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# **OREGON STATE UNIVERSITY**

## **REQUEST FOR QUALIFICATIONS**

### **RFQ # 181908**

Master Contract for Construction Related Services  
Outside Plant Pathways and Cabling for Information Services

**CONTRACT ADMINISTRATOR: Oregon State University**

Brooke Davison

Construction Contract Administration

Phone: (541) 737-7342

FAX: (541) 737-5546

ISSUE DATE: April 13, 2016

RFQ CLOSING (DUE) DATE: April 27, 2016, 10:00 AM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

**SUBMITTAL LOCATION**

Oregon State University

Construction Contract Administration

Attention: Brooke Davison

644 SW 13<sup>th</sup> Street

Corvallis OR 97333

Introduction:

Oregon State University seeks qualifications from firms to provide construction related services for Information Services (“IS”). IS is responsible for the long term and short term planning, operations and renewal of work located at Corvallis, Bend and Newport facilities that would be supported by the contemplated contract.

Description of Services Sought:

The successful respondents will agree to provide construction related services for IS in support of construction activities on the Corvallis, Bend and Newport campuses of Oregon State University facilities for underground conduit, communication vaults, communication hand-holes, trenching and backfill of both natural soil and paved surfaces. Work also consists of providing and installing outdoor rated copper and fiber optic cabling and associated splices accordance with Oregon State University’s Division 27 Master Specification for Information Transport Systems and Spaces. In addition, confined space and traffic control are also part of this work. Services shall include coordination with the project manager from IS in charge of the project.

IS seeks no more than three (3) contracting partners, each with a Master Contract, to assist in the delivery of an estimated \$3 to \$4 million of total investments over the next three (3) years in facility upgrades and renewal for IS facilities. Until a Master Contract is amended, there is no guarantee or promise of work. After the initial amendment, a Master Contract may be subsequently amended to include additional, anticipated work as described below. These investments are intended to modernize IS facilities and reduce operating costs, and support the technology reflective of current OSU and national trends. Once the successful respondents are identified and Master Contracts have been issued, IS may, in its discretion, select between the contractors to perform units of work based on IS needs and will consider a variety of factors including schedule and cost considerations in making its selection.

The type of work anticipated by IS under the contemplated contract may include, but are not limited to, the following:

- Installation of underground conduit, communication vaults, communication hand-holes, Copper cabling, fiber optic cabling
- Confined space entry
- Traffic Control
- Copper and Fiber Optic splicing, testing and labeling
- Trenching and backfill
- Saw cutting and patching of paved surfaces
- Potholing

- Adherence to Oregon State University's Div. 27 Master Specification for Information Transport Systems and Spaces dated 5/1/2014

For each unit of work, the successful respondent(s) will:

- Meet with IS staff to understand size, schedule and budget of each unit of work, and provide estimates and schedules prior to commencing work.
- Maintain the project schedule and communicate directly with the IS project manager.
- Conduct a weekly walkthrough with the IS project manager.
- Project costs shall not include:
  - Parking
  - Travel expenses for individuals traveling to the jobsite

Prevailing Wages:

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFQ:

The Contractor and all sub-contractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates. This RFQ and the resulting Contract(s) are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- [April 1, 2016 PWR Apprenticeship Rates](#)
- [April 1, 2016 PWR Amendments](#)
- [January 1, 2016 Prevailing Wage Rates for Public Works Contracts in Oregon](#)
- [January 1, 2016 Definitions of Covered Occupations for Public Works Contracts in Oregon](#)

These BOLI wage rates are available on line at:

**[http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml)**

Prior to execution of a Contract, the Contractor shall file with the Construction Contractor's Board, and maintain in full force and effect, the separate public works bond required by Oregon Laws 2005, Chapter 350 and OAR 839-025-015, unless otherwise exempt under those provisions. The Contractor shall also include in every subcontract a provision requiring the Sub-Contractor to have a public works bond filed with the Construction Contractor's Board before starting services, unless otherwise exempt, and shall verify that the Sub-Contractor has filed a public works bond before permitting any Sub-Contractor performing services to start Work.

Selection Process:

This RFQ and the selection process will be conducted pursuant to the terms of this RFQ and the Oregon State University Standard 580-063-0030, relating to the selection and retention of contractors for construction related services for IS.

Compensation:

Compensation will be based on a total “not-to-exceed” amount for services at the time services are requested. OSU may select more than one firm to provide services and respondents are advised that OSU will not guarantee that any work or any specific volume of work will be awarded to a successful respondent.

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. Firm Background.

Provide a brief description of your firm, your firm’s history and your firm’s business philosophy including the fundamentals that you believe have been key to your success. Include an organizational chart or a description of your business model; describe your experience and your current long term contracts. Indicate the size of your company, including ownership, laborers on full time staff, laborers on part time staff, and administrative personnel. (Weight: 10)

2. Key Personnel.

Identify the personnel in your firm that you propose to assign to IS work. Provide concise descriptions of their experience that you believe will be relevant to IS work. . Use specific examples, including the role of your key proposed personnel on past projects and explain their responsibilities on IS work. Indicate each key person’s knowledge of local subcontractors and suppliers, or how they would go about obtaining that knowledge. Include your proposed management organization chart for IS work. (Weight: 20)

