



**REQUEST FOR PROPOSALS  
FOR  
DESIGN-BUILD SERVICES  
FOR  
STRUCTURAL, ELECTRICAL &  
MECHANICAL UPGRADES TO  
PARKING STRUCTURE 1  
1872 SW Broadway  
Portland, Oregon, 97201.**

**Facilities and Planning  
617 SW Montgomery Street, #202  
PO Box 751  
Portland, OR 97207-0751**

**July 11, 2012**

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## **SECTION 1 - ADMINISTRATIVE INFORMATION**

### **1.01 INTRODUCTION**

Portland State University (PSU) is accepting proposals from qualified Design/Build teams for structural, mechanical and electrical upgrades to Parking Structure 1 located at 1872 SW Broadway, Portland, Oregon, 97201. PSU encourages Proposers to conduct outreach to minority, women and emerging small businesses.

Project Goals & Priorities:

1. Correct structural, mechanical and electrical deficiencies
2. Correct ADA deficiencies
3. Incorporate energy saving improvements relating to lighting and HVAC upgrades
4. Improve general building image and character
5. Minimize disruption to faculty, staff and students

The Oregon University System (OUS), on behalf of PSU, is seeking a qualified Design-Build firm for this project. In accordance with Oregon Administrative Rule (OAR) 580-063-0020, PSU will use the Request for Proposal (RFP) competitive procurement process to select and enter into a Design-Build Contract with a qualified firm.

Interested firms (“Applicants” or “Proposers”) with proven experience in parking structure, or similar structures, renovation design and construction and the resources and ability to meet both PSU and the City of Portland design criteria are invited to submit proposals for providing Architectural, Engineering and Construction Services, including Design and Construction Documents, Construction and Construction Administration and all other services outlined in this document. PSU will evaluate the qualifications and may interview the most qualified teams. The solicitation will be conducted under OUS Administrative Rules applicable to Construction & Design-Build projects. When selected, the Design-Build team will aid the Project Team consisting of Owner’s Authorized Representative and maintenance staff in the successful completion of this project.

This Request for Proposals (“RFP”) does not commit PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

A sample copy of the Design-Build Agreement is attached to this RFP (see Appendix 5.01). PSU will enter into negotiations with the selected firm and, if the negotiations are successful, will enter into an Agreement substantially similar to the attached Agreement. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another firm from among the remaining firms.

### **1.02 PROJECT INFORMATION**

#### **Proposal Request:**

PSU is requesting a proposal for your firm to provide design and construction services for this project. Your proposal must be considered reasonable and all inclusive. That is, it must include

design and documentation services, permitting, construction and construction observation and administration.

**Building Description:** Parking Structure 1 (PS-1) is a full block, eight-level parking structure, located at 1872 SW Broadway Avenue. The building is bounded by SW 6th Avenue, SW Broadway Avenue, SW Harrison Street and SW Hall Street. It was constructed in two phases; the first phase of the parking garage consists of a basement level and four elevated levels, built in 1964. Three levels of parking were added in 1967. PS-1 is one of the largest parking garages on campus, with over 900 spaces (See Appendices 5.07 & 5.08 for location and building drawings).

PS-1 is designed with flat slab/waffle slab parking at the perimeter and a two-way interior ramp bounded by sloping parking on both sides. The slabs slope to drain to a perimeter cast-in gutter on all four sides. The gutters are connected to a piped storm drainage system. The building has low, brick veneer panels as exterior vehicle barriers.

**Project Scope:** The intent of this project is to address as many of the structural, electrical & lighting, mechanical and aesthetic issues as possible within the stated budget. The following is a summary of the issues that need to be addressed in order of priority.

