

# **OREGON STATE UNIVERSITY**

## **REQUEST FOR PROPOSALS**

**(#179432)**

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### **CAMPUS ROOF REPLACEMENT 2016 DESIGN**

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**CONTRACT ADMINISTRATOR: Oregon State University**

*Brooke Davison*

*Construction Contracts Officer*

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Email: Brooke.Davison@oregonstate.edu

ISSUE DATE: October 26, 2015

RFP CLOSING (DUE) DATE: November 10, 2015, 2:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

### **SUBMITTAL LOCATION**

Oregon State University  
Capital Planning & Development  
Attention: Brooke Davison  
Construction Contracts Officer  
3015 SW Western Blvd.  
Corvallis OR 97331

Introduction:

Oregon State University (OSU) office of Capital Planning and Development is seeking to replace several existing building roofs on the OSU Corvallis campus to maintain and improve the functionality, longevity, and safety of the building envelopes, structures, and rooftop equipment. OSU is requesting proposals for comprehensive design services that will help OSU meet the varying goals for each roof identified.

Project Description:

The qualified proposer will provide design services for six building roofs of different age, deterioration level, and location on campus as described below and at locations marked on the maps attached to this RFP.

**The qualified proposer should demonstrate their capacity to conduct multiple roof designs simultaneously in order to deliver multiple projects ready for construction in the summer of 2016.**

Buildings to receive reroofing design:

Oak Creek Building

Bates Hall

Agriculture and Life Sciences (ALS) Building

Burt Hall North

Snell High Rise

Cordley Hall

For the reroofing design services, the qualified proposer shall be capable of providing schematic design, design development, construction documents, and construction administration as requested by OSU and would provide all plan sheets necessary to permit and construct the roofs to all applicable local and state building codes. At a minimum, this would include: architectural layout, site management, construction notes, and details; structural sheets as required; mechanical layout, schedules, and details; and electrical layout, schedules, and details.

The designer shall be familiar with the City of Corvallis Historical Resources Commission requirements and consider potential design implications into project cost and schedule. The design team will minimize the impact to historic resources and help facilitate OSU's application and approval of roof design.

The qualified proposer shall be capable of assessing existing roof conditions and provide the necessary design and construction administration to address existing issues and provide the appropriate type of new roof construction to meet the building's needs for today and the foreseeable future. The designer would take their design through city permitting and address and respond to both city plan review and OSU plan review comments.

Throughout the design process for all roofs, the selected firm will provide progress cost estimates and make recommendations to OSU toward optimizing service life while minimizing construction and maintenance costs. Some considerations affecting cost and design decisions that must be considered for all roofs include but are not limited to:

- State and local building codes and associated permitting
- Life safety, fire protection, and security considerations
- Mechanical and electrical equipment access and maintenance

- OSU Construction Standards
- Structural components and modifications
- Accommodating building occupants during construction
- Site implications for staging, parking, and building users

Tentative Design Schedule (subject to change):

To be negotiated with OSU. Roofs may be packaged for most economical and practical execution to be determined. Construction of roof projects will begin summer of 2016.

Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and OSU Standard 580-063-0025, relating to the selection and retention of professional consultants on the OSU Retainer program. Proposer must have a current Master Retainer Contract for Professional Consulting Services with Oregon State University at the time of proposal submission.

Compensation:

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: programming/preliminary design, pre-design/schematic design, design development, construction documents, bidding, and contract administration/services during construction.

Response Requirements/Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in the parentheses at the end of each statement below.

