



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 **#185374**

HMSC Student Housing Design

ISSUE DATE: December 28, 2016

RFQ CLOSING (DUE) DATE: January 24, 2017, 3:00 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 (OSU) is replacing and relocating student housing at the Hatfield Marine Science Center (HMSC) in Newport, Oregon. The goal of this project is to locate all student housing outside of the Tsunami Hazard Zone, and to accommodate future growth at HMSC related to OSU's Marine Studies program.

OSU is seeking qualifications from integrated design teams headed by an architectural firm for the design and construction administration of a new facility. OSU has located a site that it has deemed suitable in the Wilder Development near Oregon Coast Community College. Wilder is a master planned, mixed use development that the owner/developer believes will become a core part of Newport's South Beach area. Wilder is being developed by Landwaves, Inc., with Bonnie Serkin as the primary point of contact. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, plumbing, electrical and civil engineering, landscape architecture and cost estimating.

Scope of services will include the following phases: program confirmation, schematic design, design development, construction documents, permitting, bidding, construction administration, record documentation and project closeout. Additionally, some support, in the form of graphic exhibits, models and text, may be required for the associated public outreach program. The contractor will be required to submit design to, receive feedback from, and collaboratively resolve any design issues with the developer's architect to both OSU's and the developer's (Landwaves, Inc.) satisfaction.

2.0 Project Description:

OSU intends to construct 130 units of multi-family style housing, having approximately 180 bedrooms, and 180 parking spaces to accommodate primarily single junior, senior, and graduate students, as well as potentially students with dependents and relocating faculty and OSU staff. OSU has committed to the developer to build to the LEED Silver standard, as well as agreeing to a certain design aesthetic that is consistent with the Wilder development.

Key components of the Project include the following:

1. The site is located in the Wilder development in Newport, Oregon and consists of approximately 5 buildable acres, as well as land that will be deeded to the City of Newport for a public access trail. There is a small wetland located on the site that OSU is planning to mitigate, and OSU has already begun the assessment and permitting process for mitigation independent of the design process.
2. Design and construction of the trail is a component of this project, and will be done in collaboration with the City of Newport, and to its standards.
3. The structures shall be consistent with aspects of the Wilder Design Guidelines that address sustainable coastal construction principles. The exteriors should feel appropriate to 21st century Newport – and Wilder in particular - in scale, material choices and style so that they avoid a monolithic feel or a vernacular not indigenous to the Oregon coast. Generally, façades and forms shall be broken up, a result of color blocking or articulation for “texture”. Several separate buildings

as generally shown by footprints on the preliminary master plan map are preferred. Examples of student housing and other multifamily projects that are generally acceptable to Wilder developer are found at the following links:

<http://www.archdaily.com/96482/bastyr-university-student-village-collinswoerman>

<http://www.jswdarch.com/projects/multiFamily/bridgeway.html>

<http://www.aia.org/practicing/AIAB096604> "multifamily honor award"

<http://architizer.com/projects/26th-street-affordable-housing/media/105958/>

<http://www.brettschulz.com/multifamily/d16/>

<http://www.brettschulz.com/multifamily/matthewfrank/>

http://www.architectmagazine.com/awards/annual-design-review/2802-pico-housing_o

<http://www.shareable.net/blog/11-projects-that-prove-affordable-housing-can-be-beautiful>

Tetris Apartments

<http://willhitedesign.com/profile/>

<http://architizer.com/blog/nursing-home-collection/media/1128228/>

<http://samselarchitects.com/projects/ecodorm/>

4. There is no off-site parking available, and there needs to be one parking space per bedroom
5. Given the hazards associated with housing located in a tsunami hazard zone, OSU is interested in design and project approaches that expedite partial completion and delivery so that the current housing stock located at HMSC can be decommissioned as quickly as possible.

Key goals of the Project include:

1. Provide a flexible approach to housing so that there is the potential to increase density within units to accommodate up to 300 students at any given time (Target is to provide 180 bedrooms in a mix of apartment types);
2. Relocation of the current student housing program at HMSC as quickly as possible; and
3. Design, development, and construction that while of suitable quality, is also cost conscious to allow for affordable student rents.

3.0 Energy Efficiency:

The project will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency.

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 date of June 2018, prior to the start of Summer Term, for at least 100 units with 120 beds.