**A. Structural deficiencies:** There are two primary structural deficiencies that need to be addressed:

1. There are significant areas of deteriorated concrete. These areas are primarily in the outer 10' to 12' of perimeter waffle slab. This deterioration has evidenced itself through spalling and exposed and rusting reinforcing bar. See Appendix 5.09 for a survey done of the deteriorated areas. Repair and/or replacement of these damaged areas will be required as part of this project.
2. The concrete and brick perimeter guardrails on all levels are attached by various steel connections. These connections are, in some cases, deteriorating. In addition, it appears that the connections of the top level guardrails may not meet the current code for impact resistance. It is anticipated that the entire guardrail system may need to be replaced as an element of this project.

**B. Drainage:** This issue is directly related to the structural system of the building. The existing rainwater system is failing in a number of ways. The structure was designed to shed water to a cast in place gutter around the perimeter of the building. This gutter slopes from the center of each floor to the corners where it connects to a pipe that directs the water to the storm system. Over the years settling has altered the slope of these gutters so that in some cases the does not drain properly – either draining over the façade of the building or leaving standing water at places. This situation is most noticeable at the center of the building on the Broadway façade. In addition to this, at the top level of the structure, much of the rainwater is directed to drains located near the interior center of the structure. At times these drains are overwhelmed with the volume of water and ponding occurs.

**C. Electrical:** Much of the wiring in the building is original and the light fixtures are aging and inefficient. It is hoped that new electrical systems including wiring, high efficiency lighting and lighting controls will be installed. This new system may include LED lighting, motion and light sensors and other energy saving options.

**D. Mechanical:** This building has an aging exhaust system that primarily serves the lowest level that is partially subgrade. This system needs to be upgraded or replaced with a new, energy efficient system with carbon monoxide sensors and controls.

**E. Coatings:** Many of the traffic coatings in this building are deteriorated and this may have contributed to the deterioration of the concrete structure. These coatings will need to be replaced.

**F. Aesthetics:** This building is located on one of Portland's primary thoroughfares. It is anticipated that there will be exterior modifications to this building which will require the project to go through the City of Portland Design Review process. The selected Design-Build team will be required to move this project through this process as a component of the city's overall project document review.

**G. General Scope:** The Design-Build team will be required to meet with the Owner's Authorized Representative several times during the design phase to review the design and receive input. The Design-Build team will provide meeting notes and keep the Owner updated on project progress. The Design-Build team will provide progress cost estimates at the completion of the Design Phase, at 25%, 50% & 75% Construction Documents and at Final Construction Documents.

### **1.03 RESPONSE DATE**

To be considered for selection, proposals must arrive at Portland State University, Office of Facilities and Planning by 3:00 PM local time July 31, 2012. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address is:

**FOR DELIVERY:**

Construction Contracts Department  
PSU Facilities and Planning  
617 SW Montgomery, Room 202  
Portland OR 97201

**FOR MAIL: (Not Recommended)**

Construction Contracts Department  
PSU Facilities and Planning  
PO Box 751  
Mail Stop FAP  
Portland OR 97207-0751

Applicants selected may be requested to provide additional information, either informally or via interview process, to clarify their qualifications and to ensure mutual understanding of the scope of the work requirements and schedule.

**Late Proposals will be returned unopened. Faxed or emailed proposals will not be accepted.**

**Proposals will not be accepted at any other PSU location other than the address specified above.**

### **1.04 SELECTION PROCEDURE AND TIMETABLE**

The selection procedure is intended to evaluate the capabilities of interested Design-Build firms to provide services to Portland State University for this project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, one or more of the

highest scoring, responsive and responsible, firms will be selected for final consideration through interviews and/or further investigation of references.

Following the interview, a written recommendation and form of agreement will be forwarded to the Director of Facilities and Planning for review and presentation to the successful Proposer for signature.

