Request for Proposals - Design Services

Schneider Museum Roof Replacement

**Project Description**

Southern Oregon University (SOU) is seeking proposals from qualified firms for design services to re-roof the Schneider Museum of Art on the SOU campus in Ashland, Oregon.

The original Schneider Museum was constructed in 1986, and an addition was built in 1997. The original building has a built-up roof applied over rigid insulation. The 1997 addition has a PVC single-ply membrane installed over rigid insulation. The roof structure is metal decking over steel joists for both the original building and the 1997 addition. The total roof area is approximately 6,100 square feet.

SOU is interested in re-roofing the entire building with a single ply membrane.

**Services Required**

1. Provide measured as-Is drawings. There are no AutoCAD drawings available. SOU does have paper drawings for both the original building and the 1997 addition.
2. Provide design recommendations, product options and a rough budget for the proposed solution.
3. Provide complete drawings and specifications for contractor bidding.
4. Attend pre-bid conference, review substitution requests and issue addenda as required.
5. Provide construction administration including, but not limited to, on- site visits and reports, submittal review, contractor questions/responses, pay requests, punch lists and project closeout.

**OUS Retainer Contractors Eligible**

1. This Request-for-Proposals is limited to design professionals currently enrolled in the Oregon University System (OUS) professional consultants retainer program.

**Submittal Requirements** (Submit no more than five (5) total 8 ½ x 11 pages)

1. Submit proposal on company letterhead and signed by an authorized officer of the company.
2. Provide ***brief*** description of a minimum five (5) comparable roof projects the firm has completed within the last 5 years. Include Owner contact information for the comparable projects.
3. Indicate the specific personnel that would be assigned to this project.
4. Provide a fee proposal for the project. Provide hourly rates for any additional services requested beyond proposal outline.
5. Proposals may be emailed to mailto:gilliland@sou.edu or delivered to the FMP office (351 Walker Avenue, Ashland, OR 97520) by 4:00 PM July 17, 2012

**Proposal Evaluation Criteria, Selection Protests, etc.**

Evaluation Criteria

1. Experience (comparable projects, years in business, staff experience) – 20 points max
2. Fee proposal (ranked on highest to lowest with lowest receiving most points, highest quote least points)- 20 points max
3. Registered M.W.E.S.B. firm in State of Oregon – 10 points max

Firms have 48 hours after award posted to appeal to the Vice President of Administration at the SOU campus. A decision on the protest will be made by 5:00 p.m. one business day after receiving the protest. All decisions are final.

**Project Timeline**

 July 11, 2012 Issue RFP for Design Services

 July 13, 2012 Non-mandatory project tour at 10:00 AM - meet at the CVA courtyard

 July 17, 2012 Proposals due to Drew Gilliland, SOU Director of Facilities Management and Planning, 351 Walker Avenue, Ashland, OR 97520 by 4:00 PM.

 July 19, 2012 OUS Retainer Supplement or Contract Issued to selected firm

 July 20, 2012 Commence design work

 August 1, 2012 Issue Bid Documents

 August 10, 2012 Mandatory contractor pre-bid meeting – 9:00 AM

 August 16, 2012 Contractor bids due – 4:00 PM

 August 20, 2012 Start Construction

 September 14, 2012 Substantial completion