	Start Date	End Date
Program confirmation/Schematic Design	03/2017	05/2017
Design Development	05/2017	06/2017
Construction Documentation	07/2017	09/2017
Permitting/Bid	08/2017	10/2017
Construction	10/2017	08/2018

5.0 Total Project Budget

The projected total project cost is approximately \$25M with a direct construction budget of approximately \$19M.

6.0 Selection Process:

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

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, bidding (including permitting), and construction administration (including and record documentation). Cost estimating shall be required and may be included in schematic design, design development, and construction documents phases. 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:

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: 5)
- 8.1.2 Describe your firm’s experience with design and construction of higher education student residence environments, projects that meet the design criteria in this RFQ, and experience meeting design standards set by a third

- party developer. (Weight: 25)
- 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: 25)
- 8.1.4 Describe your firm's experience designing buildings that mediate seismic conditions. Provide specific examples. Include information about the approval processes you went through with various agencies to have the facilities constructed. (Weight: 25)
- 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 Workforce Diversity Plan
Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications, if applicable for your firm and a description of your firm's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful respondent must 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, you must provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this project. Verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Do not include references from any firms or individuals included in your design team for this Project or any OSU personnel. OSU may check with these references and with other references associated with past work of your firm.

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.

December 28, 2016	Issue RFQ
January 24, 2017	RFQ response due 3:00 PM, Pacific Time
February 6, 2017	Notification of finalists
February 13, 2017	Interviews with Selection Committee
February 27, 2017	Fee Proposal Deadline (for Apparent Successful Respondent)/Tentative Notice of Intent to Award
March 15, 2017	Estimated Contract Execution

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

11.0 Evaluation Process:

This RFQ is the first step in a two-step process in the selection of the integrated design team. The responses to this RFQ will be evaluated by the selection committee, which will be comprised of representatives from OSU and other university personnel who do not score qualification statements or rank finalists. On the basis of this evaluation, the selection committee will make its best efforts to limit the field of finalists to at least three (3), but not more than five (5), finalists to be selected for final consideration through interviews of each finalist and further investigation of references. OSU will utilize this RFQ process to obtain information to enable selection of the most qualified respondent through evaluation of:

- a. The respondents' responses to evaluation criteria in section 8 of this document;
- b. Information obtained during an interview of the respondents by the selection committee; and
- c. 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 5 and 25. Each member of the evaluation committee will rate each firm in each criterion between 1 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 top ranked three (3) to five (5) firms will be invited to participate in on-site interviews.

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. The RFQ responses will be used in preparation for interviews of the finalists.

After all of the interviews are completed, the evaluation committee will discuss the strengths and weaknesses of the interviewed finalists. The committee will then rank the interviewed finalists in order of preference based on all information received, presented and heard during the interviews. The finalist that has the highest overall ranking will be deemed the Apparent Successful Respondent. Final ranking will be based on finalist's response to questions during the interview stage, and through that response, how well each finalist can meet the Project and University needs.

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

- Your firm's philosophy and practiced approach to design that will result in the safest, most advanced structural solutions being incorporated into the design of the building and site improvements.
- 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 anticipates and welcomes public review and scrutiny as the design moves forward. How would you incorporate a review process into the design without adding to the overall project completion schedule?
- How can the surrounding site and adjacent functions (OSU next door, possible refuge areas during emergencies, etc.), be blended with the design concepts and layout, without adding construction costs to the project?
- What are your solutions for a low cost per square foot design that is built to withstand marine environments? What cost effective design solutions have you used on past projects?

If, during the discussion, the selection committee determines the interviewed finalists are too close to rank, the university has no recent experience working with a finalist, or if the consolidated ranking indicates a tie, the committee will check the references provided by the respondent as required by this RFQ. Information obtained from references may alter the committee's final ranking of finalists. Any alteration of final ranking will be based on committee's understanding of how well each firm can meet the needs of the Project and University.

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 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
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**, including pictures, charts, graphs, tables and text your firm deems appropriate to be part of the review of your 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 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 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.

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 January 13, 2017 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 January 4, 2017 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 Brooke Davison at the address given in the RFQ within three days after notification of that selection. Any such protests must be received by Ms. Davison no later than three days after the notification of selection has

RFQ Response due January 24, 2017 by 3:00 PM

been made in order to be considered. The selection decision notification will be made by OSU via posting 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 an architect's agreement to an architectural firm for program confirmation, schematic design, design development, construction documents, permitting, bidding, construction administration, record documentation and project closeout; 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 Agreement.

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

End of RFQ