

# Academic and Student Recreation Center Space Planning and Feasibility Study

Solicitation #1500

Request for Qualifications  
Architectural Services  
For OUS Retainer Consultants Only



Portland State  
UNIVERSITY

July 10, 2013



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## SECTION 1 - ADMINISTRATIVE INFORMATION

### 1.1 INTRODUCTION

Portland State University (PSU) is located in downtown Portland and is part of the public Oregon University System. Nearly 29,000 students (20,226 full time equivalent) attended classes at PSU in the fall of 2012, supported by approximately 4,250 faculty and staff.

In 2004, the students of PSU approved a referendum to fund \$41/student each quarter for the development and long-term maintenance of a new student recreation center. At that time (Fall 2004) 21,348 students attended classes at PSU. The referendum was based on a 2003 concept for a 130,000 s.f. facility that would be capable of serving 22,000 students (14,378 full time equivalent).

Following several programming and pre-design studies, the design of the Academic and Student Recreation Center (ASRC) began in 2007, and the building was completed in 2010.

The ASRC is a mixed-use building owned through a condominium association agreement by PSU and the city of Portland. The building was developed using a design-build delivery method, which was awarded through a design competition selection process.

In addition to the Student Recreation Center, the building includes; City of Portland Historic Archives, PSU leased retail, PSU leased office space, PSU instructional spaces and PSU academic offices.

The 6-story with double basement building is located on the south side of the University's Urban Plaza, with the primary entrance fronting onto the plaza. The structural system is a combination of steel frame, on post-tension concrete slabs, with lower level cast-in-place concrete slabs, walls and columns.

The building is USGBC LEED NC Gold Certified. Spatial organization, passive design strategies and interior environmental qualities are to be incorporated into the planning that supports concepts feasible for further development as USGBC LEED EB/CI Gold Certified.

The Student Recreation Center currently comprises approximately 96,600 s.f. of the 208,000 s.f. building, considerably smaller than initially conceived. The center is available to PSU's students, faculty, staff and alumni. Two program elements initially discussed, but excluded from the final ASRC design were short-stay child care and a therapeutic wellness center.

The short-stay child care would provide up to two hours of care for children from six months to ten years old, while responsible guardians are in the recreation center. It's initially anticipated that short-stay child care would be designed to accommodate approximately ten children throughout the Student Recreation Center's hours of operation.

The therapeutic wellness center would include health services related to physical activity and wellness that are complimentary to the student recreation center. The therapeutic wellness center would be operated by Student Health and Counseling and services could include; physical therapy, massage,

acupuncture, and others sports related medicine not yet identified. The therapeutic wellness center would be available to PSU students and is anticipated to serve approximately 2,000 – 3,000 appointments per year. If feasible, the center would also offer services to PSU faculty and staff.

The Student Recreation Center portion of the building was designed and constructed to allow for future internal expansion to accommodate growth and changes in recreation needs. Area adjacent to the recreation center on the second floor and open volumes on the fourth floor could potentially provide additional space.

The Oregon State Board of Higher Education (“OSBHE”) on behalf of the PSU is seeking architectural services to perform programming and spatial planning, to examine the feasibility and options for accommodating the expansion of existing services and the addition of two previously mentioned elements.

Selected firms having Retainer Contracts with the Oregon University System, known as “Applicants” or “Proposers”, with experience in providing these services are invited to submit qualifications for providing Architectural Services. The process will be as specified by **Oregon Administrative Rules 580-063-0020 (2) and 580-063-0025 (b)** *Informal Procurement for Contracts for Professional Consultants*.

This Request for Qualifications (“RFQ”) shall not commit the OSBHE or PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFQ, or to procure or contract for any supplies, goods or services. The OSBHE reserves the right without liability to OSBHE or PSU, to cancel this RFQ and to reject any qualifications that do not comply with this RFQ or applicable administrative rules, and to reject any and all responses received as a result of this RFQ upon a finding that it is in the public interest to do so.

A sample copy of the Oregon University System’s (OUS) Retainer Contract Supplement Pursuant to Retainer Contract for Professional Consulting Services is attached to this RFQ (Appendix 4.1). PSU will enter into negotiations with the selected firm and, if the negotiations are successful, will enter into an OUS Retainer Contract Supplement substantially similar to the attached. If the negotiations are not successful, PSU reserves the right to enter into negotiations with the next highest scoring firm from among the remaining Applicants.

