



UNIVERSITY OF OREGON

July 16, 2012

Subject: Request for Proposals (RFP) for 3D Scanning Services for the Student Recreation Center Expansion and Renovation Project

Dear Prospective Consultant:

The University of Oregon (the "University") is soliciting proposals from firms for 3D Scanning services related to the Student Recreation Center Expansion and Renovation project. This letter and attached memorandum contains the information required to respond to this RFP. I know how much work is involved in developing a proposal of this type, and I would like to thank you in advance for taking time to respond.

**PROJECT SUMMARY.**

The Student Recreation Center (SRC) Expansion and Renovation project is currently beginning the Design Development phase of the project design process. The primary enhancements to the facility will include a new natatorium, locker rooms, 3-court gymnasium, additional cardio, weight-training, and group fitness activity space that adjoin existing structures. Additionally, a main entry public way and activity area that involves demolition and remodeling of the existing Leighton Pool, as well as integrating into the existing structures is planned for. The proposed work is to perform a 3D scan of identified exterior and interior surfaces and spaces of the existing buildings that adjoin the expansion project, namely Esslinger Hall (1937 with a 1954 addition), Leighton Pool (1958 addition), and the existing Student Recreation Center (1999 addition). These buildings are contiguous with each other and the interiors are connected. The scanning work will focus on areas that are likely to be remodeled or added onto the facility – see attached memo and associated floor plans for details.

**BASIS FOR EVALUATING PROPOSALS AND AWARDED CONTRACT.**

The University will select the firm based on the factors identified below:

1. Overall skill and ability to create scanning documents that meet the expectations noted in the attached memorandum, specifically described in 1.0 Base Services and 2.0 Specifications of Deliverables.
2. Experience scanning buildings, additions, renovations, systems, or spaces likely to be found in this Project.
3. The proposed lump sum base bid fee amount.

The scoring for the proposal is based on 10-points for each of the factors listed above, for a total of 30-points.

**SUBMITTAL REQUIREMENTS AND PROCEDURES.**

To be considered responsive a digital copy in pdf format of your submittal must be received in Campus Planning and Real Estate by 10:00 A.M. PDT, Monday, July 23, 2012, electronically transmitted (10 MB limit) to Gene Mowery, email address: gmowery@uoregon.edu. Alternatively, you may mail or hand-deliver a disk containing your submittal, along with optional hard copy. The U.S. mailing address is Campus Planning and Real Estate, 1276 University of Oregon, Eugene, OR 97403-1276. Delivery services should deliver to 1295 Franklin Boulevard, Eugene, OR 97403. Late submittals will not be considered.

**CAMPUS PLANNING AND REAL ESTATE**

1276 University of Oregon, Eugene OR 97403-1276 T (541) 346-5562 F (541) 346-6197 [www.uoregon.edu/~uplan](http://www.uoregon.edu/~uplan)

*An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act*

Your submission of qualifications must be no more than four (4) pages of materials (including cover letter), in an 8-1/2" x 11", in text no smaller than 12-point type. The University may, at its option, remove excess pages.

The submittal must include the following:

- The contracting firm's name, address, and phone number;
- the contact person within the firm and that person's email address;
- the signature of an officer or principal with the authority to contractually bind the firm.

The University 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 the University, upon a finding by the University that it is in the public interest to do so.

#### **SELECTION AND CONTRACTING PROCESS.**

The Oregon University System's Administrative Rule OAR 580 Divisions 61 and 63 enumerate the University's rules and procedures for contracting with professional consultants, in particular the Informal Procurement method as described in 580-063-0020 (2). The text of these rules may be found at <http://pcs.uoregon.edu/content/statutesregulationspolicies>.

From the pool of firms responding to this Request for Proposals, the University will select the firm it believes best meets the above listed factors and will enter into negotiations with that firm. If the negotiations are successful, the University will enter into an agreement with that firm. If the negotiations are not successful, the University reserves the right to enter into negotiations with another of the remaining firms.