**Selection timetable is as follows:**

July 11, 2012	Advertisement of Request for Proposals
<b>July 18, 2012, 2:00 PM local time</b>	<b>Mandatory Pre-proposal meeting &amp; site visit at 617 SW Montgomery, #202, Portland, OR</b>
July 19, 2012, 10:00 AM local time	Optional Non-Mandatory site visit
July 24, 2012, 5:00 PM local time	Solicitation Protests & Applicant questions due
July 26, 2012	Addendum issued if needed
<b>July 31, 2012, 3:00 PM local time</b>	<b>Proposals Due</b>
July 31 – August 7, 2012	PSU Review of Proposals
August 8, 2012	Notification of the most qualified applicants, and assignment of interview appointments
August 13-17, 2012	Applicant Interviews if needed
August 17, 2012	Notification of apparent successful Proposer
August 24, 2012, 5:00PM local time	Selection Protest Period ends
August 31, 2012	PSU finalizes Contract

**Schedule Milestones**

January 18, 2013	Design Review Completed
February 15, 2013	Design Completed
March 29, 2013	Permit Granted

**Additional Schedule Milestones:**

March 29, 2013	Construction starts
December 31, 2013	Construction complete/Certificate of Occupancy

**Attendance at the Mandatory Pre-Proposal Conference is required to propose on this project.** This Conference will be conducted at **2:00 PM local time, July 18, 2012.** Proposers shall meet with OUS' Representative at Portland State University, Office of Facilities and Planning, 617 SW Montgomery Street, Suite 202, Portland, OR, 97201 for that purpose. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Proposers who arrive more than 5 minutes after start of time of the meeting (as stated in the solicitation and by the OUS representative's watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a bid on the project. **Please note that Parking at PSU can be difficult to find. Plan accordingly.**

A second, **non-mandatory**, examination of the site will be conducted on **July 19, 2012 at 10:00 AM local time.** Proposers shall meet with the OUS Representative at that time at Portland State University, Office of Facilities and Planning, 617 SW Montgomery Street, Suite 202, Portland, OR, 97201.

### **1.05 INCURRED COSTS**

Portland State University is not liable for any costs incurred by Applicants in the preparation and presentation of their proposals.

### **1.06 EQUAL EMPLOYMENT COMPLIANCE, BOLI WAGE RATES**

By submitting a qualifications package, the Applicant certifies conformance to the applicable Oregon Statutes and Regulations concerning Affirmative Action toward Equal Employment Opportunities.

The Design-Builder and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870 relative to BOLI Prevailing Wage Rates, and as provided in the OUS General Conditions. The Owner shall pay the required fee to the Bureau of Labor and Industries (BOLI), according to the BOLI administrative rules. The Design-Builder and all subcontractors shall be required to maintain a public works bond with the Oregon Construction Contractors Board as required by ORS 279C.836, and as outlined in the OUS General Conditions. The public works bonds must be filed before beginning work on the project.

### **1.07 INSURANCE & LICENSING REQUIREMENTS**

#### **INSURANCE PROVISIONS:**

The firm selected for this project will maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurance as outlined in the Design-Build Agreement (See Appendix 5.01). In addition, the selected Design-Build firm will be required to provide the Owner with proof of coverage for Professional Liability with a combined single limit of not less than \$2,000,000. The selected firm will also be required to comply with any special provisions Owner may add to the Design-Build Agreement to deal with professional liability insurance and/or performance and payment bonds, depending on the makeup of the Proposer's team.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, must provide that the OWNER, and its institutions, officers and employees are Additional Insureds with respect to the Design-Builder services to be provided under the Design-Build Agreement.

#### **PROFESSIONAL REGISTRATION:**

The Design-Builder and all firms providing professional design services shall be currently licensed to practice in each firm's area of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure and registration requirements. The Proposer must be licensed to act as a general contractor in the State of Oregon for the scope of work for this project.

The Proposer must be capable of providing a 100% performance bond and 100% payment bond for this project, covering the fee for both design and construction.

### **1.08 PROTESTS/QUESTIONS**

#### **A. Solicitation Questions, Requests for Change and Protests:**

Prospective respondents may submit questions, requests for change or protest of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limit competition) in writing to David Hobbs, Assistant Director FAP, by delivery or mail to the address indicated in Section 1.03. These must be received no later than **5:00 PM local time, July 24, 2012**. Such requests for change or protest must include the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and conditions.

Technical and Contractual questions on this RFP should be directed to [fapcontracts@pdx.edu](mailto:fapcontracts@pdx.edu).

