



## Attention Design Firms

**If you are downloading the RFQ from the website, continue to monitor the website for addenda. Failure to incorporate any addenda into your submittal may cause your submittal to be considered non-responsive.**

**Thank you.**

# OREGON STATE UNIVERSITY

## REQUEST FOR QUALIFICATIONS #184622

### **Memorial Union Rotunda Accessibility Design**

ISSUE DATE: September 22, 2016

RFQ CLOSING (DUE) DATE: October 12, 2016 3:00 p.m. Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

***This RFQ is only open to those firms with a current Oregon State University (OSU)  
Retainer Contract for Professional Services.***

#### **CONTRACT ADMINISTRATOR:**

Brooke Davison  
Construction Contract Officer  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> St.  
Corvallis, OR 97333  
Phone: (541) 737-7342  
FAX: (541) 737-5546  
Email: [brooke.davison@oregonstate.edu](mailto:brooke.davison@oregonstate.edu)

#### **SOLICITATION / SELECTION PROTESTS:**

Debera Massahos  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> St.  
Corvallis, OR 97333  
Phone: (541) 737-7694  
FAX: (541) 737-5546  
Email: [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu)

## 1.0 Introduction:

Oregon State University is seeking qualifications from integrated design teams headed by an architectural firm for the design of an interior renovation to facilitate accessibility upgrades in the rotunda of the Memorial Union (MU) in Corvallis, OR. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to Structural, Mechanical, Plumbing, and Electrical Engineers and Historical and Cost Consultants. Also, please include as part of your team, an individual or firm to assist with constructability and construction scheduling.

This RFQ is only open to those firms with a current Oregon State University (OSU) Retainer Contract for Professional Services. If your firm does not have a current Retainer Contract for Professional Services with Oregon State University at the time of the RFQ due date, your response will be rejected for non-responsiveness.

Scope of services will include the following phases: Program confirmation, Schematic Design, Design Development, Construction Documents, including two cost estimates, Bidding and Construction Administration. Additionally, some support, in the form of graphic exhibits, models and text, may be required for associated public outreach including public meetings to hear public concerns and thoughts during the programming phase.

## 2.0 Project Description:

Oregon State University intends to make renovations to the MU rotunda, to provide better ADA access and pathways through this critical location of the building. The MU, which opened in 1927, serves as a cultural hub and critical gathering space on campus.

In 2011, an ADA assessment of the building clarified and included 652 barriers within the MU, many of which can be found in the rotunda. The current configuration of the rotunda poses challenges to comply with the 2010 ADA Standards for Accessible Design which need to be addressed to meet the University's vision of universal accessibility. The rotunda entrance is the most used entrance to the MU, which makes it critical to remove the barriers to universal access. The north facing exterior doors in the rotunda present an accessibility barrier. The design shall address this barrier. It is imperative the design also continues and protects the historic look of the area, but meets the accessibility needs of the OSU community. OSU expects the paths of travel into and through the rotunda to be fully ADA compliant upon completion of this project.

This renovation will take place while the MU is open to the public; the design team will be required to present solutions that facilitate performing work in the least impactful way, most likely in phases. The design should be properly considered from a constructability impacts standpoint, so the construction methods needed do not place extensive schedule impacts upon the normal operations of the MU.

### 3.0 Design and Construction Timeline

Work will commence upon execution of a contract. Below is the projected design timeline. OSU has not identified the funding for the construction phase of this project, so the construction timeline is not yet available.

	Start	Finish
Program Confirmation	12/15/16	2/1/17
Schematic Design	2/1/17	3/1/17
Design Development	3/1/17	3/31/17
Construction Documents	4/1/17	6/1/17

### 4.0 Total Project Budget

The projected total project cost (including construction) is approximately \$1.5M-\$2.5 million.

### 5.0 Selection Process:

This Request for Qualifications selection process will be conducted pursuant to the terms of this RFQ and OSU Standard 580-063-0020, relating to the selection and retention of professional consultants.