## **1.2 SCOPE OF WORK**

At minimum, the scope of services are to include a kick-off meeting, review of existing conditions, needs assessment and programming plan, conceptual design studies, refinement of a preferred recommendation, and submittal of the final study.

**No billable work can proceed prior to negotiation and execution of the OUS Retainer Contract Supplement and the Consultants receipt of a Notice to Proceed.**

### **1.2.1 KICK-OFF MEETING**

Following release of the Notice Proceed, a project kick-off meeting is to be held. The agenda for the meeting will be to review the contract administration requires, confirm the scope of work, establish an approved meeting schedule and address topics related to the project delivery process.

### **1.2.2 REVIEW OF EXISTING CONDITIONS**

A review of existing conditions is minimally expected to include touring the current student recreation center, adjacent PSU spaces and building common circulation areas. PSU will provide the design team with information regarding the current recreation center spatial organization and utilization. Review the success of the current student recreation activities and associated space requirements. The design team is to collect, analyze and integrate other university data into the current conditions assessment as applicable. The review of existing conditions and proposed program may generate the need for the design team to collect further information for design synthesis.

### **1.2.3 NEEDS ASSESSMENT AND PROGRAMMING PLAN**

Establish spatial programming criteria for the existing and new program elements. Provide a rational methodology and determine the area requirements for the existing and new program spaces. Explore opportunities to improve current spatial efficiency while integrating additional program elements. Develop adjacency diagrams that appropriately reflect the functional relationships. Provide a complete programmatic inventory of required spaces. PSU is to approve the required adjacencies and program prior to beginning conceptual design.

### **1.2.4 CONCEPTUAL DESIGN STUDIES**

Prepare and present at least three alternative design concepts for achieving the established program. The alternative design concepts should at a minimum explore options for expansion on the second and fourth floors. They should identify potential changes to the existing Student Recreation Center to efficiently use space and provide appropriate adjacencies. The studies should allow PSU to test potential program element combinations and layouts. The studies are to present alternative plans for accommodating new and expanded program elements including; short-stay child care area, therapeutic wellness center, and additional space for a variety of recreational activities and administrative needs. With PSU input, develop a matrix of pros and cons and a range of magnitude cost associated with each design concept.

### **1.2.5 REFINEMENT OF PREFERRED RECOMMENDATION**

Based on feedback from PSU on the alternative design concepts, develop a preferred recommendation. The design concept preferred by PSU and recommended may be one of the three alternative design concepts, or a new design concept merging elements from the previous Conceptual Design Studies. It should include a plan that clearly details recommended spatial

changes in the existing Student Recreation Center and areas of expansion. In collaboration with PSU, provide a conceptual level estimate of probable cost for the preferred design concept.

The report is not expected to include design development, construction documents, and renderings or detailed construction estimating.

#### **1.2.6 SUBMITTAL OF THE FINAL STUDY**

The final Space Planning and Feasibility Study document is to clearly articulate, the participants, purpose, process, methodologies and recommendation. Include in the body of the report or appendices, team meeting summaries, plans and data of current conditions, code information, established programming criteria and needs, spatial program, evaluated design studies and the preferred plan recommendation and cost estimate.

Distribute one (1) Portable Document Format (pdf) electronic copy of the full final accepted study to each PSU member of the project team, along with clear JPEG formatted files of all photographs, illustrations and images incorporated into the study. Provide five (5) 8 ½" x 11" bound copies of the final study accepted by PSU along with all project close-out documentation required under the Agreement.

### **1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE**

The selection procedure is intended to evaluate the capabilities of interested Applicant teams to provide professional services to PSU for this project. The Selection Committee will numerically evaluate the responses to the RFQ. On the basis of this evaluation, the top highest scoring Applicant teams may be selected for final consideration through Interviews.

Following the scoring and selection process, PSU anticipates issuing a notice of intent to award to the apparently successful Applicant, and will negotiate a final contract including a finalized project schedule and not to exceed fee budgeted at \$40,000 for the proposed scope of services. PSU reserves the right to reject all qualifications.

