

**IF YOU DOWNLOAD THE RFQ FROM THE WEBSITE, IT IS YOUR RESPONSIBILITY TO MONITOR THE WEBSITE FOR ANY ADDENDA OR ADDITIONAL INFORMATION ISSUED. FAILURE TO DO SO MAY CAUSE YOUR SUBMITTAL TO BE NON-RESPONSIVE.**

**OREGON STATE UNIVERSITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**#184376**

**Oregon State University Whyte Track and Field Complex  
Phase 2A**

**CONTRACT ADMINISTRATOR:**

**Oregon State University**

**Brooke Davison**

**Construction Contracts Officer**

**Brooke.Davison@oregonstate.edu**

ISSUE DATE: August 23, 2016

RFQ CLOSING (DUE) DATE: September 13, 2016 2pm

**NO LATE RESPONSES WILL BE ACCEPTED**

**SUBMITTAL LOCATION**

Oregon State University

Procurement, Contracts & Materials Management

Construction Contract Administration

Attention: Brooke Davison

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

Corvallis, OR 97333

**RFQ Response due September 13, 2016 2pm**

## TABLE OF CONTENTS

- I. INTRODUCTION
- II. PROJECT DESCRIPTION
- III. DESIGN TEAM
- IV. BUDGET
- V. SELECTION PROCEDURE AND TIMETABLE
- VI. INSTRUCTIONS TO RESPONDENTS
- VII. RESPONSE REQUIREMENTS/EVALUATION CRITERIA
- VIII. RESPONSE EVALUATION
- IX. FINANCIAL RESPONSIBILITY
- X. SUBMISSION
- XI. QUESTIONS
- XII. SOLICITATION PROTESTS
- XIII. CHANGE OR MODIFICATION
- XIV. SELECTION PROTESTS
- XV. PROPRIETARY INFORMATION
- XVI. PROJECT TERMINATION
- XVII. CERTIFICATION OF NON DISCRIMINATION
- XVIII. ENCLOSURES

## I. INTRODUCTION

Oregon State University (“OSU” or the “Owner”) is seeking “Qualifications” from construction firms for the Whyte Track and Field Complex Phase 2A Project (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.

When selected, the contractor will be a part of a construction team composed of OSU, its architect and other project consultants through the completion of the Project. The contractor will be skilled in constructing, developing schedules, understanding construction methods and techniques, coordinating construction processes, and managing construction activity. The contractor will communicate the construction-related aspects of the Project to all team members throughout the construction phases. In addition, the contractor will be familiar with the local labor and sub-contracting market.

OSU intends to issue a (lump-sum) construction contract to the selected contractor for the Project. Project scope and construction documents will be provided by OSU to short-listed contractors for the preparation of bids in the second stage of the selection process. During the second stage, the short-listed bidder with lowest accepted, responsive, responsible bid will be selected for the Project.

The attached sample contract contains contract terms and conditions applicable to the work, and will form the basis of the contract.

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

The contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This RFQ and the resulting Contracts are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- July 1, 2016 PWR Apprenticeship Rates
- July 1, 2016 PWR Amendments
- August 9, 2016 Corrections to Prevailing Wages
- July 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)**

All respondents shall be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting responses, unless exempt under ORS 279C.836 (4), (7), (8), or (9). Failure to be licensed and have the bond in place will be sufficient cause to reject responses as non-responsive. All

**RFQ Response due September 13, 2016 2pm**

subcontractors subsequently hired by selected contractor must also be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to any work on the project, unless exempt under ORS 279C.836 (4), (7), (8), or (9). OSU will require the successful contractor to comply with OSU Standards, policies, rules and procedures requiring good faith efforts in subcontracting with emerging small businesses, and minority and women owned businesses in the Project.

Compensation shall be based upon a lump sum amount, as set forth in the sample contract attached to this RFQ.

The sample contract may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU. OSU will use the July 1, 2014 OSU General Conditions for Public Improvement Contracts (the "**OSU General Conditions**") as the basis for the final agreements. The OSU General Conditions, and the Supplemental General Conditions attached to this RFQ, shall apply to the work of all subcontractors and to the work of the general contractor to the extent that they do not conflict with the contracts.

## **II. PROJECT DESCRIPTION**

The Whyte Track and Field Phase 2A work will include upgrades and renovations to the north half of the existing facility and grounds. Events anticipated to be supported by this project will be the Hammer Throw, Javelin, and Pole Vault areas. There will be a TV truck parking area and associated AV and power enclosures. A new spectator plaza, with benches and concrete walks is also included. A new Daktronics scoreboard, foundation, and AV/power connections is part of this phase as well. See Exhibit E for items included in this phase (outlined in Red).

