

# REQUEST FOR PROPOSALS

Professional Architectural & Engineering Services for  
NAYA Early Learning Center



**ISSUE DATE: FRIDAY, APRIL 15<sup>TH</sup>, 2022**

**PROPOSALS DUE: MONDAY, MAY 9<sup>TH</sup>, 12:00PM**

**Native American Youth and Family Center**  
5135 NE Columbia Boulevard  
Portland, OR 97218

# REQUEST FOR PROPOSALS

## Professional Architectural & Engineering Services for The NAYA Early Learning Center

To: Prospective Architectural & Engineering (A/E) Consultant Teams  
Subject: Request for Proposals (RFP) for Professional A/E Design Services for  
The NAYA Early Learning Center  
Issue Date: Friday, April 15<sup>th</sup>, 2022  
Due Date: Monday, May 9<sup>th</sup>, 12:00PM

**E-mail or File Transfers will be accepted**

Submit Proposals to: Native American Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97204

RFP Contact: Keith Ferrante  
Housing Development Project Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
tel: 503-488-3574  
email: [FerranteK@nayapdx.org](mailto:FerranteK@nayapdx.org)

Pre-Proposal

Question and Answer: Questions Due Friday, April 29<sup>th</sup>, 12pm

Document Availability: Electronic copies of the RFP and exhibits are available by invitation and upon request.

# TABLE OF CONTENTS

## I. INTRODUCTION

- A. Project Overview
- B. Development Team Member Roles
- C. Project Objectives
- D. Project Funding
- E. Project Schedule

## II. SCOPE OF SERVICES

- A. Composition of A/E Team
- B. Statement of Work

## III. SUBMISSION REQUIREMENTS

- A. Content Specifications
- B. Proposal format

## IV. PROPOSAL EVALUATION & AWARD

- A. Evaluation Process
- B. Interviews of Proposers in Competitive Range, Scoring Revisions
- C. Award of Contract

## V. STATEMENTS & REQUIRED INFORMATION

- A. Clarifications, Addenda, Protests of RFP Terms and Conditions
- B. Clarification of Proposals
- C. Selection of Subconsultants
- D. Protests
- E. Contract and Insurance Requirements
- F. References
- G. Confidentiality

## VI. EXHIBITS

- ~~A. Form of Agreement – Modified AIA Document B101-2017~~
- A. Killingsworth Housing – Project Plans, dated 03/31/2022

## I. INTRODUCTION

---

### A. Project Overview

Portland Community College (PCC), Home Forward, and Native American Youth and Family Center (NAYA) are partners in the transformation of the Portland Metropolitan Workforce Training Center (PMWTC) site, located at the northeast corner of 42<sup>nd</sup> Avenue and NE Killingsworth Street in Portland's Cully neighborhood. Once redeveloped, the PMWTC will provide career development opportunities, affordable housing, and affordable early child education in one location. At the PMWTC site, PCC is developing a workforce center, Home Forward is developing an affordable housing project ("Killingsworth Housing"), and NAYA is developing an early childhood education center ("Early Learning Center" or "Project").

This request for proposals is for architectural and engineering services to design NAYA's Early Learning Center. The Early Learning Center will contain classroom space to ideally operate Head Start, Early Head Start, and affordable childcare/early education programs.

#### **Portland Metropolitan Workforce Training Center**

The Project is located at the redevelopment of the Portland Metropolitan Workforce Training Center (PMWTC) in Portland, Oregon. The PMWTC is on a three-acre parcel located on the corner of NE 42nd Ave and Killingsworth Street. The project site of the redevelopment is owned and operated by Portland Community College (PCC), an Oregon post-secondary public education institution. The construction of the PCC building is funded from a voter-supported bond measure in 2017. The existing two buildings on site will be removed and the new PCC workforce center building will be constructed. Construction of the first building, a new two-story, 50,000 sf center, began in early 2022 and is scheduled to open in Spring of 2023. This first building will be owned and operated by PCC. More information can be found here:

<https://www.pcc.edu/bond/current-projects/pmwtc/>

#### **Killingsworth Housing**

The second building, Killingsworth Housing, will be an affordable housing apartment complex, owned and operated by Home Forward, an Oregon public corporation, whose mission is to provide people with affordable, safe, and stable housing. The funding for the Home Forward housing includes the Metro Regional Housing Bond, private activity bonds and low-income tax credits. The building's approximate square footage is 87,000 and the commercial space square footage of the Project is approximately 4200. Construction is scheduled to begin in early 2023. O'Neill/Walsh Community Builders, LLC (OWCB) has been selected as the CM/GC. Note: See exhibit A for project drawings

#### **Early Learning Center**

The Project is located within the Killingsworth Housing building and will be a ground floor commercial space with a shared outdoor child play yard, operated by NAYA. NAYA will provide early child learning programs and services at the Project, with a focus of serving the Native American community in the Portland Metro Area.

