



Attention 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

#185422

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Hatfield Marine Science Visitor Center Aquarium Replacement Project

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ISSUE DATE: October 28 2016

RFQ CLOSING (DUE) DATE: November 22 2016, 2:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

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SOLICITATION / SELECTION PROTESTS:

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1.0 Introduction:

Oregon State University is seeking qualifications from firms for the design and construction for the replacement of support structures and other systems servicing the Hatfield Marine Science Center's Visitor Center Aquarium Displays and update of the Displays. The firm is free to sub-contract as necessary to ensure a complete design and construction team.

It is OSU's intention to award both the Design Contract and Construction Contract to the selected firm.

Scope of services for the Design Contract will include the following phases: Program confirmation, Schematic Design, Design Development, Construction Documents, Permitting, Bidding, Creating a Construction Proposal, Construction Administration, Record Documentation and Project Closeout.

Scope of service for the Construction Contract includes Construction and Project Closeout.

2.0 Project Description:

The Hatfield Marine Science Center (HMSC) is a world-class marine science education and research institution located in the city of Newport, on the Central Oregon coast. It is run and maintained by Oregon State University. While its primary focus is on higher education and scientific research, there is also a public outreach component in the form of a visitor's center located on the grounds of the facility. Managed by Oregon Sea Grant, visitors learn about marine scientific research through static graphics, video presentations, hands-on interactives and live animal exhibits in touch tanks and enclosed aquaria.

The issues that OSU intends to address with this project are outlined in the report, [Review of Hatfield Marine Science Center Infrastructure and Gallery Strategies by Animal Exhibits and Design dated 2/29/16](#). In general, each of the seven display aquaria will need to be disassembled, placed on a new base structure, provided with new or renewed service systems including lighting, electronics and plumbing and re-assembled with an updated display. An update of the displays and the overall layout and presentation of the Visitor Center will be part of the scope, but must work within OSU's budget.

3.0 Prevailing Wage Requirements:

Installation of the aquaria 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:

- [July 1, 2016 PWR Apprenticeship Rates](#)
- [July 1, 2016 Prevailing Wage Rates for Public Works Contracts in Oregon](#)
- [August 9, 2016 Corrections to Prevailing Wage Rates](#)
- [October 1, 2016 Amendments to PWR Apprenticeship Rates](#)
- [October 1, 2016 Amendments to PWR for Public Works Contracts in Oregon](#)
- [October 7, 2016 Corrections to Prevailing Wage Rates](#)
- [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 Rate Publications 2016.aspx](http://www.oregon.gov/boli/WHD/PWR/Pages/PWR_Rate_Publications_2016.aspx)

The work will take place in Lincoln County, Oregon.

4.0 Design and Construction Timeline

Work will commence upon selection of the design team. The method of delivery will be construction manager/general contractor (CMGC). OSU desires to construct the entire scope of work at one time, with a target opening as close to January 1, 2018 as possible.

	Start Date	End Date
Program confirmation/Schematic Design	02/0217	03/2017
Design Development	03/2017	04/2017
Construction Documentation	04/2017	05/2017
Permitting/Bid	05/2017	06/2017
Construction	09/2017	12/2017

5.0 Total Project Budget

The projected total project cost is approximately \$700,000 with a direct construction budget of approximately \$500,000 in late-2017.

6.0 Selection Process:

This Request for Qualifications selection process will be conducted pursuant to the terms of this RFQ and OSU Standard 580-063, relating to the selection and retention of professional consultants and contractors. Once the qualification responses have been reviewed and scored, the top 3-5 firms will be invited participate in on-site interviews.

7.0 Compensation:

OSU intends to select one firm for design and construction of the work contemplated under this RFQ. Furthermore, OSU intends to issue two separate contracts to the selected firm with one contract issued for the design portion and the other issued for the construction portion. OSU intends to execute the design contract first, followed by the construction contract, once the design has been finalized. Compensation will be based on a total “not-to-exceed” amount for design services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: programming, schematic design, design development, construction documents, permitting, bidding, construction administration, cost estimating and record documentation. Compensation for the construction services will be established as a fixed sum. 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.