#### **Proposed selection timetable:**

July 10, 2013	Release of Request for Qualifications
July 17, 2013, 10:00 AM	<b>Non-mandatory Pre-proposal Conference</b> Meet at 1 <sup>st</sup> floor lobby of the ASRC, 1800 SW 6 <sup>th</sup> Avenue, Portland, OR **Note: Parking is difficult to find at PSU. Please schedule your time Accordingly
July 22, 2013, 5:00 PM	Applicant questions due, Solicitation protest deadline
July 24, 2013, 5:00 PM	Final addendum release if necessary
<b>July 31, 2013, 11:00 AM</b>	<b>Qualifications Due</b>

#### **The following are proposed timelines and are subject to change without notice:**

August 7, 2013	Notification of finalists
August 12-14, 2013	Optional finalist interviews

**August 16, 2013**

August 23, 2013, 5:00 PM

**Notice of Intent to Award issued to apparent successful Applicant**

Selection Protest deadline

**Schedule Milestones:**

August 26, 2013

Contract Execution

September 4, 2013

Project Kick-off Meeting

**December 20, 2013**

**Project Completion**

**1.4 RESPONSE**

To be considered for selection, written qualifications must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 1.3. Delivery is recommended. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address is:

**FOR DELIVERY:**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
ASRC Space Planning & Feasibility Study RFQ  
1600 SW Fourth Avenue, Suite 260  
Portland OR 77201

**FOR MAIL: (Not Recommended)**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
ASRC Space Planning & Feasibility Study RFQ  
PO Box 751, Mail Stop: FAST-CAPS  
Portland OR 97207-0751

**Late Qualifications will be returned unopened.**

**Qualifications will not be accepted at any other PSU location other than the address specified above.**

**FAXED OR EMAILED QUALIFICATIONS WILL NOT BE ACCEPTED**

Applicants selected may be requested to provide additional information, either informally or via the interview process, to clarify their qualifications and to ensure mutual understanding of the scope of the work requirements and schedule.

**1.5 STATUTORY REQUIREMENTS**

**1.5.1 INSURANCE PROVISIONS**

During the term of the Agreement, Architect shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurances as noted below:

A. **Workers Compensation** - Architect, its consultants, if any and all employers working under the Agreement and supplements hereto are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

B. **Commercial General Liability** - Architect shall secure Commercial General Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury

and property damage. It shall include personal injury coverage and contractual liability coverage for the indemnity provided under the Agreement.

C. **Automobile Liability** - Architect shall secure Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable. This coverage may be written in combination with the Commercial General Liability Insurance.

D. **Professional Liability** - Architect may be required, under the terms of the Agreement or any supplement hereto, to provide the Owner with proof of coverage for Professional Liability insurance covering any damages caused by the negligent error, omission, or any acts for the project, its drawings and project manual, and all related work products of Architect if it is determined that such coverage, in the estimation of the Owner, is needed. The policy may be either a practice based policy or a policy pertaining to the specific project. Professional Liability insurance to be provided shall have a combined single limit of not less than \$1,000,000; a higher limit may be required by the Owner.

If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the agreement for a duration of 24 months or the maximum time period the insurer will provide such if less than 24 months.

Architect will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of the Agreement. This will be a condition of the Final Acceptance of Work or Services and Related Warranty, if any.

Prior to the signature by the Owner to a supplement under the Retainer Agreement, Architect shall furnish to the Owner, Certificates of Insurance as evidence of the insurance coverages required under the Agreement. The certificate(s) shall provide that the insurance company or companies shall give a 30 calendar day notice (without reservation) to OWNER if the insurance is canceled or changed. The certificate(s) should state specifically that the insurance is provided for the Agreement or Amendments hereto.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, shall provide that the Owner, and its institutions, officers and employees are Additional Insureds with respect to the Architect's services to be provided under the Agreement.

#### **1.5.2 PROFESSIONAL REGISTRATION**

The Architect and all firms providing professional architectural services shall be currently licensed to practice in each firm's area of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure requirements.

## 1.6 **ADDENDA**

Although PSU encourages an open proposal process, prospective proposers need to be aware that the RFQ will be modified only by documents issued as addenda by PSU. No other direction or comments received by proposers, written or oral, will serve to change the RFQ.

## 1.7 **QUESTIONS FROM APPLICANTS**

Questions and requests for clarifications or changes from applicants regarding this RFQ must be received in writing via email no later than the date specified in Section 1.3 and shall be directed to the Contracting and Procurement Services department at: [proposals@pdx.edu](mailto:proposals@pdx.edu).

All questions and requests that are timely received will be answered via addenda to the RFQ. Other information and responses, written or oral, which are not contained in official written addenda to the RFQ from PSU or any other source are not binding on PSU. The final addenda, if any, will be released no later than the date specified in Section 1.3. Applicants are encouraged to call to check on the status of such addenda prior to submission of their Written Qualifications.

