



## Attention Firms

**If you are downloading the RFQ from the website,  
it is your responsibility to check the OSU  
Business & Bid Opportunity website periodically  
for possible addenda.**

**Failure to check the OSU Business & Bid  
Opportunity website may cause your submittal to  
be considered non-responsive.**

**Thank you.**

# OREGON STATE UNIVERSITY

## REQUEST FOR QUALIFICATIONS

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### **OSU 150<sup>th</sup> Exhibit**

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**OSU BUSINESS & BID OPPORTUNITIES WEB SITE:**

**<http://bid.oregonstate.edu/>**

ISSUE DATE: October 25, 2016

RFQ CLOSING (DUE) DATE: November 2, 2016 at 11:00 AM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

### **SUBMITTAL LOCATION**

Attention: Kelly Oar  
Construction Contract Administration  
Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis, OR 97333

**CONTRACT ADMINISTRATOR**

Kelly Oar  
Construction Contract Administration  
Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis, OR 97333  
**Phone: (541) 737-4672**  
**FAX: (541) 737-5546**  
**Email: [kelly.oar@oregonstate.edu](mailto:kelly.oar@oregonstate.edu)**

1.0 Introduction:

Oregon State University (OSU) is a leading public research university located in Corvallis, one of the safest, smartest, greenest small cities in the nation. Founded in 1868, OSU is the state's Land Grant University and is one of only two universities in the U.S. to have Sea Grant, Space Grant and Sun Grant designations. As Oregon's leading public research university, with \$308.9 million in external funding in the 2015 fiscal year, OSU's impact reaches across the state and beyond. With 11 colleges, 15 Agricultural Experiment Stations, 35 county Extension offices, the Hatfield Marine Science Center in Newport and OSU-Cascades in Bend, OSU has a presence in every one of Oregon's 36 counties, with a statewide economic footprint of \$2.232 billion.

The mission of OSU is as follows: As a land grant institution committed to teaching, research and outreach and engagement, Oregon State University promotes economic, social, cultural and environmental progress for the people of Oregon, the nation and the world.

This mission is achieved by producing graduates competitive in the global economy, supporting a continuous search for new knowledge and solutions and maintaining a rigorous focus on academic excellence, particularly in the three Signature Areas: Advancing the Science of Sustainable Earth Ecosystems, Improving Human Health and Wellness, and Promoting Economic Growth and Social Progress.

OSU is seeking qualifications from a qualified firm (Contractor) to design and construct work in support of its 150<sup>th</sup> Anniversary exhibit (Exhibits). The Exhibits will consist of a stationary exhibit (Stationary Exhibit) and a travelling exhibit (Travelling Exhibit). The Stationary Exhibit will be displayed at the Oregon Historical Society (OHS) commencing February 5, 2018 through September 9, 2018. The Exhibit will also include a smaller Travelling Exhibit that will encapsulate the same spirit of the Stationary Exhibit. The Travelling Exhibit is expected to travel around Oregon promoting the 150<sup>th</sup> anniversary of OSU. The Travelling Exhibit is secondary to the Stationary Exhibit.

The scope of services for the Exhibits is expected to include the design, fabrication, installation of the Stationary Exhibit at the OHS, de-installation of the Stationary Exhibit and transportation to a location yet to be determined; and the design of the Travelling Exhibit. OSU expects that all elements of the Exhibits will be built and housed by the Contractor until installation of the Stationary Exhibit occurs at OHS. The Stationary Exhibit space is shown in document Exhibit 1 attached to this RFQ.

2.0 Exhibit Description:

OSU will be displaying a 3000 square foot Stationary Exhibit at the OHS that will celebrate and highlight OSU's heritage and accomplishments as a land grant university. The Exhibits will strategically inform and engage new partners in OSU's mission and will distinguish OSU's 21<sup>st</sup> Century land grant mission in Oregon and around the world.

**Oregon State University RFQ for OSU 150<sup>th</sup> Exhibit**

Key components of the Project include the following:

1. Strategically develop the Exhibits by working with OSU stakeholders for direction in its creation
2. Design the Stationary Exhibit
3. Fabricate the Stationary Exhibit
4. Install the Stationary Exhibit at OHS
5. De-install the Stationary Exhibit at OHS
6. Transport the Stationary Exhibit to and from OHS
7. Design the Travelling Exhibit

Key project goals include the following:

1. The Exhibits will acknowledge the past, showcase OSU's excellence, innovation and leadership today and demonstrate OSU's global contributions.
2. Celebrate and highlight OSU's heritage and accomplishments as a land grant university.
3. Strategically inform and engage new partners in OSU's mission.
4. Distinguish OSU's 21<sup>st</sup> Century land grant mission in Oregon and globally.