1. Provide a brief description of your firm. Include an organizational chart. List the projects your firm is currently contracted for and at what stage you are in terms of completion. (10)
2. Experience with similar or comparable projects during the past five years. Describe the function(s) i.e. master planning, programming, design, etc. performed by your firm. Include references for each of the projects. (15)
3. Experience working with higher education institutions. (10)
4. Identify the personnel in your firm who would be assigned to the project, their specific roles in this project, and their previous experience in those roles. Also identify the consultants you propose to team with, if any, their proposed key personnel, and give brief descriptions of their experience and expertise. Provide contact information (including email) for each identified key person. (25)
5. Indicate your firm’s project management strategies for this project. Describe your firm’s communication style. (10)
6. Provide a proposed work plan and schedule for accomplishing the multiple projects that is achievable by your firm’s staffing availability. (20)

7. Confirm the availability of the team members to work on multiple roof designs simultaneously for the duration of the project. (10)

8. 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 the Proposer'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 Proposer shall perform the Work and the Contract with respect to diversity according to the means and methods described in Proposer's workforce plan described in the Proposal, 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)

9. In addition, please provide the names, addresses and phone numbers of three owners, three architects, and three contractors 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. (0)

Selection Procedure and Timetable:

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

October 26, 2015	Issue RFP
November 10, 2015, 2:00 PM Pacific Time	RFP response due
November 18, 2015	Tentative Selection/Notification

Evaluation Process:

This Request for Proposals (RFP) is a one-step process to select a consulting team for this Project. The selection committee will score each submittal on the basis of responses to the evaluation categories. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories.

Each of the evaluation criteria has been assigned a weight between 0 and 25. Each member of the evaluation committee will separately rank each proposal in each of the evaluation criteria

between 0 and 5, and multiply that number by the weight assigned to the evaluation criteria. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain a total score for each proposal.

The evaluation committee will meet and compare the individual evaluation committee member rankings. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The committee reserves the option, but is not obligated, to conduct interviews with the three highest ranked firms. After all of the committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer by ranking the proposals based on all information received, presented, found and heard. OSU will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract, based on the sample Supplement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked proposer, etc.

Responsibility Evaluation:

OSU will investigate each proposer's responsibility in accordance with the requirements of Division 61 of OSU Standard 580, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of a contract. Submission of a signed proposal constitutes the proposer's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information:

OSU will notify proposers, in writing, of any financial documentation required, which may include 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.

OSU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the proposal nonresponsive. Failure of a proposer to demonstrate responsibility will render it non-responsible and constitute grounds for proposal rejection.

Submission:

Submit **Four (4)** copies of your written proposal, **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 97331**

Your proposal must be contained in a document **not to exceed fifteen (15) single sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the

review of the proposer's response. Resumes of key individuals proposed to be involved in this project are exempted from the 15-page limit and should be **appended to the end of your response**. No supplemental information to the 15 page proposal 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 15 page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The proposal 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. The basic text information of the proposal should be presented in standard business font size, and reasonable (we prefer one inch) margins.

**Your proposal 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 proposal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause all proposals upon a finding by OSU that it is in the public interest to do so.

Please note that OSU will not accept proposals or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

**Telephone, facsimile, or electronically transmitted proposals will not be accepted.**

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

Questions:

All questions and contacts with the University regarding any information in this RFP must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in this document, and must be received no later than November 2, 2015 at 5pm Pacific Time.

Solicitation Protests:

You may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications or terms that you believe limits competition) to Debera Massahos at the address, or fax listed in this document or via email to [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu). Requests and protests must be received no later than 10:00 a.m. Pacific Time, October 29, 2015. Requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms by publication on the OSU Bid and Business Opportunities web site. It is the responsibility of each firm to visit the website

and download any addenda to this RFP. Failure to do so may render the firm's submission non-responsive. No information published in any other manner will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

Selection Protests:

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to Debera Massahos at [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu) within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the notification of selection has been made in order to be considered. The selection decision notification will be made by Ms. Massahos via email.

Proprietary Information:

OSU will retain this RFP and one copy of each original proposal 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 will be open to public inspection after OSU has announced an Apparent Successful Proposer or all proposals have been rejected. If a proposal contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each trade secret with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must 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 proposal 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 proposal, material designated as confidential must accompany the proposal, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any proposal marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

Project Termination:

OSU is seeking to award a consultant's agreement to an architectural firm for the Project; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

Additional Requirements:

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

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

Insurance Provisions:

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the attached OSU Retainer Supplement.

Enclosures:

Map of building locations  
OSU Sample Retainer Supplement

End of RFP