NAYA is seeking to contract a consultant for professional architectural and engineering services for the Project. The Project will be a "cold-shell" improvement of approximately 4200 square feet of ground floor commercial space. The Project design should meet State and Federal guidelines relevant to Head Start and childcare centers. Project work includes:

- Space planning and programming
- Architectural design
- Mechanical, electrical and plumbing design and coordination
- Permitting and entitlements
- Construction administration and project closeout

## **B. Development Team Member Roles**

**NAYA Family Center** (NAYA) will lead the programming, design and build-out of the Early Learning Center. NAYA staff will provide extensive input on the programming and design of the Project.

The Native American Youth and Family Center's (NAYA) mission is to enhance the diverse strengths of youth and families, in partnership with the community, through cultural identity and education. Dozens of wraparound services directly serve nearly 3,000 clients and impact the lives of at least 10,000 persons each year. With a 10-acre campus in Portland's Cully neighborhood, NAYA is a critical gathering center where clients can access a continuum of critical asset-building, and self-sufficiency programs. Throughout its history, we at NAYA have supported Native peoples in overcoming barriers to education, housing, health, cultural and economic prosperity.

NAYA provides holistic family services throughout the Portland region. In addition to operating our outdoor classroom at the NAYA campus, we operate the Applegate Early Head Start Center at 501 N Farragut, in Portland.

Our commitment to equity began with our creation. NAYA's staff and leadership reflect the diverse community we serve. Our goal is to continue providing innovative, critical, and culturally grounded community services through this Early Learning Center.

Website: <https://nayapdx.org/>

**Home Forward** is the developer of the overall Killingsworth Housing project. Home Forward staff will participate in design and preconstruction meetings for the Early Learning Center, and will provide input on project costs, design elements, and operations.

Website: [www.homeforward.org](http://www.homeforward.org)

**Oregon Child Development Commission** will advise NAYA on design, development and operational expertise of early childhood and childcare, including Head Start and Early Head Start programs.

Website: <https://www.ocdc.net/>

### **A/E Service Provider**

This RFP is for the A/E Service Provider. The A/E Service Provider will provide all necessary professional services to accomplish the design. The A/E Service Provider will assign a Project Manager as the day-to-day contact for the duration of the project. The A/E Service Provider will coordinate the design team's work with NAYA and the Construction Manager/General Contractor (CM/GC). The A/E Service Provider's contract will be with NAYA.

The contract form to be used is AIA B101 – 2017

### **Construction Manager/General Contractor – O'Neill/Walsh Community Builders, LLC (OWCB)**

Home Forward has selected O'Neill/Walsh Community Builders, LLC (OWCB) to perform CM/GC services for the Killingsworth Housing building. For the Project, the CM/GC (OWCB) will be engaged in the design phase to provide cost estimate and constructability review of the design documents. OWCB's contract for the Project will be with Home Forward. OWCB will oversee bidding and construction contracting activities for the Project. The proposed contracting method with OWCB is Guaranteed Maximum Price.

### C. Project Objectives

Construction and operation of the Project represents a significant public investment. The project goals include the following:

1. *Technical execution.* Development of the Project that closely reflects the needs of the staff and occupants to provide and receive culturally specific services in an inspirational and appropriate learning environment.
2. *Extended Operational Life of the Center.* Intentionality and resilience will be prioritized to minimize costs of future renovations or modifications.
3. *Operational Sustainability.* Use of durable building materials and systems that will deliver low, long-term operational costs and an easy to maintain, functional, healthy, and efficient facility that is connected to the urban and natural environment.
4. *Fiscal Responsibility.* Judicious use of financial resources to the benefit of the Project
5. *Economic Equity.* Leveraging the Project's potential to create social support and economic opportunities for Native persons and Black, Indigenous, People of Color (BIPOC) and contractors/firms.

### D Project Funding

In 2021, NAYA and Home Forward were awarded funding from the Federal American Rescue Plan Act (ARPA), via the State allocation of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). The award is for NAYA and Home Forward to develop and construct an Early Learning Center (the Project) within the Killingsworth Housing building. Additional operational funding may include local sources, as well as Federal Head Start and Early Head Start funds.