**3.0 Design and Installation Timeline**

Design work shall commence upon execution of a Consulting Agreement immediately following selection of a firm. Fabrication and installation work for the Stationary Exhibit shall commence upon execution of a Public Improvement Contract. The tentative timeline as follows:

**Nov./Dec. 2016  
No later than June, 2017**

**Design begins upon execution of the design contract  
Exhibit construction at Contractor site begins upon  
execution of construction contract**

**February 1, 2018**

**Complete Installation of Exhibit at OHS (firm date)**

**4.0 Selection Process:**

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

**5.0 Compensation:**

Compensation for the Stationary Exhibit shall be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the design, fabrication, installation, de-installation and final transportation. Compensation for the Travelling Exhibit shall be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the design, fabrication, installation, de-installation and final transportation elements of the work. The amount of compensation shall be negotiated with the Contractor who has submitted the qualifications that the selection committee determines best meet the University's needs (the Apparent Successful Respondent). No cost proposal or price information is to be

submitted with qualifications. OSU intends to award two contracts to the Contractor for the separate design and fabrication/installation elements of the work. The total budget for all components of this project is currently estimated to be between \$400K and \$1M. This budget will include all design, materials and labor costs, escalation, the contractor's fee, all reimbursable expenses, payment and performance bonds and the any contingency.

Compensation for the Travelling Exhibit shall be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the design

#### 6.0 Evaluation Criteria:

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

6.1 Describe your firm's experience working with higher education institutions and museums. (Weight: 25)

6.2 Describe your firm's recent (past 5 years) experience with exhibits using specific examples. Include information about the process used to identify the storyline and graphic theme, type of graphics installed (static, interactive, etc.), and project timeline/completion dates. (Weight: 20)

6.3 Describe your firm's experience working to meet firm deadlines and how you were able to meet those dates. (Weight: 20)

6.4 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. Also include your firm's total dollar volume for each of the last five years. (Weight: 10)

6.5 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 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)

6.6 Identify project experience of your firm's key personnel, including the firm's proposed project designer and project manager along with a listing of sub-consultants and sub-contractors intended to be assigned to this project. Use specific examples and identify their roles in past projects. For the proposed project designer and project manager, indicate current availability, proposed percentage of project involvement per project phase and indicate whether the proposed team has worked together on previous projects. The firm must be willing to make any proposed project designer and project manager key personnel for performance under any contracts resulting from this RFQ. Highlight the individuals who participated in the project examples. Describe whether your firm provides in-house production and installation services. (Weight: 15)

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

7.0 References:

In addition to responding to the evaluation criteria above, respondents shall provide the names, addresses and phone numbers of three owners, three sub-consultants, 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. Please do not include references from any firms/individuals included in your design team for this Project. 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 scored, but results obtained from these and any other reference checks will be assessed in determining the final ranking of responses.

8.0 Selection Procedure and Timetable:

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

<b>October 25, 2016</b>	<b>RFQ Issued</b>
<b>November 2, 2016</b>	<b>RFQ response due by 11:00am</b>
<b>November 4, 2016</b>	<b>Notifications to the finalists, if the Committee elects to conduct interviews</b>
<b>November 7, 2016</b>	<b>Interviews with selection Committee, at the Committee's option</b>
<b>November 8, 2016</b>	<b>Notice of Intent to Award</b>

Site Visit: No mandatory site visits are required as part of the RFQ process.

#### 9.0 Evaluation Process:

Each of the RFQ evaluation criteria has been assigned a weight between 10 and 25. Each member of the evaluation committee shall separately rank each response in each of the evaluation criteria between 1 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. At the committee's election, it will either conduct interviews or proceed directly to selection of the Apparent Successful Respondent.

If the evaluation committee so elects, it reserves the option, but is not obligated, to conduct a second round of evaluation. If the committee elects to conduct a second round evaluation, it may choose no more than the top 3 ranking firms to participate in a telephonic or videoconference interview that is anticipated to be scheduled on November 7, 2016. Please hold this date for tentative interview. If held, interviews with finalists would clarify or seek responses to questions as to how a respondent firm would meet the RFQ evaluation criteria and the evaluation committee will select the Apparent Successful Respondent by ranking finalists in order of preference, without adjusting scores from the first round of evaluation. The evaluation committee will base its final ranking based on all information received, presented, found and heard in the second stage of evaluation.