## 1.8 **PROTESTS**

### 1.8.1 **SOLICITATION PROTESTS**

Prospective respondents may submit a request for change of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) to Contracting and Procurement Services by delivery or mail to the address indicated in Section 1.4.

These must be received prior to the date specified in Section 1.3. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

### 1.8.2 **SELECTION PROTESTS**

Any Applicant who responds to the RFQ and claims to have been adversely affected or aggrieved by the selection of competing Applicants shall have the opportunity to submit a written protest to:

#### FOR DELIVERY:

Portland State University  
Contracting and Procurement Services  
Attn: Darin Matthews  
PROTEST - ASRC Space Planning RFQ  
1600 SW Fourth Avenue, Suite 260  
Portland OR 77201

#### FOR MAIL: (Not Recommended)

Portland State University  
Contracting and Procurement Services  
Attn: Darin Matthews  
PROTEST - ASRC Space Planning RFQ  
PO Box 751, Mail Stop: FAST-CAPS  
Portland OR 97207-0751

The written protest must be received by the date specified in Section 1.3. All protests will be answered directly with the Applicant.

**1.9 MWESB**

PSU is committed to increasing opportunities for Minority, Woman-Owned and Emerging Small Businesses. The consultant's use of these businesses in providing services and materials for PSU contracts and projects is strongly encouraged, and will be included as an evaluation factor by the selection committee.

**1.10 INCURRED COSTS**

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their qualifications.

**No billable work can proceed prior to negotiation and execution of the OUS Retainer Contract Supplement and the Consultants receipt of a Notice to Proceed.**

**1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT**

By submitting qualifications, the Design Team certifies conformance to the Applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to the Owner upon request for purposes of investigation to ascertain compliance with such acts, regulations and orders.

**1.12 PUBLIC RECORDS**

PSU will keep this RFQ and one copy of each original qualifications received in response to it, together with copies of all documents pertaining to the award of any contract, as part of the file or record that is open to public inspection. If qualifications contain any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret must be marked with the following legend:

“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.501. Therefore, non-disclosure of documents or any portion of a document submitted as part of qualifications may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

**END OF SECTION 1**

## SECTION 2 - QUALIFICATIONS REQUIREMENTS

### 2.1 QUALIFICATIONS SUBMISSION

Submit one (1) CD containing a Portable Document Format (pdf) electronic copy of the written qualifications as well as seven (7) paper copies of the written qualifications, containing the following items and addressing the information specified. Please do not include references to on-line work or include QR codes in the qualifications. Qualifications and the required information are to be organized using the same numbering and structure in which the information is requested. Incomplete qualifications may be rejected.

Written qualifications are not to exceed eight (8) double-sided 8 ½"x11" pages in length for a total of 16 pages. Up to three (3) 11"x17" double-sided pages may be used to convey schedule, approach and methodology. Each side of an 11"x17" page counts as two (2) pages of the 16 page limit.

For sustainability and ease of comparison reasons, please submit your response as loose leaf unbound pages, printed on recycled paper containing a minimum of 30% post-consumer content. **Please do not use ring binders, dividers, wire spiral bindings or plastic covers.**

#### 2.1.1 DESIGN TEAM - 15 POINTS

- List the makeup of your design team, including the names and addresses of consulting design and support firms.
- Describe each team member that will work on the project including; their role, responsibilities, years with the firm, and a list of similar projects they have worked on and their experience with similar projects.
- Indicate who in your team will be the primary contact person for the Owner.

The Selection Committee will be looking for the experience level and background of the team members that will work on the project and the degree to which their previous experience demonstrates the ability to provide the services in a professional and timely manner.

#### 2.1.2 MWESB MANAGEMENT PLAN - 10 POINTS

- Include an MWESB (Minority, Woman-Owned, or Emerging Small Business) management plan for the project as follows: Include your firms plan to increase the diversity of the business's workforce and to subcontract with or purchase from MWESBs. The Management Plan may include your firms' nondiscrimination practices, subcontracting strategy, workforce diversity plan, and/or outreach plan to increase participation by MWESBs.
- Identify by name any MWESB sub-consultants or suppliers that you will utilize on this project. Substitutions of these firms after award of the bid shall be subject to Owner approval.

- Provide examples of your firms' past performance in regards to workforce diversity and subcontracting plans.

The management plan, except for any percentage goals to utilize MWESBs, shall become part of the OUS Retainer Contract Supplement.