Protests will be answered directly with the protesting Proposer. Any changes arising from questions, requests for change or protests will be made only via addenda to the RFP. Responses from PSU not contained in an official addendum to the RFP will not be binding on PSU. Proposers are encouraged to check on the status of any such addenda prior to submission of their Proposals on-line at <https://secure.ous.edu/bid/>.

**B. Selection Protest:**

Any Proposer who responds to this RFP and claims to have been adversely affected or aggrieved by the selection of competing Proposers shall have seven (7) calendar days after notification of apparent successful proposer to submit a written protest to:

Construction Contracts Department  
Office of Facilities and Planning  
Portland State University  
PO Box 751  
Portland, Oregon 97207-0751

Phone: (503) 725-4326  
Fax: (503) 725-4329

The written protest must be received by 5:00 PM local time, on the seventh calendar day after notification of selection. Protests will be answered directly with the protesting Proposer.

**1.09 FORM OF AGREEMENT**

Owner will use the Design/Build Agreement (Sample Agreement) attached as Appendix 5.01, and the Oregon University System General Conditions for Public Improvement Contracts, February 1, 2011 (General Conditions), which are incorporated into the Sample Agreement (but separately attached to this RFP as Appendix 5.02 for ease of reference), as the basis for the final agreement, together with the Supplemental General Conditions, attached as Appendix 5.03, and Owner's Division One General Construction Requirements, attached as Appendix 5.05.

The selected firm must enter into an agreement substantially similar to the Sample Agreement, but PSU reserves the right to negotiate a final agreement which is in the best interests of PSU. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another firm from among the remaining firms. Owner also reserves the right to investigate and evaluate, at any time prior to award and execution of the Agreement, the Proposer's financial responsibility to perform the Agreement. Submission of a Proposal shall constitute approval for Owner to obtain any credit report information Owner deems necessary to conduct the evaluation.

**END OF SECTION 1**



## **SECTION 2 - PROPOSAL REQUIREMENTS**

### **2.01 GENERAL**

Seven (7) copies of the proposal must be submitted, containing the following items and providing the information as specified. Incomplete proposals may not be considered. Packages are not to exceed ten (10) double-sided pages in length (20 sides) including covers if used. For sustainability reasons, please submit your response in loose leaf, clipped or stapled sets printed on recycled paper. **Please Do Not Use Ring Binders or Dividers.**

### **2.02 EVALUATION CRITERIA**

Please provide the following information in as concise a manner as possible. Please clearly number your responses to each item in the order they are asked for in this RFP.

**A. Team Members & Previous Projects (50 Points):** List the makeup of your design-build team. Please list names of consulting, construction, and support firms including the names and addresses of each firm. Briefly describe the functions and responsibilities of each firm and that firms experience with the design and renovation of similar facilities.

Describe the specific qualifications of “key staff” who will be assigned to this project and indicate who on your team will be the primary contact person for the duration of this project.

List four (4) clients for whom your team members – either together or with other partners - have provided Design-Build services for parking structure design, construction or renovations or projects of similar complexity in the past six years. These references should have worked with the primary staff proposed on this project. Provide the contact person’s name and current telephone number, describe the Owner/Design Builder working relationship and relevance of the PSU project.

**B. Time Constraints (25 Points):** Provide a brief assessment of your team’s experience with projects with tight time constraints. Please review and comment on the preliminary project schedule (Appendix 5.10) and provide a plan to meet this schedule that you feel can be accomplished if your team is selected for this project.

**C. Budget and Fixed Price Proposal (50 Points):** Provide a brief description of how your team will work to insure that this project is completed within Owner’s budget. Provide a firm, fixed-price proposal for both the design and construction portions of the project as outlined in this RFP. The proposed fee must include all design services, equipment to be installed and incorporated, components and systems, expenses, labor and materials and construction work for the project. Please note that PSU’s anticipated budget for the entire Design–Build contract will be approximately \$3,250,000. Price proposals will be scored as follows:  $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 50$  points.