### E Project Schedule

NAYA and OCDC have begun programming meetings and will continue after the Proposer's selection. Permit review and subcontractor bidding are expected to occur in Fall of 2023, with amendments for construction services to be determined later. Construction is anticipated to begin in Spring of 2024.

Preliminary Schedule	
Home Forward Applies for building permit	Jan/Feb 2022
Issue RFP Architect and Engineering Team	April 15 <sup>th</sup>
RFP Response due to NAYA, 3pm	May 9 <sup>th</sup>
RFP interviews via Zoom, if necessary	May 12 <sup>th</sup> , 13 <sup>th</sup>
Selection of Architect and Engineering Team	May 18 <sup>th</sup>
Programming and Schematic Design phase	June – August 2022
Design Development phase begins	August 2022
Construction Document phase begins	November 2022
Construction Documents complete & Permit Intake	January 2023
Bidding and Procurement	October 2023
Home Forward construction start	October 2022
Home Forward construction window for TI (Tentative)	March 2024
Home Forward + ELC opening (Tentative)	September 2024

**Note:** Construction completion is currently scheduled for July of 2024. This is an estimated schedule and is subject to change.

## **II. SCOPE OF SERVICES**

---

### **A. Composition of A/E Team**

NAYA will enter into a contractual agreement with the A/E Service Provider, who will in turn be responsible for contracting with Sub-consultants as necessary to complete the work outlined in this RFP. The Proposer must demonstrate experience in the following:

1. Architectural design and space planning.
2. Mechanical, electrical, and plumbing engineering design assist services.  
(Upon review with OWCB, the project team will determine if engineers providing full design services or provide specification, scope parameters and schematic designs to OWCB for subcontractors to complete design and drawings for permitting)
3. Structural engineering
4. Low voltage systems design, including data, access, and security
5. Interior design and FF&E

**Note:** Home Forward will retain the services of a surveyor for general work of the Project. The development of the outdoor play yard will be the responsibility of landscape architect, PLACE. Home Forward will also provide the A/E Team with AutoCAD drawings from Killingsworth Housing architect of record, Hacker Architects. NAYA will provide input and assistance with specification product selection. Project contract documents will be subject to review by Home Forward.

### **B. Statement of Work**

The scope of work will be divided into three phases: programming, design and construction administration. For each phase, fees will be negotiated. The scope of work for each phase are the following:

#### **Programming Phase**

1. Review and evaluate the programming work completed to date by NAYA and OCDC.
2. Work closely with NAYA Family Services staff and Community Development staff to develop and confirm the desired programming.
3. Assist programming activities and deliver a programming document that identifies a complete scope of construction.
4. Provide review of Killingsworth Housing documents and identify areas for coordination and integration with the building.
5. Identify relevant codes and perform preliminary code analysis. Specifically, "I" occupancy and "I-4" subclass and code regulations associated with Oregon statues for early learning and Federal Head Start and Early-Head Start.
6. Review of funding requirements and regulations.

#### **Design Phase**

1. Concept design drawings – include all programming elements and highlight areas of flexibility for future renovation.
2. Prepare schematic design documents– including but not limited to spatial adjacencies, square footage, program alternates and room adjacencies.
3. Prepare design development documents - including but not limited to project system description, location of plumbing, electrical and mechanical, location of cabinets and equipment, ceiling surfaces, primary elevations, material board. Design development phase documents that will be used for contractor estimating purposes.
4. Prepare complete 75% construction documents for contractor constructability review, 90% complete construction documents for permits and 100% documents, capturing all permit changes for contractor bidding.

5. Coordinate cost estimates, value engineering, project schedule with NAYA, Home Forward and OWCB
6. Support OWCB during the bidding process.
7. Acquire all building permits and other jurisdictional approvals related to the Project.
8. Prepare materials for and attend design meetings with NAYA and OCDC. Separately, prepare for coordination meetings with NAYA and consultants. Review and respond to written meeting summaries and coordinate agendas with NAYA in advance of meetings (assume total of 2 meetings per month June-December 2022)
9. Participate in identification of areas, selection, and coordination of cultural elements to the Project, including but not limited to, visual graphics, mural, wall art, stand-alone sculpture(s).
10. Parking analysis and communication of shared parking requirements with Project stakeholders.
11. Coordination of the Project with components, including interior and exterior shell of Killingsworth Housing Building
12. Coordination with regulating and funding agencies, including but not limited to, State Oregon Department of Education – Early Learning Division, City of Portland, OCDC, etc.
13. Coordination with NAYA and Home Forward project managers during project phases to ensure mutual success of the project.

