



RFQ Open Date – September 12, 2018

RFQ Close Date – October 5, 2018

Request for Qualifications for Architectural Services for Cleveland County

Cleveland County Architecture Opportunity

INTRODUCTION

The Cleveland County, Oklahoma, Board of County Commissioners (“County”) is seeking Statements of Qualifications from experienced architectural firms to develop an innovative and visionary design for a Healthy Living Block, which will include indoor and outdoor multi-purpose program space and the relocated Cleveland County Farm Market, in downtown Norman, Oklahoma. The County is undertaking this project as Phase I implementation of its overall County complex Master Plan, whose goal is to create an iconic destination in Cleveland County which will also be a gateway to the rest of the community and connection between core Norman and Campus Corner. Cleveland County seeks an architectural design for the Healthy Living Block that captures the intent of the Master Plan – one that is welcoming to all residents of Cleveland County and encourages healthy living activities.

The selected architecture firm shall show or demonstrate extensive experience designing innovative, sustainable facilities; a collaborative spirit; an understanding of the client’s vision for the overall Master Plan and Healthy Living Block; and a commitment to the communities that the client and project serve.

Responding firms will be reviewed and selected based on their responses and the most qualified firms may be asked to provide a more detailed proposal for final architect selection. A CMaR for the Healthy Living Block has not yet been selected.

ADG is the County’s Program Manager and will be the initial and primary point of contact for all phases of the project. This includes, but is not limited to the following:

- Architect selection process
- CMaR selection process
- Contract negotiations
- All communications related to the project
- All communications between the design and CMaR team

Other opportunities for programming and/or construction, including additional phases of the Cleveland County Master Plan, may be considered by the County.

Master Plan

In November of 2017, the Cleveland County Board of Commissioners adopted the Cleveland County Master Plan after an extensive process led by EDSA. This innovative and visionary master plan for the county complex in downtown Norman includes an addition to the County courthouse office building complex, a parking garage, a Healthy Living Block, and beautification features throughout. The County chose to create a master plan to address space needs for County officials and their staff; provide adequate parking for staff and visitors; and to create an iconic destination in Cleveland County to be a gateway to the rest of the community. The Master Plan encourages community, walkability, sustainability, and invites residents from all over Cleveland County to interact with their county government.

PROJECT DATA

Scope of Work

The Healthy Living Block site in downtown Norman is comprised of the former Food and Shelter for Friends site and surface parking previously owned by First Baptist Church. The property is owned by the County and bound to the north by W. Comanche Street, to the east by James Garner Avenue, to the south by W. Eufala Street, and to the west by property owned by Copelin's Office Furniture and S. Santa Fe Avenue.

The Healthy Living Block is to the west of the majority of the County complex and is separated by railroad tracks, which run north/south through Norman. Norman is a designated BNSF and Amtrak quiet zone. There are currently no funds available to support a pedestrian bridge or other mechanism to bypass the railroad tracks. Additionally, Legacy Trail, a walking and biking path, runs alongside the railroad and should be considered in the Healthy Living Block design.

The architectural design for the Healthy Living Block should be innovative and create a destination for community members and visitors alike, with an emphasis on community cohesiveness, sustainability, and healthy place practices such as bike and pedestrian friendliness and green spaces. There is currently no LEED requirement.

The Cleveland County Master Plan proposes a total Healthy Living Block program area of 11,200 square feet, including indoor and outdoor (covered) space. Initial ideas included in the Master Plan show a main building with attached covered space, but this may change during the design process and the County now anticipates over 12,000 square feet of program area for the site.

Programming is part of the scope of architectural services; general programming discussions have been ongoing regarding the Healthy Living Block since the start of the master planning process. Proposed programs, services, and features could include, but are not limited to:

- A. Cleveland County Farm Market, minimum 100 indoor/outdoor vendor spaces
- B. Farm market loading and receiving space
- C. Multi-purpose program space, multiple rooms
- D. Demonstration kitchen(s)
- E. Kitchen storage, refrigerated storage, possibly available for rent
- F. Rentable space(s) for retail and food vendor(s)
- G. Main Healthy Living Block building, 1-2 stories, including indoor and outdoor/covered space
- H. Customer service point, if necessary
- I. Green roof
- J. Rooftop greenhouse
- K. Demonstration garden
- L. Indoor or covered children's play area