OSU reserves the right, but not the obligation, to award all work anticipated under this RFQ to the selected contractor. OSU intends to issue a contract for the work to the selected general contractor.

## **III. DESIGN TEAM**

DLR Group Architecture & Planning, Inc. has been selected as the project Architect. The sub-consultant A/E team consists of Cameron McCarthy/Gilbert Scheibe, Balzhiser & Hubbard Engineers, Architectural Cost Consultants, KPFF Consulting Engineers, PAE Engineers, and Stantec (Sparling). The construction documents for the entirety of Phase 2 is complete, and is being currently repackaged to only include the portion of work for Phase 2A. Future phases for the Whyte Track and Field Complex are not contemplated by this RFQ.

## **IV. BUDGET**

The construction budget for the components of this project is currently estimated to be between \$1.3M and \$1.75M. This budget shall include all materials and labor costs, escalation, the contractor's fee, general conditions costs, limited reimbursable expenses, payment and performance bonds and the contractor's contingency.

## V. SELECTION PROCEDURE AND TIMETABLE

Beginning with responses to this RFQ, the following selection procedure will be used to evaluate the capabilities of interested firms to provide construction services to OSU for this Project. The responses to this RFQ will be evaluated by the Selection Committee, which will be comprised of voting and possibly non-voting representatives from OSU. On the basis of this evaluation, not more than four (4), firms will be selected for final consideration and issued bid documents. 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 will be issued to the successful firm based upon their lump sum bid.

Oregon State University's Office of Construction Contract Administration will make the award and present the agreement to the selected firm for its signature.

Selection timetable is approximately as follows:

August 23, 2016	Issue RFQ
September 11, 2016, 2:00 PM Pacific Time	Response submittal deadline (to OSU)
September 20, 2016	Short-list selection
September 21, 2016	Issuance of Invitation to Bid
September 23, 2016, 11:00 AM Pacific Time	Mandatory site visit Meet at Track west entrance
October 11, 2016, 2:00 PM Pacific Time	Bid Closing
October 12, 2016	Estimated Notice of Intent to Award
October 26, 2016	Estimated Contract execution

## VI. INSTRUCTIONS TO RESPONDENTS

Your response should be contained in a document not to exceed **Ten (10) single sided pages** (do not print double sided) including pictures, charts, graphs, tables and text you deem appropriate to be part OSU's review of your response. Resumes of key individuals proposed to be involved in this Project are exempted from the 10-page limit and should be appended to the end of your response. No supplemental information to the 10-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 dividers will not be counted in the 10-page limit.

Information should be presented in the same order as the following evaluation criteria. Your response should follow the format outlined below **and be signed by an officer of your firm with the authority to commit the firm. *Make sure to include contact information including email for communication purposes.*** The response should be submitted in a soft-bound (no three-ring binders) format with page size of 8 ½ x 11 inches. No fold-outs other than *one fold out Project schedule* (not to exceed 11 x 17 inches each) should be included. The basic text information of the response should be presented in standard business font size, and reasonable (no less than one-inch) margins.

OSU may reject any submittal not in compliance with all applicable OSU bidding procedures and  
**RFQ Response due September 13, 2016 2pm**

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.

## **VII. RESPONSE REQUIREMENTS/EVALUATION CRITERIA**

The following questions constitute the evaluation criteria for the selection committee to score responses. Please respond to each criterion in numerical order. For ease in scoring the responses, please 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. 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 your firm's business management organizational chart (as distinguished from a proposed organizational chart specific to this Project). List the major projects (>\$5M) currently under contract with your firm, your personnel for those projects if the personnel are also proposed for this Project, and the stage of completion for those projects if they include firm personnel proposed for this Project. (Weight 5)

### **2. Key Personnel**

Identify the personnel in your firm assigned to this Project. Provide concise descriptions of their experience that you believe will be relevant to this Project. Use specific examples, including the role of your key proposed personnel on past projects and explain their responsibilities for this Project. Describe each key person's knowledge of regional/local subcontractors/material suppliers specific to athletics track and field facilities and civil/site construction, and how this knowledge will be beneficial to OSU and this Project. For all proposed personnel, identify the length of their employment with your firm, their responsibilities proposed for this Project, and their primary office location during the construction phase of the Project. Indicate the percentage of individual personnel time commitment for this Project during the preconstruction and construction phases. Include your proposed management organization chart for the Project. (Weight: 20)

### **3. Specific Project Experience**

Please discuss your teams experience with athletic track and field facilities, site improvement, and utility work. Identify your firm's experience working on projects that are affected by weather elements experienced during November to April in Oregon. (Weight: 25)

**4. Schedule**

This project has a hard deadline that cannot be adjusted. OSU has committed to schedule NCAA events that will utilize these new facilities in the late spring of 2017. Describe your firm's methodology and experience with compressed schedules. Also, demonstrate how your firm would schedule this project so that OSU meets a Substantial Completion deadline of April 15, 2017. Assume 10-15 activities (total) with a construction start date of November 1, 2016, understanding most of this work will occur during the wet Oregon months. (Weight: 25)

**5. Project Management**

Adverse weather factors will be a challenge on this project. How will you manage subcontractors to ensure a smooth schedule, with minimal disruptions due to inclement weather? Proper sequencing and keeping a productive workforce on site will be key to completing on time. What project management tools will your firm utilize to achieve proper sequencing and a productive workforce?