#### **Construction Administration Phase**

1. Pre-Construction services to assist with bidding questions and requests.
2. Provide the following construction administrative services: respond to RFIs, prepare ASIs, review submittals, site visit reports, building assembly review, required meetings, pay application reviews and authorization.
3. Coordinate with OWCB on compliance with contract documents, including, punch-lists and as-built construction documents.
4. Provide close-out services to support owner, funders, and contractor.
5. Participate in communication and marketing activities for community engagement and case studies of project, including release of project imagery during design and completion.
6. Participate in one-year corrective obligation inspections. Prepare and distribute written report.

### **III. SUBMISSION REQUIREMENTS**

---

#### **A. Content Specifications**

Each Proposal will be reviewed for completeness in addressing the following requirements. Any submittal that, in the opinion of NAYA, does not fully and completely address these requirements will not be reviewed.

The Selection Committee will look favorably upon succinct and direct language.

For the purposes of this RFP, “design team members” are defined as architect, designers, structural engineer, and MEP design assist engineers.

For the purposes of this RFP, “phases” are defined as programming, design (schematic, design development, construction documents), and construction administration.

1. Cover Letter (two pages maximum)

Introduce your team and describe your project approach and design philosophy. An authorized representative of the A/E Service Provider shall sign the letter. If the Proposer is not a legal entity or

is a joint venture or general partnership, authorized representatives of all principal participants shall sign the letter. Indicate receipt and review of addenda.

2. A/E Team (6 pages maximum)

- i. Introduce each key team member, their area of expertise and portion of the scope of work they will lead. Discuss the firm's history, organization, and current staffing level. Identify the Project Manager and Project Architect or Engineer from each firm that will be assigned to this project. *Note that the contract will require that no key team members will be replaced during the contract without the prior written permission of NAYA.* Include State licensure identification and COBID certification information, if any. Licenses shall be included in an appendix.
- ii. Narrative and/or graphic that describes the approximate amount of time each key team members will devote to this project during each phase.
- iii. Brief description of each key team member's current projects and capacity.
- iv. Resumes for key team members should be included in an appendix. Resumes will not be included in the page count if they are correctly located in an appendix, with licensure information.
- v. Fee schedule. Proposed hourly rate for the Project of each team member.
- vi. Fee proposal. Although a contract fee will be negotiated, a requested fee proposal is requested. This shall be for the following phases: Design (Programming, Schematic and Design Development), Construction Documents, Permitting and Bidding and Construction Administration. A fee range will also be acceptable for consideration pending negotiated terms and services.
- vii. State whether any key member of the A/E Team is currently, or has been during the last five years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration) any claims or liens relating to or arising from design or business activities. Provide a brief description of the circumstances that led to the claim(s) and resolution(s). NAYA reserves the right to request more information on any and all claims disclosed.

3. Design Portfolio (2 pages for each project – 8 pages maximum)

Describe your team's recent experience in providing architectural and engineering services in design and construction that are functionally and/or characteristically like those described herein. Work by all key team members may be included. Typical characteristic similarities are project size and scale, program, occupancy, and construction type and quality. Experience should be clearly relevant to design and renovation of early learning and childcare centers, and integration of funding requirements for Head Start and Early Head Start programs

For each project, provide the following information.

- i. Names of A/E Team members that participated on the project.
- ii. Photographs and/or renderings.
- iii. The architectural program. Address programmatic and functional goals similar to those of the Project
- iv. Relationship with the contractor or CM/GC. Include specific efforts made to minimize change orders and claims and maximize design intent and construction quality.
- v. Development Team members. Describe the team structure and the role played by any important stakeholder groups, including end users (clients) and operations staff.
- vi. Total construction cost and cost per square foot.
- vii. Project outcomes, endorsements, and reference contact(s) .

4. Project Controls (2 pages maximum)

- i. Schedule. The project schedule has an adequate time for bidding and permitting but constrained for design and construction. How will the A/E Team adjust to achieve the Project goals within

proposed schedule? Are there obvious schedule pitfalls? Suggest some strategies for achieving the schedule without compromise to stakeholder process, design quality, or construction quality.

- ii. Budget. How will the A/E Team monitor and control costs during the design phases and construction? How will design and construction options be presented and managed? Describe some value engineering tools or strategies the A/E Team has found to be particularly effective on past projects.