- M. Outdoor fitness equipment
- N. Food truck integration
- O. Shade areas for programming, eating, performances
- P. Restrooms
- Q. Healthy Living Block Administrative space
- R. Veteran's Coordinator office
- S. Parking
- T. Amphitheater/stage area

The selected architect for this project will be expected to work with a variety of stakeholders in order to gather input for a successful design. Each of the Commissioners may have specific input for the Healthy Living Block and the Board of County Commissioners at-large will require updates as the project progresses. Additionally, the Board of County Commissioners appointed a Master Plan steering committee and that committee may provide input or require updates of the Healthy Living Block project. Potential programming partners throughout the community should be interviewed to determine breadth of operational needs. Partners may include but are not limited to: the Cleveland County Health Department, Cleveland County Fairgrounds, The University of Oklahoma, The University of Oklahoma Innovation Hub, Norman Regional Health System, Cleveland County YMCA, Norman Public Library, and City of Norman.

Careful attention should be paid to the coordination of any and all utility and infrastructure design and/or relocation requirements. During the master planning process this issue was flagged as the top issue for stakeholders; thoughtful and thorough coordination will ensure the success of the Healthy Living Block. Collaboration with the City of Norman and other entities will be required and their input should be sought out throughout the design process.

Respondents to the RFQ should provide their analysis of the necessary tasks to accomplish the scope of work and a proposed schedule for the completion of the project.

Initial Budget Estimate

In September 2017, the Cleveland County Master Plan estimated an ROM construction budget range of \$2,520,000.00 to \$3,360,000.00. The County anticipates a total project budget range of \$5MM - \$7MM.

Anticipated Project Schedule

Below is a tentative schedule of key events. Ability to complete design as efficiently as possible is a factor for architect selection.

RFQ Due Date	October 5, 2018
Interviews (if required)	October 16-19, 2018
Selection	November 5, 2018
Contract Execution	November 25, 2018

SELECTION PROCESS

Qualifications Proposals shall provide the basic information necessary for the initial evaluation of each firm. Any or all firms submitting Qualifications Proposals may be asked to submit additional information.

A selection committee will review and rank each Proposal based on the strength of the response. The evaluation process may result in a short list of firms for interviews.

The Cleveland County Board of Commissioners will have final approval of the selected architecture firm and reserves the right of final approval of all contractors and sub-contractors of the selected firm.

Failure to submit an agreeable contract to the District Attorney's office within 20 days of selection will be basis to rescind the selection and the County reserves the right to make an alternate selection.

Content of Proposals

The criteria to be used as a basis for evaluating qualifications include:

- A. Experience – Consultant will be required to illustrate how similar projects were successful and provide relevant experience for all persons and sub-consultants who will be actively engaged in this project. Collaborations between national and local firms are encouraged. Consultants must provide examples of similar, relevant projects completed by their firm/team and provide at least one client reference for each project.
- B. Project Understanding and Approach – Consultant must demonstrate a thorough understanding of the project scope and develop an approach, methodology and task list consistent with the project scope.
- C. Schedule – Consultant must include a schedule for the completion of tasks needed to fulfill the scope of work. The Board of Commissioners may request the submission of additional information or clarification to assist in evaluation of the proposals.
- D. Creativity and Sustainability – Consultant must match the creativity, spirit, and vision of the County and its Master Plan. The resulting design should not only fulfill the healthy living requirements of the state and county health department monies but inspire healthy living through sustainable and engaging design.

In addition to the Proposal response criteria, please provide five relevant references who can attest to the quality of your work and list the projects associated with each reference. For each reference, please provide name, title, role during your work, the entity, related project name, location, email and phone.

Eight (8) hard copies and one digital copy on a flash drive must be submitted as a complete response.

Qualifications Proposals are due on October 5, 2018 by 4:00 p.m. CDT at the address below. Responses not received by this time shall not be considered.

ADG
920 W. Main
Oklahoma City, OK 73106

All proposals are to be sealed and clearly marked "Architect Qualifications Proposal – Attention: Cleveland County Program Manager".

This RFQ can be found online at Cleveland County's Official website, www.clevelandcountyyok.com - Purchasing Department Home Page - Bids. Cleveland County assumes no responsibility for failure to send the RFQ to all interested Architecture Firms.

Questions/Contact Persons

Questions concerning this Request for Qualifications may be directed by email to Leslie Tabor, ADG Program Management at ltabor@adgokc.com and Tony Terrell, Cleveland County Project Manager at tterrell@clevelandcountyyok.com. Please include "Cleveland County Architect" as the subject line.