**D. Minority/Women Owned & Emerging Small Business Utilization/Plan (50 Points):** Please provide a plan for how your team will address PSU’s goal of using the services of State Certified MBE/WBE/ESB consulting and construction firms. Please list the MBE/WBE/ESB firms on your team. Substitutions of these subcontractors/subconsultants will only be granted with written permission of the Owner. Describe how your team intends to perform outreach to MBE/WBE/ESB firms during the design, bidding and construction phases of this project. Provide specific details of your firms past project successes in the use of State Certified MBE/WBE/ESB.

**E. Proposed Safety Plan and Logistics Plan (25 Points):** Prepare a proposed Safety Plan for the Project. Prepare a proposed Logistics Plan for the Project.

**F. Optional Interview – 50 points**

Optional interviews may be conducted to allow the pro to expand on each of the above categories.

**G. Concerns (not scored – informational only):** Provide a summary of concerns, if any, that your team may have about this project including such items as budget, schedule & design. Please describe how you might address these issues.

**END OF SECTION 2**

**SECTION 3 - EVALUATION AND SELECTION PROCESS**

**3.01 SELECTION COMMITTEE**

Proposals will be evaluated by a committee. Selection Committee members will not be announced prior to interviews.

**3.02 EVALUATION CRITERIA**

The Selection Committee will evaluate each applicant’s qualifications, background and experience to determine if, in the judgment of the Committee, the organization is adequately qualified to perform the Work.

**The evaluation criteria to be used in the evaluation process are:**

	<b>Evaluation Criteria</b>	<b>Possible Points</b>
A.	Team Members & Previous Projects:	50
B.	Time Constraints	25
C.	Budget & Fixed Price Proposal: Meeting Client Budgets & Proposed Fixed Fee	50
D.	Minority/Women Owned & Emerging Small Business Utilization/Plan	50
E.	Proposed Safety Plan and Logistics Plan	25
	<b>Point Total</b>	<b>200</b>
F.	<b><u>Optional Interview</u></b> The interviews may be conducted to allow the proposer to expand on each of the above categories.	50
	<b>Maximum Point Total available for shortlisted firms</b>	<b>250</b>

### **3.03 SELECTION PROCESS**

The qualification packages will be evaluated as follows:

- A. Review for inclusion of all elements specified in Qualification Requirements Section 2. Any qualification packages which do not include all required elements may be rejected.
- B. Total preliminary point ratings will be assigned to the qualifications packages using the criteria specified in Section 2.02.
- C. At Owner's sole discretion the proposers submitting the proposal packages who receive the highest point totals, as outlined in Section 3.02 items A-E, may be shortlisted and invited to an interview with the Selection Committee. Should interviews occur additional points will be available to short listed firms, as outlined in Section 3.02 item F, which will be cumulative with the scores received in Section 3.02 items A-E.
- D. The proposer with the most cumulative points will be awarded the Contract.

**END OF SECTION 3**

## **SECTION 4 - PROGRAM REQUIREMENTS**

### **4.01 DESIGN-BUILD TEAM SHALL PROVIDE DESIGN SERVICES WITH THE FOLLOWING REQUIREMENTS AND ELEMENTS:**

- A. Design must meet all applicable building, fire and life-safety codes and requirements.
- B. Design must meet all City of Portland Permit processes including design review.
- C. Design-Build Team shall obtain and pay for all permits, design review fees and SDC's (if required) for this project.
- D. The direct design and construction budget for the shelter is \$3,250,000.00, including all Design-Builder, Design and other Services, General Construction costs, and related expenses.

### **4.02 DESIGN AND CONSTRUCTION MUST INCORPORATE THE FOLLOWING DESIGN ELEMENTS:**

- A. Upgrades to structural system, railings, façade elements and drainage system
- B. Upgrades to existing lighting and lighting control system
- C. Upgrades to or replacement of existing mechanical systems
- D. New traffic surfaces and markings

**END OF SECTION 4**