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OREGON STATE UNIVERSITY

BEXELL HALL INTERIOR RENOVATION **GENERAL CONTRACTOR REQUEST FOR** **QUALIFICATIONS (RFQ_u)**

SOLICITATION #178122

CONTRACT ADMINISTRATOR: Oregon State University

Brooke Davison

Construction Contracts Officer

Phone: (541) 737-7342

FAX: (541) 737-4810

ISSUE DATE: October 19, 2015

SOLICITATION CLOSING (DUE) DATE: November 3, 2015 2:00 pm

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Capital Projects Contract Administration
Attention: Brooke Davison
Construction Contracts Officer
3015 SW Western Blvd.
Corvallis, OR 97333

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I. INTRODUCTION

Oregon State University (OSU or the **Owner**) is seeking “**Qualifications**” from general construction (**GC**) firms for the Bexell Hall Interior Renovation project described below (the **Project**).

All Respondents must be registered and licensed with the Oregon Construction Contractors Board prior to submitting Qualifications. Failure to be licensed may cause OSU to reject Qualifications as non-responsive.

If selected and awarded a contract, the GC firm will be a part of a construction team composed of OSU, the Architect and other Project consultants through the completion of the Project. The GC firm will be skilled in constructing, developing schedules, understanding construction methods and techniques, and coordinating construction processes. The GC will communicate the construction-related aspects of the Project to all team members throughout the construction phases. In addition, the GC will be familiar with the local labor and sub-contracting market.

II. PROJECT DESCRIPTION

Bexell Hall is a 58,491 square foot heavy timber post and beam building with a concrete reinforced first level and brick shell located on Campus Way in the heart of the OSU Corvallis campus. The building was completed in 1922 with only minor (partial sprinkler/alarms, plumbing, HVAC and electrical) upgrades since construction. The building will serve as the Deans Office and Academic Guidance Center for the College of Liberal Arts, and will also serve as the home for several Liberal Arts academic programs.

The project anticipates renovation of the interior spaces of the building including most surfaces and lighting as well as some interior reconfiguration. OSU also intends to update building fire & life safety systems, and accessibility systems as well as renovate the General Purpose Classrooms and rebuild the restroom to code.

Bexell Hall will be vacated during the Fall Term of 2015 and will be available for construction in early January 2016. Construction is expected to be complete by the end of August 2016. OSU will remove asbestos flooring and pipe insulation (that will be affected by the construction) before construction begins under a separate contract. The direct construction cost is expected to be between \$3,750,000 and \$4,000,000.

III. SELECTION PROCEDURE AND TIMETABLE

This Solicitation and the selection process will be conducted pursuant to the terms of this Solicitation and OSU Standard 580-063-0030, relating to the selection of contractors.

Beginning with responses to this Solicitation, the selection procedure will be used to evaluate the capabilities of interested GC firms to provide construction services to OSU for this Project. The responses to this Solicitation will be evaluated by the Selection Committee, which will be comprised of voting and non-voting representatives from OSU and the project Design Team. On the basis of this evaluation, not more than five (5) and no less than three (3) firms will be selected for final consideration and issued bid documents (an **Invitation to Bid**). OSU will issue

standard project documents (plans and specifications) as part of the Invitation to Bid. A lump sum bid based upon the project documents will be basis of award. A contract for construction services may be issued to the successful firm based upon their qualifications and lump sum bid.

Estimated timetable for Solicitation process:

November 3, 2015 @ 2:00 p.m. local time	Response submittal deadline
November 9, 2015	Short-list selection
November 13, 2015	Issuance of Invitation to Bid
November 19, 2015 @ 2:00 p.m. Pacific Time	Mandatory site visit and walk-through. Meet at main entrance to Bexell Hall, Oregon State University
December 3, 2015, @ 2:00 p.m. Pacific Time	Bid Closing

IV. INSTRUCTIONS TO RESPONDENTS

Your response must be contained in a document not to exceed fifteen (15) **single sided** pages, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the page limit and should be **appended to the end of your response**. No supplemental information to the 15 page response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the page limit.

Present information in the same order as the **following evaluation criteria**. Your response should follow the format outlined below. The response should be submitted in a **soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of **8 ½ x 11 inches** with no fold-outs except one fold out project schedule, if applicable (should not exceed 11 x 17 inches each). The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

Your response must be signed by an officer of your firm with the authority to commit the firm and contain contact information including email for communication purposes.

OSU may reject any submittal not in compliance with these instructions and all prescribed public bidding procedures and requirements, and may cancel this Solicitation or reject for good cause, all responses upon a finding by OSU that it is in the public interest to do so.

Please note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery. OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted submittals will not be accepted.

Responses received after the closing date and time will not be considered.

V. RESPONSE REQUIREMENTS/EVALUATION CRITERIA

The following questions constitute the evaluation criteria for the Selection Committee to score responses. Respond to each criterion in numerical order. For ease in scoring the responses, provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your firm's ability and desire to perform this work.