#### **PROTESTS.**

Protests (and requests for clarification or change) regarding the solicitation and Request for Proposals must be made in writing to Gene Mowery at the above address within three (3) days after website posting.

Any change or modification will be in the form of an addendum to this RFP. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information.

Protests regarding the selection of the firm for the project must be made in writing and received by Gene Mowery at the above address no later than five calendar days after the date of the notification of that firm.

Protests must comply with the requirements of and will be addressed as provided in the OUS Administrative Rules in OAR 580, Division 61.

#### **EQUAL EMPLOYMENT COMPLIANCE; SEXUAL HARASSMENT.**

By submitting qualifications, the submitter certifies conformance to the applicable federal, state, and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinances, and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal, Oregon State, or local Governments having responsibility for the enforcement of the foregoing shall be supplied to the University upon request for purposes of investigation to ascertain compliance with the foregoing.

The University is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and the University strongly encourages its contractors to use these businesses in providing services and materials for University contracts and projects.

Pursuant to OAR 580-061-0030, by submitting qualifications, the submitter certifies that the submitter has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, submitters are hereby notified that the Oregon State Board of Higher Education has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees and agents, and subcontractors and their employees and agents, are required to adhere to

the University's policies prohibiting sexual harassment in their interactions with members of the University's community.

**TAX CERTIFICATION.**

By submission of your qualifications the signatory certifies under penalty of perjury that the signatory is authorized to act on behalf of the submitter and that the submitter is, to the best of the signatory's knowledge, not in violation of any Oregon tax laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and ORS 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**ADDITIONAL INFORMATION.**

In order to allow potential consultants the opportunity to visit the campus, the University has scheduled a tour from 2:00-3:00 P.M. PDT on Wednesday, July 18, 2012. Participants will meet in the entry area of the Student Recreation Center, 1320 E. 15th Avenue, on the University of Oregon campus. This tour is entirely optional, and participation will not be considered when the qualifications of those submitting are reviewed. Firms participating will not be advantaged, and those not participating will not be disadvantaged.

If interested, additional Student Recreation Center Expansion and Remodel project information may be found on the Campus Planning and Real Estate web site:

[http://pages.uoregon.edu/uplan/projects/Project%20Sums%20for%20Web/SRC/SRC\\_Expansion\\_and\\_Renovation\\_proj.htm](http://pages.uoregon.edu/uplan/projects/Project%20Sums%20for%20Web/SRC/SRC_Expansion_and_Renovation_proj.htm)

Questions should be directed to:

Gene Mowery  
Campus Planning and Real Estate  
1276 University of Oregon  
Eugene, OR 97403-1276  
E-mail: gmowery@uoregon.edu

Sincerely,



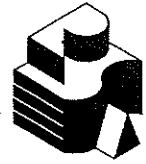
Gene Mowery, Planning Associate  
Campus Planning & Real Estate

Attachments:

- Attachment 1: Architects Memorandum
- Attachment 2: Lower, Main, and Upper Level Scan Limit Diagrams

cc with attachments:

Dennis Munroe



## Memorandum

To: UO Planning  
Attn: Gene Mowery  
From: Dave Guadagni  
Re: 3-D Scanning RFP  
Date: 7/16/12

FAX #:  
Pages: 1

### Project Description

**Project Name:** University of Oregon, Student Recreation Center, 3-D Scanning  
**Location:** University of Oregon, Eugene, Oregon

### Scope of Work Summary:

The purpose of this scope of work is to perform a 3D laser scan of portions of both the exterior and interiors of the 1999 Student Recreation Center, Leighton Pool Shell and Esslinger Hall on the campus of the University of Oregon. Note that these three buildings are contiguous with each other and the interiors are connected. The work will focus on areas that are likely to be renovated or impacted by planned additions to these existing structures.

