



**COLUMBIA GORGE**  
COMMUNITY COLLEGE

# Request for Qualifications

**Request for Qualifications:**

CGNSA Historic Building investigation  
Columbia Gorge Community College

**Issuing Date: 08/30/2024**

**Submission deadline: 09/18/2024, 2:00pm**

**Issuing Office:**

Facilities, Building 1  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, Oregon 97058

**RFQ questions/clarifications**

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503 310-1477

**Legal Advertisement**  
**Columbia Gorge Community College Request for Qualifications**  
**Historic Investigations**

**Proposals Due, 2:00pm 09/18/2024**, late proposals will not be accepted.

The Request for Qualifications package with minimum specifications and required proposal documents may be obtained at <https://www.cgcc.edu/purchasing/bid-announcements>.

Minority-owned, Women-owned, and Emerging Small Business enterprises are encouraged to submit qualifications in response to this solicitation and will be afforded full opportunity and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement. (ORS 279A.110)

The College Board of Education reserves the right to reject any and all proposals and to waive irregularities. The College may cancel the procurement or reject any or all proposals in accordance with ORS 279B.100 or if the College determines that doing so is in the public interest. Untimely or non-compliant proposals will be rejected.

There will be no pre-qualification required.

Proposals may be delivered via email to the following office:

Email Submission: [eric@sledshedconsulting.com](mailto:eric@sledshedconsulting.com)

## **A. Overview**

### **1. Introduction**

Columbia Gorge Community College (“COLLEGE” or “the COLLEGE”) is using this Request for Qualification (RFQ) to solicit respondents regarding Historical study for the Columbia Gorge Early Learning Center. The existing property is located largely in the Columbia Gorge National Scenic Area. The goal of the process is to identify from among those firms submitting Proposals (“Offerors”) a partner able to provide services related to evaluating and supporting the entitlement (approval) process of the subject property.

### **2. Project Background**

The College, Columbia Gorge ESD, and North Wasco School District are partnering to develop a new Early Learning Center in The Dalles at the former Chenoweth Middle School. This will be a primarily internal renovation and repair and replace effort to update and adapt the existing 1950’s era building to the new needs of the Early Learning Center program. Included in the renovation will be necessary upgrades to the building utility services and fire equipment access roadways the exterior of the building and required site modifications to provide accessible access to the building and programmatic outdoor activities. Project planning work is paid for by a Coronavirus State Fiscal Recovery Fund grant under the American Rescue Plan Act."

### **3. Scope of Services**

The scope of services is to include Historic research of the building and site to determine historical significance. The building was constructed over many years with a minimum 7 major construction efforts between 1954 and 1996. This effort is intended to document and research the building to support a submission for approval to Wasco County Planning/US Forest Service historical determination. We anticipate this will require a full Land Use application through Wasco County and the Columbia Gorge National Scenic Area.

### **4. Schedule**

Project work is to begin in September 2024. Preliminary studies and reports will be generated based on existing conditions and the Project Schematic Design. These documents will be completed for an early application for planning and Scenic Area submission in the third quarter of 2024. Contract will be negotiated based on the final determination of deliverables as a not to exceed with an hourly rate.

**B. RFQ Process**

**1. Schedule**

The tentative schedule for the RFQ process is as follows.

|  | Milestone                      | Date       |
|--|--------------------------------|------------|
|  | RFQ Release                    | 08/30/2024 |
|  | Qualifications Due             | 09/18/2024 |
|  | Target Effective Contract Date | 09/2024    |

**2. Qualifications**

The COLLEGE may appoint a Review Committee to evaluate and rank all qualifications received. The College is interested in qualified firms and individuals with demonstrated experience in Cultural determination and reports within the Columbia River Gorge National Scenic Area. Of particular interest are:

- 1. Historical survey of the existing building(s) on site.
- 2. Registration as required in the State of Oregon
- 3. Experience with working within the Columbia Gorge National Scenic Area, Wasco County and The Dalles.
- 4. Identify whom on our team carries the required qualifications of the work as required by the different parties providing comment and approval.

**3. Response Format Requirements**

Qualifications are limited to five (5) pages in length. Our effort to develop the Columbia Gorge Early Learning center is locally and community based in the Columbia Gorge. Submissions should be in an 8 ½” x 11” format with standard text no smaller than 11 point. The margins on each page should not be less than 1 inch and the line spacing should not be less than 1.1. Provide references of past recent projects not to exceed 5.

| <b>Written Evaluation Criteria – Proposal</b>   |                              |
|---|------------------------------|
| Cover Letter (Pass/Fail): The cover letter should indicate your understanding of the services to be performed and be signed by a person authorized to contractually bind your team to a contract with the College.  |                              |
| <p><b>A. Project team:</b></p> <p>I. Provide a description of the proposed Project team leads and any additional resources that will be involved throughout the research and reporting effort. Provide a paragraph narrative of each team member, their role, and their relevant experience as it relates to this Project.</p> <p>II. Report Approach: Provide a summary of what you anticipate is necessary and how you propose to complete that effort to support the Land Use application of the County.</p> | <b>Points Available: 25</b>  |
| <p><b>B. Schedule:</b></p> <p>I. The Project goal is to complete the Cultural reports of the project building and site to support a Land Use submission to Wasco County planning in early fall of 2024. Describe your ability to meet or not meet this schedule goal.</p> <p>II. Please include a discussion of anticipated milestones to support the completion of the reports.</p>  | <b>Points Available: 10</b>  |
| <b>E. Utilization of local resources:</b> Provide the information necessary to determine the proposer’s approach to incorporating and utilizing local resources throughout the research and report process.   | <b>Points Available: 15</b>  |
| <p><b>F. References:</b> Include a list of at least three clients and their contact information for services provided within the last five years that are most closely related to the scope of services listed in this RFQ.</p> <p>Note engagements that involved the key personnel to be assigned to this project.</p>   | <b>Points Available: P/F</b> |
|   | <b>Total Points: 50</b>      |

Provide one copy PDF e-mailed as noted on page 1. Proposals are due no later than the due date and time as set forth on page 1 of this RFP. It is the Proposer’s sole responsibility to ensure that its proposal is received, prior to the due date and time.

**4. Proposal Withdrawal**

A Proposal may be withdrawn in person with proper identification, or by issuing a written request on a company letterhead, signed by an authorized representative, and received by the College prior to the proposal due date and time.