1) Experience

Describe your firm's recent (past 5 years) experience with similar renovation projects. Describe your firm's success in constructing projects with similar requirements. Identify which project(s) you feel to be the closest to this project in terms of size and complexity, and include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (Weight 25)

2) Key Personnel

Describe the positions you would identify as "key personnel" for this project and the amount of time they will be on site during the duration of the project. There will be a "key personnel" clause in the contract. Identify your proposed key personnel and their specific experience with renovations of similar nature, using specific examples and include their role and responsibilities in the project. Describe their success in constructing projects with similar requirements and schedules. Identify which project(s) you feel to be the closest to this project in terms of size and complexity and their specific role in each project. (Weight 25)

3) Scheduling

Propose a rough schedule (no more than one page (fold out is optional), for this project. Assume a January 15, 2016 construction start date. Ideally construction will be completed no later than August 30, 2016. Propose a different construction completion date if you feel that an August 30, 2016 completion date is not feasible. Demobilization may occur after this date. Address how you will phase the work. (i.e.: will you be working on all wings at the same time or will you be working your way around the building). (Weight 25)

4) Proposed Site Coordination

Describe your firm's approach to the management and administration of on-site construction activities. Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise and other related factors. Demonstrate an understanding of the University's need to maintain work areas and to continue to use adjacent buildings, streets and parking areas concurrent with construction activity. Identify construction activity required to maintain safe user access to continued operation of the adjacent spaces (Weight 20).

5) Management Techniques

Parts of the building will be occupied during construction. Address your firm's planning, scheduling, phasing, and project monitoring skills and processes as it pertains to this Project. This Project may include Owner-furnished materials. Describe each key person's

experience with coordination of construction schedules and Owner-furnished material delivery deadlines. (Weight 25)

6) Workforce Diversity Plan

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your firm's current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful bidder shall perform the Work and the Contract with respect to diversity according to the means and methods described in the workforce plan described in the response, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight 20)

7) References

In addition, please provide the names, addresses and phone numbers of three client project owners to be used as references for this Project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. OSU may check with these references and/or may check with other references associated with past work of your firm. (Weight 0)

VI. RESPONSE EVALUATION

OSU will utilize this Solicitation process to obtain information to enable selection of the most qualified bidders through evaluation of:

- a. The Respondents' responses to questions contained in this document; and
- b. The results of discussions with the Proposers' references and others.

Each criterion has been assigned a weight between 0 and 25. Each member of the evaluation committee will rate each firm in each criterion between 0 and 5 (five being the highest), and multiply that number by the weight assigned to the criterion. The evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

This Solicitation also requires reference information for your firm. OSU will utilize this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other criteria and in the final ranking.

After all of the response evaluations are completed, the evaluation committee will select the short-listed firms by ranking the Respondents based on all information received, presented, found and heard.

VII. FINANCIAL RESPONSIBILITY

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed response shall constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU shall notify the firms, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information; etc. Failure to promptly provide this information shall result in rejection of the submission.

OSU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for response rejection.

VIII. SUBMISSION

Submit five (5) copies of your written response, **along with an electronic version on a thumb drive**, to be received by the closing date and time listed in this document to:

Brooke Davison
Capital Projects Contract Administration
Oregon State University
3015 SW Western Blvd.
Corvallis OR 97333

Telephone, facsimile, or electronically transmitted submittals will not be accepted.

Responses received after the closing date and time will not be considered.

IX. QUESTIONS

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing to the address listed in Section VIII, fax to 541-737-4810, or email to Brooke Davison at brooke.davison@oregonstate.edu no later than Friday October 23, 2015 at 5pm local time. If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions for formal clarification.

X. SOLICITATION PROTESTS

Respondents may submit a written request for change or protest of particular Solicitation provisions

and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to Debera Massahos at the address, email or fax listed in this document. Such requests for change and protests shall be received no later than 5:00 p.m., October 26, 2015. Such requests for change and protests shall include the reasons for the request and any proposed changes to this Solicitation provisions and specifications and contract terms and conditions. OSU reserves the right to reject requests for changes to contract terms and conditions in its sole and absolute discretion.

XI. CHANGE OR MODIFICATION

Any change or modification to the specifications or the procurement process will be in the form of an addendum to this Solicitation and will be made available to all firms by publication on the OSU Business and Bid Opportunities (<http://bid.oregonstate.edu/>) web site. It is the responsibility of each firm to visit the website and download any addendums to this Solicitation. Failure to do so may render the firm's submission non-responsive. No information received in any manner different than as described herein shall serve to change this Solicitation in any way, regardless of the source of the information.

XII. SELECTION PROTESTS

Any respondent to this Solicitation who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have five days after notification of that selection to submit a written protest of the selection to Debera Massahos, Capital Projects Contract Administration, at 3015 SW Western Blvd., Corvallis, OR 97333. Any such protests must be received by Ms. Massahos no later than 5 days after the selection has been made.

XIII. PROPRIETARY INFORMATION

OSU shall retain this Solicitation and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each trade secret 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". Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

XIV. ADDITIONAL REQUIREMENTS

Pursuant to OSU Standard 580-061-0030, by submitting a response, the respondent certifies that the respondent has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OSU Standard 580-061-0040, respondents are hereby notified that policies applicable to contractors have been adopted by OSU that prohibit sexual harassment and that respondents and their employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community.

END OF SOLICITATION