Quality assurance/quality control will also be key to a successful project. The NCAA has strict tolerances for all track and field activities; OSU expects a highly accurate finished product as it relates to the design details. What tools and philosophy will you use to keep the project moving forward?

Describe your firm's approach to the management and administration of on-site construction activities for this Project. How will your team ensure an on-time, on-budget project, with the QA/QC needed for a polished finished product. (Weight: 30)

**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 your firm and a description of your nondiscrimination practices. Provide historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years.

Provide a narrative description of your 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 contractor will perform the Work 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: 10)

**7. Safety**

Provide the following safety information relative to Oregon or Pacific Northwest work

experience. If you are a division of a larger corporation doing business outside the Pacific Northwest, your response should reflect only Pacific Northwest or Oregon experience.

- a) Experience Modification Rate (EMR) for each of the last five years.
- b) Lost Time and Recordable Incident Rates for each of the last five years.
- c) OSHA fines for each of the last five years (including any fines initially imposed, but later rescinded). Include a brief summary and amount of each fine.
- d) Your corporate safety philosophy and approach including a description of how this philosophy is implemented from senior management to all building trades workers. (Weight: 10)

## 8. References

Provide current contact information for references for each of the key personnel you propose for this project. The references should represent at least one of each of the following: owners and subcontractors. These references should relate to projects of a size, scope and/or complexity comparable to this project. The references identified should have had direct contact with your team member. Please do not include OSU personnel as references.

OSU may check with these references or other references associated with past work of your firm. (Weight: 0)

## VIII. RESPONSE EVALUATION

This Request for Qualifications (RFQ) is the first step in a two-step process in the selection of a contractor 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. On the basis of this evaluation, the selection committee will limit the field of finalists to not more than four (4), firms to be selected to participate in the Invitation to Bid.

OSU will utilize this RFQ 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 respondents' references and others.

Each criterion in the first step of the evaluation process has been assigned a weight between 0 and 30. 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.

The RFQ 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

**RFQ Response due September 13, 2016 2pm**

utilized in evaluating and scoring in the other criteria and in the final ranking.

#### **IX. 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 will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will 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. Failure to promptly provide this information may 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 may render it non-responsible and constitute grounds for response rejection.

#### **X. 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  
Procurement, Contracts and Materials Management  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis OR 97333

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

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

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

#### **XI. QUESTIONS**

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing or email to Brooke Davison at the address or email listed in Section X no later than 4:00 PM September 7, 2016. If you are unclear about any information contained in this document or its exhibits (Project, scope, response format, agreement terms, etc.), you are urged to submit those questions for formal clarification.

**RFQ Response due September 13, 2016 2pm**

## **XII. 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 listed in Section X of this document or via email (Debera.Massahos@oregonstate.edu). Such requests for change and protests shall be received no later than 3:00 p.m., August 29, 2016. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

## **XIII. 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 to all firms by publication on the OSU procurement web site (bid.oregonstate.edu). It is the responsibility of each firm to visit the website and download any addenda to this RFQ. No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

## **XIV. SELECTION PROTESTS**

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent will have three business days after notification of that selection to submit a written protest of the selection to Debera Massahos, at 644 SW 13<sup>th</sup> Ave., Corvallis, OR 97333. Any such protests must be received by the Ms. Massahos no later than three business days after the selection has been made.

## **XV. 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 shall be open to public inspection after OSU has announced its intent to award a contract. If a response contains any information that is considered 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 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,

**RFQ Response due September 13, 2016 2pm**

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.

**XVI. PROJECT TERMINATION**

OSU is seeking to award a contract to a general contractor for all of the work described in this RFQ; however, OSU reserves the right to terminate the project or any contemplated unit of work or any or all contracts during any phase in the project.

**XVII. CERTIFICATION OF NONDISCRIMINATION**

By submission of the response, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of general contractor that general contractor, as part of its response, has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

**XVIII. ENCLOSURES**

Sample Public Improvement Contract  
Exhibit A – OSU General Conditions  
Exhibit B – Supplemental General Conditions  
Exhibit C - Sample Performance Bond  
Exhibit D - Sample Payment Bond  
Exhibit E – Drawing L2.0 with delineation of project scope.

END OF RFQ