5. Diversity, Equity and Inclusion Business Plan (2 page maximum)

Participating in this objective can be achieved in one of two methods to be addressed in this section.

- i. COBID. Diversity and equity are NAYA preferences in contracting and participation by State of Oregon COBID certified firms is encouraged, but not required. The combined COBID participation goal for the Killingsworth housing and the Early Learning Center are 30%. Both organizations share a strong commitment to Diversity, Equity and Inclusion by way of their hiring and contracting practices.
- ii. Social Equity. Established firm goals and evidence in support of Black, Indigenous, People of Color or organizations serving those communities. Examples for consideration, but not limited to, financial support, personnel support of mentoring, or scholarship, pro-bono activities or demonstrated hiring and contracting practices.

6. Organizational and Cultural competency (1 page maximum)

- i. Experience working with and/or serving culturally specific communities and organizations, including gathering feedback and input from multiple stakeholders to align with client and project goals. Additionally, provide suggestions of how to manage organizational processes with the compressed design schedule, as currently proposed.

**B. Proposal Format**

Each proposal shall comply with the following specifications.

1. Digital submission, formatted for legible printing
2. 8.5" x 11" format.
3. Font size no smaller than 10 points.
4. Pages numbered sequentially. The proposal, not including appendix, shall not exceed 20 pages. Pages in excess of 20 will not be evaluated, and only the first 20 pages will be evaluated. The page limit does not include front and back covers, section dividers, or items noted for inclusion in an appendix.

**IV. PROPOSAL EVALUATION & AWARD**

---

**A. Evaluation Process**

A selection Committee will be formed to evaluate the responsive proposals and shall apply the evaluation criteria and scoring set forth below. The Selection Committee will determine which proposals are competitive and may choose the top two or three A/E Teams for an interview. The Selection Committee holds the right to recommend a Proposer for selection without an interview.

<b>Evaluation Criteria</b>	<b>Points</b>
<i>A/E Team (including but limited to capacity and relevant project and staff experience)</i>	15
<i>Documented Experience and Design Portfolio (experience of early childhood, daycare and institutional occupancy child care facilities)</i>	15
Fees for Related Services	10
Organizational and Cultural Competency	5
Diversity and Equity Business Plan	5

**B. Interviews of Proposers in Competitive Range, Scoring Revisions**

The Selection Committee shall determine if interviews are in the best interest of NAYA. Proposers with a competitive proposal may be invited to participate in interviews. Upon conclusion of the interviews, the Selection Committee will revise its scores, again based on the evaluation criteria above. The Committee may meet one or more times to discuss interviews or proposals, or both, and revise scores. Interviews are not a separate evaluation criterion eligible for points, but the Selection Committee may consider the interview when revising its scores.

**C. Award of Contract**

The Contract will be awarded to the Proposer who in NAYA’s judgment has submitted a proposal that best meets NAYA’s project needs.

**V. STATEMENTS & REQUIRED INFORMATION**

---

**A. Clarifications, Addenda, Protests of RFP Terms and Conditions**

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing as soon as possible, but in no event will such requests be received by NAYA, no later than 12:00 PM Friday, April 29<sup>th</sup>, 12pm

**B. Clarification of Proposals**

NAYA reserves the right to seek clarification of the written proposals. Proposers will provide additional clarifying information in a timely manner.

**C. Selection of Subconsultants**

NAYA reserves the right to accept or reject any Subconsultant to the A/E Service Provider.

**D. Protests**

NAYA is a private, non-profit corporation and is not required to observe protests to the proposal process.

**E. Contract and Insurance Requirements**

The Proposer selected by NAYA will be required to enter into a written contract. The Contract resulting from this solicitation may be assigned to a limited partnership or other owner entity. In submitting a proposal, the Proposer consents to such assignment. The A/E Consultant Team shall provide proofs of professional liability, umbrella liability, workers compensations, as well as business and auto insurance prior to award of contract.

**F. References**

NAYA reserves the right to review references provided. Review may include past performance of A/E Service Provider or any consultant team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion, or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If requested by NAYA, supportive references must be furnished.

**G. Confidentiality**

All information submitted by Proposers shall be confidential to NAYA and the Selection Committee

**VI. EXHIBIT(S)**

---

A. Killingsworth Housing – Project Plans, dated 03/31/2022\*

\*AutoCAD and PDF versions of the drawings will be available to the successful A&E Team.

**- END -**