intent to enter into an agreement with the selected Project Manager.

1. College Point of Contact and Requests for Clarification

Questions, inquires, or comments regarding this RFQ must be submitted by email no later than end of the day on September 5, 2022 and shall be directed to:

**Email:** [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu) *(preferred method)*

**Phone:** 503-842-8222 x1020

Any questions or comments directed by a proposer to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

Note: Additional information accessible on the College website at:

<https://www.tillamookbaycc.edu>

1. Responding to the RFQ

All proposals must be received by email to Pat Ryan, Director of Facilities and Safety ([patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)) by 5:00 PM (PDT) on Monday, September 19, 2022. The email subject should be “Healthcare Education Facility RFQ – Firm Name”. Late submissions will not be accepted.

The proposal should address, at minimum, the information requested in Proposal Requirements (Section 4).

1. Tentative Schedule for Selection Process

Legal Advertisement August 26, 2022

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Clarification Inquiries September 5, 2022 (5:00 p.m. PDT)

RFQ Proposals due September 19, 2022 (5:00 p.m. PDT)

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Award date (tentative) October 4, 2022

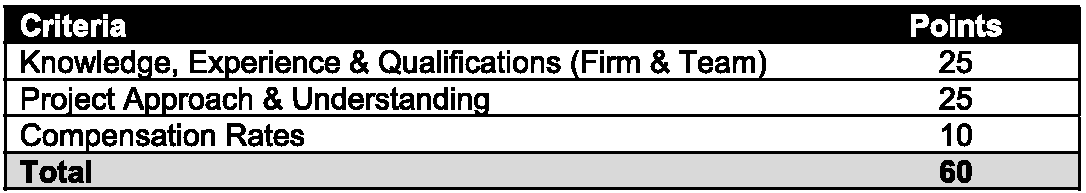
*Note: This is the College’s desired schedule. The College reserves the right to modify the schedule.*

The College reserves the right to reject any or all proposals, to waive any irregularities in the RFQ, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the College is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the College reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the College.

1. Qualifications Evaluation

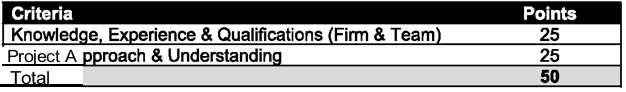
The College intends to select the most qualified Project Manager that exhibits the strongest ability to provide the highest quality service at a fair price.

Proposals will be ranked according to the following:



The Evaluation Committee reserves the right to select a short list of the highest scoring proposers for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials.

Interviews will be ranked according to the following:



The College reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having thorough and comprehensive body of information in order to make a recommendation.

Upon completion of the evaluation process by the Evaluation Committee, the College will advise the proposers of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with highest ranked proposer, then negotiations will be terminated with that proposer and the College will enter negotiations with next highest ranked proposer until an agreement is reached or an impasse is declared.

The agreement(s) will define the extent of services to be rendered, method and amount of compensation. The successful proposer agrees to enter into a contract with the College. The College reserves the right to negotiate a final contract that is in the best interest of the College. The proposal will become a part of the agreement.

Once a tentative agreement is prepared, it will be presented to the TBCC Board of Education to award the professional services contract. Final award will be subject to the execution of the contract.

**FAILURE TO INCLUDE ALL INFORMATION REQUESTED AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATONS LISTED HEREIN SHALL CAUSE SUCH PROPOSAL TO BE REJECTED AND NOT BE CONSIDERED IN THE SELECTION PROCESS.**

1. Compensation, Duration, & Contract Fees

The TBCC Board of Education must approve the contract prior to commencement of work. Work will be paid for on a Time and Materials basis per the negotiated fee schedule, up to a maximum not-to-exceed amount. The Project Manager shall invoice the College monthly for services incurred. Should circumstances arise that require significant additional work to be performed in excess of the amounts set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

1. Acceptance or Rejection of Negotiation of Proposals

The College reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the College is in no way obligated to award a contract or to pay for expenses of the proposing firms in connection with preparation or submission of a proposal. Furthermore, the College reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the College.

1. Notice of Award and Appeal Process

A single Project Manager will be identified by the Evaluation Committee and an email will be sent to all proposers. Any proposer wishing to appeal the recommendation must do so in writing and with seven (7) business days of the notice being sent.

SECTION 3: SCOPE OF WORK FOR PROJECT MANAGER SERVICES

1. Scope of Work

There are four phases to this Project. The Owner’s Representative plays a key role in each phase. During each phase, the Owner’s Representative will advise the College and provide progress updates to College staff on a regular basis, and to the TBCC Board of Education and other stakeholders as needed. The four phases to this project are:

1. Due Diligence and Solicitations
2. Project Design
3. Monitoring Construction
4. Project Closeout

Services to be performed during each phase by the selected frim are:

**Phase 1: Due Diligence and Solicitations**

Phase 1 involves working with the College to develop a timeline and set of deliverables for the two projects. During Phase 1, the Owner’s Representative will review all existing information about both Projects. The Owner’s Representative will assist the College in soliciting design services, including the development of a RFQ and the evaluation and recommendation of proposed firms to best meet the needs of the College.

Detailed services to be provided by Owner’s Representative in this phase include, but are not limited to:

1. Reviewing the Project information created to date.
2. Developing and managing the schedule for both Projects.
3. Becoming familiar with requirements of EDA for the CIT renovation project.
4. Participating in internal staff coordination meetings, as requested.
5. Assisting the College in soliciting design services based on the selected project delivery method for both projects by developing a draft RFQ for those services.
6. Making recommendations to the College on the firms that submitted proposals for the solicitations.
7. Providing written and verbal Project updates to College staff on a regular basis and others as needed.