**2.1.3 PREVIOUS RELATED EXPERIENCE - 20 POINTS**

- Provide descriptions of no more than three (3) similar recent studies, which have been completed by the team, include at least one (1) study where the consulting design and support firms were part of the team.
- Clearly demonstrate the experience of the team in the spatial planning of recreation, short-stay childcare, therapeutic medicine or directly related facilities.

The Selection Committee will be looking for the experience level of the team members working together with clients to successfully deliver feasible design solutions.

**2.1.4 APPROACH/METHODOLOGIES - 25 POINTS**

- Describe your philosophy to Owner involvement in project delivery.
- Explain your approach and methodology for current condition assessment, needs analysis and synthesizing options into a concise, compelling and feasible project recommendation.

**2.1.5 SCHEDULE - 10 POINTS**

- Describe how your team will accomplish the required scope of work within the Owners' completion schedule as described in Section 1.04.
- Provide comments on the schedule and include any further details about your approach and methodologies.

**2.1.6 BUDGET - 10 POINTS**

- There is an initial budget of \$40,000 for this scope of work. Explain the techniques your team will use to manage the budget and control costs. Labor rates and reimbursable costs will be in accordance with the Oregon State University retainer agreement and Section 5 Compensation of the sample agreement.

**2.1.7 REFERENCES - 5 POINTS**

- List three (3) clients for whom you (the Applicant) and each of the sub-consultants have provided similar services in the past five (5) years. These references should have had direct contact with the primary staff proposed on the project.

- Provide a brief scope of work for each project. These may be the same projects named in Section 2.1.3.
- Provide the reference contact's name, relationship to the project, current phone number and e-mail address.

**2.1.8 QUALIFICATIONS COMPLETENESS AND QUALITY - 5 POINTS**

- Scoring will be based on overall quality of the qualifications, completeness and compliance with the requirements of the RFQ.

**2.1.9 OPTIONAL TEAM INTERVIEW - 50 POINTS**

- Team interviews may be conducted to allow the highest scoring Applicants to expand on each of the above categories.
- In the event that team interviews are conducted, no more than two (2) representatives from the Architect (including primary Owner's contact) and one (1) representative from each key sub-consultant shall attend.

**END OF SECTION 2**

### SECTION 3 - EVALUATION AND SELECTION PROCESS

#### 3.1 SELECTION COMMITTEE

Qualifications will be evaluated by a Selection Committee that will consist of representatives from the PSU community. Selection Committee members will not be announced prior to the Interview.

#### 3.2 EVALUATION CRITERIA

The Selection Committee will evaluate each applicant’s qualifications, experience and project plan materials, to determine if, in the judgment of the Committee, the organization is adequately qualified to perform the work.

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.1:

<u>Item</u>	<u>Criteria and Points</u>
2.1.1	DESIGN TEAM - 15 POINTS
2.1.2	MWESB MANAGEMENT PLAN - 10 POINTS
2.1.3	PREVIOUS RELATED EXPERIENCE - 20 POINTS
2.1.4	APPROACH/METHODOLOGIES - 25 POINTS
2.1.5	SCHEDULE - 10 POINTS
2.1.6	BUDGET - 10 POINTS
2.1.7	REFERENCES - 5 POINTS
<u>2.1.8</u>	<u>QUALIFICATIONS COMPLETENESS AND QUALITY - 5 POINTS</u>

**Total Points - Written Qualifications – 100 points**

<u>2.1.9</u>	<u>OPTIONAL TEAM INTERVIEW - 50 POINTS</u>
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**Total Points – Interviews – 50 points**

**Total Possible Points - 150**

#### 3.3 SELECTION PROCESS

The qualifications package will be evaluated as follows:

Review for inclusion of all elements specified in Section 2 - Qualifications Requirements. Any qualifications which do not include all required elements may be rejected at the Owner’s sole discretion.

Total preliminary point ratings will be assigned to the qualifications packages using the criteria specified in Section 2.1, items 2.1.1 to 2.1.8.

At Owner's sole discretion the top Applicants submitting the qualifications packages receiving the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be cumulative with the scores received in Section 2.1, items 2.1.1 to 2.1.9

References will be independently checked and scored.

The Applicants with the most cumulative points shall be issued a Notice of Intent to Award.

**END OF SECTION 3**

**END OF REQUEST FOR QUALIFICATIONS**

## APPENDICES

### 4.1 OUS RETAINER CONTRACT SUPPLEMENT