### 6.0 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, schematic design, design development, construction documents (including two cost estimates), bidding and construction administration. The amount of compensation will be negotiated with the respondent who has submitted the best qualifications (the Apparent Successful Respondent). **No cost proposal or price information is to be submitted with qualification responses.**

### 7.0 Evaluation Criteria:

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

- 8.1.1 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. (Weight: 5)
- 8.1.2 Describe your firm’s experience with design and construction of historic buildings, and projects of similar size and budget as defined in this RFQ. We are specifically interested in historic project with similar construction

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materials & methods. How will appropriate construction materials be selected from currently available products, so that they are seamless to the existing conditions? (Weight: 25)

8.1.3 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed, to be assigned to this project. Include proposed key personnel's project experience, with specific examples and identify their roles in the projects. Highlight the individuals who participated in the project examples, and include their resumes. (Weight: 25)

8.1.4 Describe your firm's experience with ADA centric renovations. (Weight: 20)

8.1.5 Describe your firm's experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities. (Weight: 10)

8.1.6 Describe what your teams approach to the project would be and how you would meet the needs of the many stakeholders. (Weight: 10)

8.1.7 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 Respondent and a description of the Respondent'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 Respondent'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 Respondent shall perform the Work and the Contract with respect to diversity according to the means and methods described in Respondent's 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.

Also, identify MWESB firms participating as part of the team. (Weight: 20)

## 8.0 References:

In addition to responding to the evaluation criteria above, please provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this project. They should be from similar historic projects. Please verify that the individuals identified have had direct contact

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with the referenced project, and the phone number is current. Please do not include references from any firms or individuals included in your design team for this Project, nor any references from OSU personnel. OSU will check these references and may check 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 qualification responses.

9.0 Projected 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.

September 22, 2016	Issue RFQ
October 12, 2016	RFQ response due 3:00 PM, Pacific Time
November 8, 2016	Fee Proposal Deadline
November 24, 2016	Tentative Notice of Intent to Award

Site Visit: No mandatory site visits are required as part of the selection process, but it is highly encouraged that you visit the site on your own for full understanding of the area.

10.0 Evaluation Process:

Each of the RFQ evaluation criteria has been assigned a weight between 5 and 25. Each member of the evaluation committee will separately rank each respondent 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 respondent. 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.

After all of the committee discussions are completed, the evaluation committee will select the Apparent Successful Respondent by ranking the finalists based on all information received, presented, found and heard. OSU will then negotiate with the Apparent Successful Respondent the contract sum and specific statement of work, consistent with OSU's Retainer Contract for Professional Consultants attached to this RFQ. If OSU and the Apparent Successful Respondent are unable to reach agreement, OSU will negotiate with the second-ranked respondent, etc.

11.0 Responsibility Evaluation:

OSU will investigate each respondent's responsibility in accordance with the requirements of Division 61 of OSU Standard Chapter 580, and will consider information

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obtained from any source as part of its evaluation, at any time prior to execution of a contract. Submission of a signed qualification 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 qualification response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for qualification response rejection.

### 12.0 Submission:

Submit six (6) hard copy versions of your written qualification response, along **with one (1) electronic version on a thumb drive** to be received by the closing date and time listed in this document to:

Attention: Brooke Davison  
Capital Projects Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> St.  
Corvallis, OR 97333

Your qualification response must be contained in a document **not to exceed twenty (20) single-sided pages (do not print double sided)**, 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 20-page limit and should be **appended to the end of your response**. No supplemental information to the 20-page qualification 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 20-page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The electronic qualification response should be sized appropriately for transfer (under 8 MB)**. The written 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. The basic text information of the response should be presented in standard business font size, and reasonable margins.

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

Please note that OSU will not accept qualification 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.**

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

13.0 Questions:

All questions and contacts with the OSU 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 September 30, 2016 at 2 p.m. Pacific Time.

14.0 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, email or fax listed in this document. Requests and protests must be received no later than September 27, 2016 at 12 p.m. Pacific Time. 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.

15.0 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 in the form of an addendum posted to the OSU Business and Bid Opportunities (<http://bid.oregonstate.edu/>) 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.

16.0 Selection Protests:

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by



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the selection of a competing respondent may submit a written protest of the selection to Debera Massahos at the address given in the RFQ 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 posting to the website.

#### 17.0 Proprietary Information:

OSU will retain this RFQ, one copy of each qualification response received and an electronic copy of each qualification 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 qualification responses have been rejected. If a qualification 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 qualification 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 qualification response, material designated as confidential must accompany the qualification 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 qualification response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

#### 18.0 Project Termination:

OSU is seeking to award an architect's agreement to an architectural firm for program confirmation, schematic design, design development, and construction documents; however, OSU reserves the right to terminate the project and the agreement, at any phase in the project.

#### 19.0 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 Agreement.

20.0 Additional Requirements:

Pursuant to OSU Standard 580-061-0030, by submitting a qualification 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 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.

Enclosures:

OSU Sample Retainer Supplement for Professional Consultants

MU Rotunda Project Power Point presentation

Rotunda Barrier Report

End of RFQ