3. Cost Control/Risk Management Methods.

Describe your proposed methodology and experience with preconstruction services, including value engineering, cost planning, constructability analysis, and cost and constructability risk management and risk mitigation evaluations/analyses. Describe in detail how your firm will manage and communicate ongoing regular construction costs and budget status with IS project management staff and its design professionals. Provide a description of your processes for managing changes in construction, including your proposed methods that will mitigate construction change orders and construction claims. (Weight: 20)

4. Project Management.

Provide a proposed response time required for a typical unit of work, including how much notification your firm will need prior to start up and how much coordination time will be required by your firm prior to start up for each unit of work. Describe your experience with projects with aggressive schedules and your capabilities to perform the

services sought. Describe how you will ensure that IS work will be completed safely, on schedule and within the amendment budget, given the high quality of work expected by OSU. (Weight: 30)

5. Workforce Diversity Plan.

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for your firm and a description of your firm'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 current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting 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 respondent shall perform the work and the contract with respect to diversity according to the means and methods described in its 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: 10)

6. References.

Provide the names, addresses and phone numbers of at least five (5) 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. OSU will evaluate 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 any other reference checks will be assessed in determining the final ranking of responses. (Weight: 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.

April 13, 2016	Issue RFQ
April 27, 2016 10:00 AM Pacific Time	RFQ response due
April 28, 2016	Estimated Notice of Intent to Award ( <i>if Interviews are NOT required</i> )

April 28, 2016	Notification of finalists ( <i>If Interviews are required</i> )
May 9, 2016	Telephonic Interviews with finalists ( <i>if required</i> )
May 11, 2016	Estimated Notice of Intent to Award ( <i>if Interviews are required</i> )

Evaluation Process:

This RFQ may use a two-step process to select no more than three (3) firms to provide construction related services for IS. The first step includes evaluation of written qualifications submitted in response to this RFQ. OSU reserves the right, but not the obligation, to invite firms to participate in the second step, a telephonic interview that is anticipated to be scheduled on **May 9, 2016, between 12:00PM and 3:00PM Pacific Time**. Please hold this date for tentative interview.

Each of the evaluation criteria has been assigned a weight of between 10 and 30. Each member of the evaluation committee will separately rank each response 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 response.

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 evaluation committee discussion will result in the consolidated ranking from which the finalists for interviews will be selected for step two of the process.

If interviews are required, they will include a 20-minute presentation period to allow the respondents to highlight their response as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate 20-minute Q&A session. OSU will use the information presented during the interview to further evaluate the respondent's qualifications and abilities and develop a tentative ranking. The evaluation committee may then check references and adjust the scores based on the results of reference checks to determine the final ranking of responses.

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Respondent(s) by ranking the responses based on all information received, presented, found and heard. OSU will then send out a Notice of Intent to Award. OSU anticipates it will then enter into a contract or contracts with a firm or firms to provide construction related services for IS on an as-needed basis.

Responsibility Evaluation:

OSU will investigate each respondent's responsibility in accordance with the requirements of Oregon State University Standard 580-061-0130, 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 response constitutes the respondent'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 respondents, 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 response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for response rejection.

Submission:

Submit **six (6)** 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  
Oregon State University  
**644 SW 13<sup>th</sup> Street**  
**Corvallis OR 97333**

Your response must be contained in a document **not to exceed seven (7) single sided pages (do not print on both sides)**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of the respondent's response. Resumes of key individuals proposed to be involved in this project are exempted from the 7-page limit and may be **appended to the end of your response**. No other supplemental information to the 7 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 7 page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The response should be submitted** with page size of 8 ½ x 11 inches with no fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer one inch) margins.

**The electronic response should be sized appropriately for transfer (under 8 MB).**



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

**The following certifications are required for all respondents.** Both certifications listed must accompany your response. Failure to provide these certifications with your response will render your response non-responsive.

1. Ortronics Certified Plus Installer (CIP)
2. Corning Optical Communications Network Preferred Installer (NPI).

OSU may reject any response not in compliance with 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 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 responses will not be accepted.**

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

**Questions:**

All questions and contacts with the University regarding any information in this RFQ must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in this document no later than April 20, 2016 at 5pm.

**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 electronically at [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu) or at 644 SW 13th Street, Corvallis OR 97331. Requests and protests must be received no later than 11:00 a.m., April 18, 2016. 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 RFQ and will be made available on the OSU Business and Bid Opportunities website. No information published in any other manner will serve to change the RFQ 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 RFQ 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 electronically at [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu) or at 644 SW 13th Street, Corvallis OR 97333 within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the Notice of Intent to Award has been posted in order to be considered. The Notice of Intent to Award will be posted to the OSU Business and Bid Opportunities website.

Proprietary Information:

OSU will retain this RFQ 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 will be open to public inspection after OSU has announced an Apparent Successful Respondent or all responses have been rejected. If a response 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 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 must accompany the response, 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 response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

Project Termination:

OSU reserves the right to terminate a project, the agreement, or both, at any time, upon thirty days' written notice.

Additional Requirements:

Pursuant to Oregon State University 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 Oregon State University Standard 580-061-0040, respondents are hereby notified that policies applicable to consultants and 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.

Insurance Provisions:

During the term of the resulting contract, the successful respondent 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 Master Contract for Construction Related Services for IS.

Enclosures:

OSU Master Contract for Construction Related Services for IS  
OSU General Conditions for Master Contract for Construction Related Services  
Oregon State University's Division 27 Master Specification for Information Transport Systems and Spaces (5/1/2014)

End of RFQ