8.0 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 parenthesis 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. Also include your firm’s total dollar volume for each of the last five years. (Weight: 10)
- 8.1.2 Describe your firm’s experience with design and construction of educational aquarium displays such as those at the Hatfield Marine Science Center’s Visitor’s Center. (Weight: 40)
- 8.1.3 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed (particularly structural engineers), to be assigned to this project. Include proposed key personnel’s project experience, with specific examples and identify their roles in the projects. Indicate current availability, proposed percentage of project involvement per project phase and indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (Weight: 40)
- 8.1.4 **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. Identify MWESB firms participating as part of the team. 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

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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 will perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the proposal, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight: 10)

9.0 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. 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 or individuals included in your team for this Project or any OSU personnel. OSU will check with these references and 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 qualification responses.

10.0 Selection Procedure and Timetable:

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

October 28, 2016	Issue RFQ
November 7, 2016 10:00AM	Mandatory site visit Meet at HMSC Visitor Center, Main Entrance
November 22, 2016	RFQ response due 2:00 PM, Pacific Time
December 8, 2016	Notification of finalists
December 19, 2016	Interviews with Selection Committee
December 30, 2016	Fee Proposal Deadline (Apparent Successful Respondent only)
January 10, 2017	Estimated Notice of Intent to Award

A mandatory site visit is required as part of the selection process. The site visit will be held on November 7, 2016 at 10:00 AM as indicated above. Meet at the (main) entrance to the HSMC Visitor Center. A representative of each respondent's firm is required to attend. The site visit will be the respondent's main opportunity to discuss the Project with OSU. Responses will not be accepted from respondents who have not had a representative attend the mandatory site visit.

11.0 Evaluation Process:

This RFQ process will take place in two-steps. The first step includes evaluation of written qualification responses submitted in response to this RFQ and then short-listing of three to five firms, who will be invited to participate in the second step, an interview that is anticipated to be scheduled on **December 19, 2016, at HMSC, Guin Library, Seminar Room in Newport, Oregon**. Please hold this date for tentative interview times.

Each of the RFQ evaluation criteria has been assigned a weight between 10 and 40. Each member of the evaluation committee will separately rank each respondent 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 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 from which the finalists for interviews will be selected for step two of the process.

Interviews will include a 60-minute presentation period, immediately followed by a separate 30-minute Q&A session. Finalists should be prepared to address the following:

- Your firm's approach to aquarium display design and layout including thoughts on the Hatfield Marine Science Center's current Visitor Center layout and presentation.
- Your firm's approach and experience in staying within a project's budget.
- Your firm's approach to design safest, durable, maintainable aquarium display systems
- Specific challenges you anticipate for this project based on past project experiences and "lessons learned" from previous projects that you will incorporate to keep the project moving forward.

OSU will use the information presented during the interview to further evaluate the respondent's qualifications and abilities and develop the final ranking of the short-listed firms, in order of preference.

After all of the interviews and 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 price and specific statement of work of a contract, consistent with OSU's Standard Architect's Agreement, 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.

12.0 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 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.

13.0 Submission:

Submit ten (10) 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
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333

Your qualification response must be contained in a document **not to exceed twenty-five (25) single sided pages (please 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 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25-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 25-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

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fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

Your qualification response must be signed by an officer of your firm with the authority to commit the firm and contain contract 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.

14.0 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 November 14, 2016 at 4 p.m. Pacific Time.

15.0 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 November 2, 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.

16.0 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.

17.0 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 OSU's Chief Procurement Officer, in care of Debera Massahos at the address given in the RFQ 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 via posting the notification to the OSU Bid and Business Opportunities website (bid.oregonstate.edu).

18.0 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.

19.0 Project Termination:

OSU is seeking to award two contracts (one for design work and the other for construction work) for the work contemplated under this RFQ; however, OSU reserves the right to terminate the project and the agreement, at any phase in the project.

20.0 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 Agreements.

21.0 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 Architect's Agreement

OSU Sample Public Improvement Agreement

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

Payment Bond Form

Performance Bond Form

[Review of Hatfield Marine Science Center Infrastructure and Gallery Strategies by Animal Exhibits and Design dated 2/29/16](#) *(Enclosed via link, but not physically attached)*

End of RFQ