**REQUEST FOR PROPOSALS**

**#2012-0713**

**ARCHITECTURAL SERVICES FOR TAYLOR HALL**

**WINDOW REPLACEMENT AND BUILDING FAÇADE IMPROVEMENT**

**INTRODUCTION:**

Southern Oregon University (SOU or the “Owner”) requests proposals from qualified architectural firms (“Proposer”) for architectural design and construction administration services for exterior building renovations at Taylor Hall on the SOU Campus (the “Project”).

**PROJECT TIME LINE:**

July 13, 2012 RFP Release Date

July 18, 2012 Pre-proposal Meeting on Site at Taylor Hall West Entrance at 10:00 a.m

July 19, 2012 Written Questions due from Proposers at 351 Walker Ave at 4:00 p.m.

July 20, 2012 Owner's Written Response to Questions by 5:00 p.m.

**July 25, 2012 Proposals Due by 4:00 p.m.**

July 26, 2012 SOU Review of Proposals

July 27, 2012 Architect Interviews (if required)

July 30, 2012 Notice of Intent to Award

August 1, 2012 SOU finalizes Contract with Successful Firm (unless protest delays)

August 2, 2012 Commence Design Phase

August 17, 2012 Complete Drawings and Specifications for phase 1 façade demolition

August 22, 2012 Issue Documents for Phase 1 Contractor Bidding

August 29, 2012 Receive Contractor Bids/Award Project

Sept 17, 2012 Complete Demolition Phase

February 1, 2013 Complete Drawings and Specifications for Phase 2 window installations

February 8, 2013 Issue Documents for Phase 2 Contractor Bidding

February 22, 2013 Receive Contractor Bids/Awards

June 24, 2013 Begin Phase Two Window Installation

**PROPOSERS MUST BE ENROLLED IN OUS RETAINER PROGRAM:**

Proposers must be currently enrolled in the Oregon University System (OUS) professional consultant’s retainer program to be eligible to submit a proposal for this project. The successful proposer will be issued a supplement to their current retainer contract.

**PROPOSAL SUBMITTAL:**

All Proposals must be submitted to: Southern Oregon University, c/o Drew Gilliland, Director of Facilities, and 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on July 25, 2012**. It is the sole responsibility of the Architectural firm to ensure that its Proposal is received prior to the submittal deadline. Late materials will not be considered.

**PROJECT DESCRIPTION:**

Taylor Hall is a 46,000 square foot academic building that was constructed in 1965. The building contains classrooms and offices and is home to the social studies and geography departments. Taylor Hall provides classrooms space for a wide variety of undergraduate classes.

Taylor Hall was constructed with concrete masonry unit (CMU) “screens” over most of the windows. There is a mostly inaccessible “void” space between the windows and the masonry screen. These CMU screens prohibit views from inside the classrooms and offices, restrict natural ventilation, prohibit day lighting and cause a variety of maintenance issues. The “screens” make it almost impossible to access the window exteriors for cleaning and routine maintenance. The small holes in the CMU “screens” have proven to be an attractive roost for pigeons.

This project is intended to remove the old masonry “screens”, replace the original single pane steel-frame windows with new energy efficient windows, refinish the newly exposed sections of exposed exterior wall and provide sun control at the new windows.

SOU Goals for this Project:

1. Remove existing exterior c.m.u. decorative façade before classes begin for Fall 2012 Term
2. Improve views from classrooms and offices.
3. Provide interior day lighting with appropriate controls for heat and glare.
4. Investigate natural ventilation options (operable windows).
5. Analyze the existing HVAC system in regards to proposed exterior envelope changes.
6. Provide durable, low maintenance finishes for the newly exposed exterior walls.
7. Provide a more pleasing appearance for the exterior building façade.

The selected architectural firm will be required to perform an energy analysis for the selected exterior wall and window option and assist SOU with data to complete a State Energy Loan Program (SELP) application.

**PROJECT BUDGET:**

$ **20,000.00-30,000.00** has been allocated for the architectural and engineering design phase of this Project.

**SCOPE OF SERVICES:**

SOU intends contract for architectural and engineering services for Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration Phases for this Project. Services for all phases will be included in the contract resulting from this Request for Proposals (“RFP”), but Owner will accept in writing the services to be provided for each phase before authorizing the successful Proposer to proceed with services on the succeeding phase.

SOU intends to use the traditional Design-Bid-Build process for construction procurement. Competitive bids will be solicited from pre-qualified general contractors.

SOU will enter into negotiations with the highest ranking Proposer on the terms of the contract, including but not limited. (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) a maximum, not-to-exceed Contract price, which is consistent with the Proposal and, takes into account the estimated value, scope, complexity, and nature of the services to be provided. The Owner may also negotiate the statement of work and, at its discretion, add to the scope of services based on a Proposers’ recommendations (but still within the scope of this RFP) or reduce the scope of services.