### Objectives for this Solicitation:

- To create an accurate current-condition record of the existing building conditions
- To generate a point cloud and AutoCAD base for use by a design team in preparation of a Revit model for use in construction documents for remodeling and adding onto the facility.

### Scope of Services

The following sections describe the services requested through this solicitation.

This scanning will be a Lump Sum Price Contract utilizing the University of Oregon's Consultants Contract for Professional Services.

#### 1.0 BASE SERVICES – provide a lump sum price for:

##### 1.1. Deliverables

##### 1.1.1 Point Cloud

Deliver a photo texture map point cloud data model or similar along with viewing software. Describe in response your recommended model format and viewing software. Ultimately the data will be used by the architectural team in developing Revit models (Revit 2013). Point cloud to include areas described above and represented on the attached Lower Level, Main Level and Upper Level -3-D Scan Limits. Point cloud to include: walls, doors, window, casework, structure, fixed equipment, piping, ductwork, raceways, lighting, and conduits over 1/2".

##### 1.1.2 AutoCAD Model

Deliver a DWG model, usable in AutoCAD 2012 of the areas represented by the point cloud. Model to include exterior wall and roof surfaces, and interior floor, wall and ceiling surfaces.

##### 1.2. Areas to be Scanned

##### 1.2.1. Include in Base bid

**1.2.1.1** Exterior portions of the facade from the northeast corner of the 1999 SRC (Weight Room) to the south east corner of Esslinger (Room B50) as indicated by a heavy red line on the attached plans.

**1.2.1.2** Roof of Leighton pool as indicated on the Upper Level – 3-D Scan Limits plan

1.2.1.3 Interior portions of the existing buildings (indicated in light red on attached plans) at lower level mechanical rooms and tunnel adjacent to the Leighton Pool shell, main floor level at the 1999 SRC and Leighton Pool shell and the mezzanine of the existing 3-court Gym in the 1999 SRC as indicated on the attached plans as the base bid.

**1.2.2. Include in Alternate Bid #1**

1.2.2.1. Point cloud and DWG model for the interior portions of the existing Esslinger building and lower level of the 1999 SRC as indicated on the attached plans as alternate area #1 (light yellow color areas on attached plans)

**2.0 SPECIFICATIONS OF DELIVERABLES**

**2.1. Registered Raw Data**

The registered point cloud data shall be reduced in size, to filter noise and redundant data, to the maximum extent possible without compromising the accuracy and resolution of the model.

Registered raw data tolerance shall be +/- 1/4" and the minimum artifact size shall be 1/2" x 1/2" resolution.

**3.0 OTHER INFORMATION**

**3.1. Schedule**

Base Bid information:  
Point cloud data and  
AutoCAD 3 Model: Deliver by three weeks after Notice to Proceed

Alternate #1 (if accepted)  
Point cloud data and  
AutoCAD Model: Deliver by four weeks after Notice to Proceed

**3.2. Site Access**

Access to the site for scanning will be coordinated with Gene Mowery at University of Oregon, Campus Planning and Real Estate. E-mail: [gmowery@uoregon.edu](mailto:gmowery@uoregon.edu)

**3.3. Ownership and Rights in Data**

The University of Oregon shall have ownership of and rights to all data contained in point cloud data and other deliverables developed and provided.

**4.0 FLOOR PLANS**

**4.1. Lower Level – 3D Scan Limits (see attached)**

Plan shows extent of Base Bid and Alternate #1 work at lower level of 1999 SRC and Leighton Pool.

**4.2. Main Level – 3D Scan Limits (see attached)**

Plan shows extent of Base Bid and Alternate #1 work at main level of 1999 SRC, Leighton Pool and Esslinger Hall.

**4.3. Upper Level – 3D Scan Limits (see attached)**

Plan shows extent of Base Bid and Alternate #1 at upper level of 1999 SRC, Leighton Pool and Esslinger Hall.

**Attachments** Lower Level, Main Level and Upper Level Scan Limits diagrams