Once OSU has determined the final ranking, regardless of whether it elects a single round or two rounds of evaluation, OSU will then negotiate with the Apparent Successful Respondent the price and specific statement of work of a contract, consistent with OSU's Standard Consultant's Agreement attached to this RFQ. If OSU and the Apparent Successful Respondent are unable to reach agreement, OSU may negotiate with the second-ranked respondent, etc.

#### 10.0 Responsiveness and Responsibility Evaluation:

OSU will evaluate the responsiveness of each submission and investigate each respondent's responsibility in accordance with the requirements of OSU Standard 580-061, 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.

### 11.0 Submission:

Submit **one (1)** electronic version (email submissions will be accepted) of your response to be received by the closing date and time listed in this document to:

Attention: Kelly Oar  
Construction Contract Administration, Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13th Ave.  
Corvallis, OR 97333  
kelly.oar@oregonstate.edu

Your response must be contained in a document **not to exceed twenty-five (25) single sided pages**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of the response. Resumes of key individuals proposed to be involved in this project are exempted from the 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25-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 25-page limit.

Information should **be presented in the same order as the above evaluation criteria**. **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 appropriate contact information including email address(s) for communication purposes. For purposes of this RFQ, electronic signatures will be sufficient. OSU will consider an email with a statement that the response is authorized by a responsible officer of your firm to be the equivalent of an electronic signature.**

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 and facsimile transmitted submittals will not be accepted.**

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

12.0 Questions:

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing to the address listed in "Submission" section above, fax to 541-737-5546, or email to Kelly Oar at [kelly.oar@oregonstate.edu](mailto:kelly.oar@oregonstate.edu). 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. Questions must be received before October 27, 2016 12:00 PM Pacific Time to be given full consideration.

13.0 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 via email at [Debera.massahos@oregonstate.edu](mailto:Debera.massahos@oregonstate.edu). Such requests for change and protests shall be received no later than 5:00 PM Pacific Time, October 28, 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.

14.0 Change or Modification:

Any change or modification to the specifications or the procurement process shall be in the form of an addendum to the RFQ and shall be made available to all firms on the OSU Business & Bid Opportunities website listed on the first page of this RFQ. It is the responsibility of each firm to ensure information provided in any addendum is incorporated into your RFQ response, as applicable. 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 the RFQ in any way, regardless of the source of the information.

15.0 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 at [debera.massahos@oregonstate.edu](mailto:debera.massahos@oregonstate.edu) within three days after notification of that selection. Any such protests must be received by Ms. Massahos no later than three days after the notification of selection has been made in order to be considered. The selection decision notification shall be made by OSU by posting the

notification on OSU's bid and business opportunities website (bid.oregonstate.edu).

16.0 Proprietary Information:

OSU will retain this RFQ and one copy of each electronic 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.

17.0 RFQ Cancellation; Project Termination:

OSU is seeking to award a Consultant's Agreement for design of the Exhibits and a Public Improvement Contract for fabrication and installation of the Stationary Exhibit; however, OSU reserves the right to cancel this RFQ and to terminate the project and the agreement, after completion of any phase in the project.

18.0 Insurance Provisions:

During the term of the resulting contracts, the successful respondent shall 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 sample agreements.

19.0 Prevailing Wage Requirements:

Installation of the Stationary Exhibit will be subject to Prevailing Wage Rate Law ("PWR Law"). In compliance with the Oregon Prevailing Wage Law, the following is incorporated into this Solicitation:

On-site installation work performed by covered occupations under the Contract will be subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- [October 7, 2016 Correction to Prevailing Wage Rates](#)
- [October 1, 2016 Prevailing Wage Rate Amendments](#)
- [October 1, 2016 PWR Apprenticeship Rates](#)
- [August 9, 2016 Correction to Prevailing Wage Rates](#)
- [August 9, 2016 PWR Apprenticeship Rates](#)
- [July 1, 2016 Apprenticeship Rates](#)
- [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.oregon.gov/boli/WHD/PWR/Pages/pwr\\_state.aspx](http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx)

The work will take place in Multnomah County, Oregon.

20.0 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 consultants and contractors have been adopted by OUS 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:

Exhibit 1 – OHS Space Layout

OSU Standard Consultant's Agreement

OSU Public Improvement Contract

OSU General Conditions for Public Improvement Contracts, date July 1, 2014

Supplemental General Conditions

Division 01 Specifications

End of RFQ