All services, including drawings, plans, specifications, and other documents prepared by Proposer and Proposer’s consultants and sub-consultants, shall be performed or prepared in accordance with the generally accepted standard of care for the profession in the Pacific Northwest and in accordance with all applicable codes, regulations, and laws.

The following services will be included in the contract resulting from this RFP, subject to any conditions on the performance of these services set forth above. The successful Proposer must be prepared to perform the following services upon receipt of an authorization to proceed:

**Schematic Design Phase:**

In consultation with the Owner’s Representatives, the Consultant Team, and other designated persons, uses all available information to prepare a final Schematic Design satisfying the program requirements, budget, effect of codes and ordinances, safety and energy requirements. This Schematic Design will consist of drawings and other documents subject to Owner’s approval.

**Design Development Phase:**

Prepare drawings and other documents to fix and describe the size and character of the entire Project as to architectural, structural, mechanical systems, electrical systems, materials and appearances, and such other essentials as may be appropriate and in accordance with governing codes and ordinances.

**Construction Documents Phase:**

Prepare working drawings and specifications setting forth all necessary plans, elevations, and construction details, descriptions of materials and equipment, methods of installation, and standards of workmanship.

Develop all required bidding information and assist Owner in the preparation of bidding forms, the conditions of the construction contract and the form of the construction contract documents proposed for the Project.

**Bidding Phase:**

Furnish Owner with two (2) fully reproducible sets of the construction documents, including working drawings and specifications, complete as required for bid and construction purposes. In addition, furnish a digital version of in Autodesk/AutoCAD format.

Coordinate with governmental agencies to ensure that all plan review/building permit criteria are reflected in the final construction documents. Submit final contraction documents to the authorities having jurisdiction over this project and obtain building permits.

Assist Owner in soliciting bids for Project construction.

Review the bids and assist in recommending the award of contracts for the construction work.

If the lowest acceptable bid exceeds the direct construction cost allowance authorized by Owner, then at Owner’s request and at no additional cost to Owner, the ARCHITECT shall modify the drawings and specifications in order that new bids may be solicited and a construction contract award made within said allowance.

**Construction Administration Phase:**

Commencing with the award of a construction contract by SOU, the ARCHITECT shall provide general administration of the work of the construction contractor, as contemplated by the provisions of the construction contract and the Owner-Architect agreement.

**PROPOSAL REQUIREMENTS:**

Proposers must be in compliance with all licensing and legal requirements for the practice of architecture in the State of Oregon.

All Proposals must be in writing and must address in detail the numbered solicitation criteria set forth below. Proposals failing to include any requested information may, at Owner’s discretion, be eliminated from consideration for contract award.

In order to be considered responsive, three ***(3) copies*** of your submittal must be received at the time and place identified above under “Proposal Submittal”. Faxed or electronically transmitted copies will not be accepted. Your submission must be no more than 10 pages of materials (including cover letter, but not including covers, dividers, or blank pages devoid of meaningful content), bound or stapled in an 8 ½” x 11” format (see exception to binding under “Proprietary Information” below). The submittal must include the following, in addition to what is required to comply with the scored criteria below:

* the firm’s name, address, phone number, and facsimile number; the contact person within the firm, and their electronic mail address;
* a list of the firm’s key personnel that would be assigned to this project by discipline;
* the name and Oregon registration number of the project architect who will serve as the architect of record; the names of additional project architect(s) and designers the firm proposes to provide services on this project, along with specific projects each of these people has worked on in the past three years; descriptions of at least three (3) relevant projects completed by the firm and involving the above named individuals; and
* regarding the three project references required below (see Section 3 of the Evaluation Process) for the scored criteria:
* size of the reference project (dollars and physical size);
* date of completion of the project; location of the project;
* function of the building; whether the project was completed on schedule and on budget or not;
* responsibilities of those involved who would provide services on this project; and current name, address and telephone number of one or two owner representatives most appropriate to discuss your firm’s performance on the project.
* submit a schedule of hourly fees for appropriate job classifications, as they will relate to this project.

Firms may, at their discretion, list possible services for which they would use outside consultant firms (such as mechanical and electrical engineers) and may also list consultant firms they might select to provide services on the project. (Firms not providing this information at this time will not be penalized.)

SOU may reject any submission not in compliance with all requirements and may cancel this RFP or reject for good cause any or all responses, without liability to SOU, upon a finding that it is in the public interest to do so.

SOU reserve the right to contact others who through the course of information gathering may provide insight into architect’s ability to complete this project.

SOU will not accept submissions, proposals, or inquiries that require it to pay the cost of production or delivery or any other costs.

This proposal process will be conducted pursuant to the terms of this RFP and the Oregon State Board of Higher Education’s Administrative Rule OAR 580-50-020 relating to the selection and retention of professional consultants.

**EVALUATION PROCESS**

Initial Screening: SOU will appoint an RFP Evaluation Committee to review, score, and rank the Proposers according to the following solicitation criteria. Proposers are encouraged to complete Proposals in a concise manner that addresses and supports the criteria listed below.