**Phase 2: Project Design-Pre-Construction Monitoring**

Phase 2 involves developing the RFQ for the design proposals for both Projects.

During Phase 2, the Owner’s Representative will be leading the Project Team to ensure that the College remains on schedule, reviewing and commenting on design deliverables, and coordinating with College staff on the development of design reviews.

Detailed services to be provided by Owner’s Representative in this phase include, but are not limited to:

1. Offering commentary on the design deliverables produced by the design firm retained by the College, relative to building performance, constructability, Project budget conformance, operations and maintenance (O & M) performance and other due diligence on behalf of the College.
2. Working with College staff and other stakeholders to ensure the designs meet stakeholder needs.
3. Coordinating College’s review and approval of design documents to ensure the designs meet applicable codes, public infrastructure needs and College’s architectural and functional objectives.
4. Presenting updates on the Project to the TBCC Board of Education and other stakeholders as needed.
5. Advising College regarding and managing the preparation of other due diligence needed and reporting on findings to the College.

**Phase 3: Construction - Tracking/Monitoring/Observation**

During Phase 3, the Owner’s Representative will keep track of the construction phase of the Healthcare Education facility and the renovation work on the CIT. The Owner’s Representative will monitor the construction schedule, provide feedback to the College, and communicate issues to the College.

Detailed services to be provided by Owner’s Representative in this phase include, but are not limited to:

1. Providing updates to the TBCC Board of Education, other stakeholder groups, and the public as needed.
2. Managing the construction processes for both projects.

**Phase 4: Project Closeout**

1. Coordinating efforts between College staff and Project Managers during the close-out period and diligently working towards successful acceptance by College.
2. Schedule of Work

The College expects the proposer selected for award of contract to start work as soon as a contract is signed by all parties. The College desires all Phase 1 work and hiring of an architect for both projects to be completed by the beginning of summer 2023, and that all work on the CIT renovation project will be completed on or before January, 2024.

1. Contract Term & Availability of Funds

The contract awarded is expected to commence on or about October 2022. The successful firm will be required to execute the College’s Project Manager/Professional Services Contract with the College. A contract template is available upon request.

SECTION 4: PROPOSAL REQUIREMENTS

Proposals shall provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Proposals should be prepared generally in the following format for the ease of the evaluation committee in reviewing multiple proposals.

1. Letter of Transmittal (1 page maximum)

All proposals must include a cover letter addressed to Pat Ryan, Director of Facilities and Safety, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, telephone number, and email address of the person, or persons to contact who are authorized to represent the proposer and to whom correspondence should be directed.

1. Table of Contents

Include a clear identification of the proposal material by section and by page number.

1. Executive Summary (2 pages maximum)

The proposer shall use this section to introduce the scope of the proposal and to summarize the key provisions of the proposal. Provide a statement describing why you or the firm are qualified to perform this work.

1. Knowledge, Experience and Qualifications (25 points) (8 pages maximum)

List the firm and the key personnel qualifications relative to the Scope of Work for Project Manager Services (Section 3) of this RFQ. Including but not limited to the items listed below:

1. Indicate the location of the firm and the number of people, by level, expected to handle the Project.
2. Provide a list of the firm’s similar projects, indicating the type(s) of services performed and the number of years served for each.
3. Provide names of principals, key personnel, and any subcontractors who will be assigned to/available for the Project, their experience, qualification, and periods of service with the firm.
4. Identify proposed sub-Project Managers, if any, and the portion(s) of the engagement for which they will be used.
5. Project Approach & Understanding (25 points) (6 pages maximum)

With the Scope of Work in mind, submit statements of project approach and understanding that include the following:

1. Project Vision Statement – Describe the reasons for interest in and understanding of the Project.
2. A description of how you will meet goals of the Project and the characteristics described in the Scope of Work.
3. A description of the firm’s approach to the Project, including budgeting, staffing, schedule management, communication, and other similar factors.
4. A description of the firm’s experience in developing public and educational buildings similar to the work described in the RFQ, including coordination with education staff and administration, design professionals, and construction firms.
5. A description of the time frame estimated to complete each task.
6. Explain how you propose to use College personnel, if at all, to assist you during the Project and indicate the approximate time required of College personnel in this capacity.
7. A description of a practical approach to meeting the College’s specific deadlines set out at Section 3 of the RFQ.
8. A description of the process required by the Scope of Work.
9. A description of any expected barriers, difficulties, or delays expected in meeting the requirements of the Scope of Work.
10. To the extent applicable, a description of and a stated rationale for any proposed alternative approaches to stated objectives of this Project.
11. Compensation (Billing Rates, Estimated Hours and Similar Projects) (10 points) (2 pages maximum)
12. Provide hourly billing rates for each member of the Project team.
13. Provide a total project estimate based on level of effort for each task, including a breakdown of hours anticipated by various project members.
14. Provide example(s) of similar projects (public or educational facilities) to the College’s two projects, including total Project value, total contract value for Owner’s Representative services, and Project duration.
15. References (1 page maximum)

Provide contact information for at least three public or educational references, current and/or prior, so reference checks can be conducted.

1. Additional Information (4 pages maximum)

Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualifications for accomplishing the Project. You may use this section to address those aspects of your services that distinguish you or your firm from others.