Maximum number of points to be awarded: **100**

1. Experience with instructional facilities, design talent, and technical competence, including an indication of the planning process expected to be used in the services provided. **10 Points**

2. Capacity and capability to perform the services within the Project Timeline as stated in this RFP. **10 Points**

3. Past record of performance on contracts, specifically with respect to such factors as cost control, quality of work, ability to meet schedules, and contract administration. Three (3) references must be provided, preferably similar type and size of this Project. Examples of similar projects should be included as part of the proposal. **20 Points**

4. Availability to, and familiarity, with the area in which the Project is located, including knowledge of design and construction techniques unique to the area. **30 Points**

5. Proposed Architectural and Engineering Fees, including reimbursable expenses. **20 Points**

a. For the Schematic Design Phase, percentage of building construction cost.

b. For the Design Development Phase, percentage of building construction cost.

c. For the Construction Documents Phase, percentage of building construction cost.

d. For the Bidding Phase and Construction Administration Phase, percentage of construction

costs

7. Proposed cost management techniques to be employed. **5 Points**

8. Ability to communicate effectively and work cooperatively with Owner personnel. **5 Points**

Following Proposal evaluation, the RFP Evaluation Committee may, at the Owner's sole discretion, invite for interview finalists selected from the initial screening. Those firms selected for interviews will be notified by telephone as indicated in the Project

Timeline: Firms will be given approximately 30 minutes for presentations with the remaining time allotted to questions from the committee.

After selection of the successful Proposer, an appropriate SOU official shall enter into contract negotiations with the selected Proposer. If a mutually satisfactory contract cannot be agreed to, Owner may select the next highest scored architect from the remaining finalists for contract negotiations and may continue in this manner until a final contract is negotiated or this solicitation is cancelled. Owner will provide a written Notice of Intent to Contract for Professional Services to all Proposers to notify them of the selection of the successful Proposer.

**QUESTIONS FROM PROPOSERS**

Questions or requests for clarification from Proposers regarding this Request for Proposals shall be directed to Drew Gilliland, SOU Facilities Director, 351 Walker Avenue, Ashland, OR 97520, e-mail: gilliland@sou.edu, by 4:00 PM July 19, 2012. Any change or modification to the procurement process will be in the form of an addendum to the RFP. Addenda, if required, will be posted at www.ous.edu/bid by July 20, 2012 at 5:00 p.m.

**PROTEST PROCEDURES:**

Protests regarding this Request for Proposals must be made in writing to Craig Morris, SOU Vice President of Administration and Finance at the addresses listed below by 4:00 P.M. PST, July 30, 2012.

Any Proposer that has submitted a Proposal as outlined in this Request for Proposals and who claims to have been adversely affected or aggrieved by the selection of a competing architectural firm, and unless a different deadline is specified in the Notice of Intent to Contract for Professional Services, shall:

Have three (2) calendar days after receiving the Notice of Intent to Award (NIA) to submit a written protest of the selection to:

Craig Morris, Vice-President for Administration and Finance

Southern Oregon University

1250 Siskiyou Blvd

Ashland, OR 97520

SOU shall not consider a selection protest submitted after the time period provided in this subsection. The SOU Official shall have the authority to settle or decide a written protest submitted in accordance with this section and OAR 580-050-0020(7). The SOU Official shall respond to the protesting architectural firm within ten days of receipt of such written protest, in accordance with OAR 580-050-0020(6).

**PROPRIETARY INFORMATION:**

Owners shall retain this RFP, one copy of each submittal received in response to this RFP, and copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which shall be open to public inspections after a firm is selected and award is announced. If a submission contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: “This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law conditionally exempts from disclosure only trade secrets meeting the requirements set forth in the statute identified above, 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 portions of the submittal, material designated as confidential shall accompany the submittal, but shall be readily separable from it, although such pages will be included within the overall page limitation. Prices, makes, models, or catalog numbers of items offered, scheduled delivery dates, and terms of payment may be publicly available regardless of any designations to the contrary. Any Proposer marked as a trade secret in its entirety shall be considered non-responsive and will be rejected.

**INSURANCE PROVISIONS:**

During the term of any resulting contract, the successful Proposer shall maintain insurance coverage as specified in the Architect’s retainer agreement.

**PROJECT TERMINATION:**

SOU reserves the right to terminate the Project or architectural agreement after completion of any phase in the Project.

**ARCHITECT'S AGREEMENT:**

The successful Proposer will be issued a supplement to their existing OUS retainer agreement.

**CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

By submission of your proposal, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, “Oregon Tax Laws” means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

**ESB/MBE/WBE:**

SOU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and SOU strongly encourages its consultants to utilize these businesses in providing services and materials for SOU contracts and projects.

**ADDITIONAL REQUIREMENTS:**

Pursuant to OAR 580-061, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, Proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and that proposer and their employees are required to adhere to SOU’s policy prohibiting sexual harassment in their interactions with members of SOU’s community.

**ENCLOSURES:**

Building Floor Plans

End of RFP