

# **West Heating Plant Boiler Replacement Project**

**Portland State University**

**Request for Proposals  
General Contractor (GC) Services**



**Portland State**  
UNIVERSITY

Portland State University  
Facilities and Planning  
617 SW Montgomery Street, Suite 202  
PO Box 751  
Portland Oregon 97207-0751

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# West Heating Plant Boiler Replacement Project - Portland State University

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### **SECTION 1 - ADMINISTRATIVE INFORMATION**

#### **1.01 INTRODUCTION**

The West Heating Plant (WHP) was originally constructed in the early 1970's and provided campus boiler capacity in addition to the existing East Heating Plant, which is located in the basement of Cramer Hall. This project will be the first phase in shifting the campus boiler portfolio out of Cramer Hall and to the West Heating Plant. Eventually, PSU would like to reallocate the space in Cramer Hall for other University purposes and serve all of the campus steam needs from the West Heating Plant. The project construction is planned to begin October 1, 2012, with a targeted completion date of March 1, 2013, or as soon as possible.

The Oregon University System (OUS), on behalf of PSU, is seeking qualified General Contractor (GC) firms for the West Heating Plant Replacement project (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 Contract with a GC firm.

PSU intends to enter into a Contract with the selected GC firm that will include a fixed price agreement to remodel the West Heating Plant as shown in the contract documents. The Contract shall include construction services through completion of the Project.

PSU will use the RFP process to evaluate each of the Proposers' capabilities with respect to the evaluation criteria set forth in Section 2.02. Information may be obtained from various sources including interviews and Proposals submitted in response to this document and discussions with former and present clients of the Proposers.

This Request for Proposals shall not commit PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. PSU reserves the right to accept or reject all responses received as a result of this RFP if it is in the public interest to do so.

A copy of the Sample Agreement is attached to this RFP (Appendix 4.02).

#### **1.02 SCOPE OF PROJECT**

This project includes boiler demolition and installation of new boilers, campus steam system upgrades and modifications to a Peter Stott Center exhaust fan system.

The West Heating Plant currently houses two (2) existing boilers and has space for an additional boiler. The two (2) existing boilers are both 600 HP. One (1) boiler will be demolished and one (1) boiler will stay in place and serve the campus. This project will add one (1) new 300 HP boiler and one (1) new 600 HP boiler. In addition to the new boiler's deaerator tank, a chemical feed system and additional system components will be installed for a fully functional system.

In order for the steam to be supplied to the campus from the West Heating Plant, piping system modifications will be required. These include the upsizing of steam and condensate piping located in the utility tunnel adjacent to the West Heating Plant; temporary piping will be required in order to keep the Peter Stott Center online during this project. Also required will be the addition of a condensate pumping station, settling tank and the demolition and installation of new condensate piping in the basement of Cramer Hall.

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Currently an existing exhaust fan, which serves the lower level of the Peter Stott Center is located in the utility tunnel adjacent to the West Heating Plant. The current location of the fan will not allow for the installation of the new steam and condensate piping. As a part of this project, this exhaust fan system will be replaced and modified in order for the new piping to be routed.

The WHP structure and boiler was thoroughly abated during May 2012 and prior to the release of this RFP. But there will be additional abatement required throughout the scope of the project. PSU will have an abatement contractor under contract for this project and the contractor that is awarded a contract under this RFP will need to coordinate with owner for specific additional abatement needs. Please reference 2008 west heating plant asbestos survey for additional information (see Appendix 5.01).

The contractor will need to procure an engineering firm(s) in order to complete the design of specific scopes of work as indicated in the drawings in order to obtain all required permits. These scopes of work are clearly called out in the construction documents. The general contractor is to provide all additional documentation in order to obtain all required project permits. Contractor to provide an allowance to cover additional scopes of work resulting from the contractor provided engineering.

### **1.03 RESPONSE DATE**

To be considered for selection, Proposals must arrive at PSU's Facilities and Planning office by **3:00 PM local time, August 17, 2012**. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address of the Facilities and Planning office is:

FOR DELIVERY:

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

FOR MAIL: (Not Recommended)

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

### **FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED**

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.

### **1.04 FORM OF AGREEMENT AND PREVAILING WAGE RATES**

PSU will use the Sample GC Agreement (Sample Agreement), attached as Appendix 4.02, and the current OUS General Conditions for Public Improvement Contracts (OUS General Conditions), which are incorporated into the Sample Agreement but separately attached to this RFP as Appendix 4.03 for ease of reference, as the basis for the final agreement (GC Contract). The General Conditions, as may be modified by Supplemental General Conditions developed during contract negotiations, shall apply to the work of all subcontractors and to the work of the GC to the extent that they do not conflict with the GC Contract. The current Supplemental General Conditions, subject to final negotiation as limited below are attached as Appendix 4.04.

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It is the intention of PSU to enter into a Contract with the selected GC.

During the term of any Contract resulting from this RFP, the GC shall maintain in force, insurance required by the Contract Documents (see OUS General Conditions and applicable Supplemental General Conditions). A Contract will not be executed, and PSU will not issue a notice to proceed, until acceptable proof of insurance coverage is received.

This Contract is subject to payment of prevailing wages under ORS 279C.840. Contractor and any subcontractors performing all or part of the contract must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Contract, as determined by the Director of the State of Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled *Definitions of Covered Occupations for Public Works Contract in Oregon*. The latest prevailing wage rates for public works contracts in Oregon are contained in the following publications: The July 1, 2012 Prevailing Wage Rates for Public Works Projects in Oregon, the July 1, 2012 PWR Apprenticeship Rates. Such publications can be reviewed electronically at [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml) and are hereby incorporated as part of the Contract Documents.

### **1.05 SELECTION PROCEDURE AND TIMETABLE**

The selection procedure is intended to evaluate the capabilities of interested GC firms to provide professional preconstruction services and construction services to PSU for this project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, the highest scoring firms may be selected for final consideration through interviews and further investigation of references.

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

#### **Proposed Selection timetable is as follows:**

July 31, 2012	Advertisement of Request for Proposals
<b>August 3, 2012 @ 11:00 AM local time</b>	<b>Mandatory Walkthrough</b> <b>Meet at University Services Building, 617 SW</b> <b>Montgomery Street, Suite 202</b> **Note: parking is difficult to find at PSU. Please schedule your time accordingly.
August 9, 2012 @ 5:00 PM local time	Applicant questions due
August 9, 2012 @ 5:00 PM local time	Solicitation protest deadline
August 13, 2012	Addenda Due
<b>August 17, 2012 @ 3:00 PM local time</b>	<b>Proposals Due</b>

#### **The following are proposed timelines and are subject to change without notice.**

August 21, 2012	Notification of finalists
August 23-24, 2012	Optional Finalist interviews
August 27, 2012	Notification of apparent successful Proposer
September 4, 2012 @ 5:00 PM local time	Selection Protest deadline
September 5, 2012	PSU finalizes Contract

#### **Schedule Milestones**

September 10, 2012	Begin Construction
February 28, 2013	Substantial Completion Date
March 31, 2013	Final Completion Date

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### **1.06 INCURRED COSTS**

PSU shall not be liable for any costs incurred by applicants in the preparation and presentation of their proposals.

### **1.07 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT**

By submitting a qualifications package, the applicant certifies conformance to the applicable Federal Acts, Executive Orders, Oregon Revised Statutes, Administrative Rules and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to PSU upon request for purposes of investigation to ascertain compliance with such acts, regulations and orders.

### **1.08 PROTESTS**

#### **1. Solicitation Protests:**

Prospective respondents shall submit a request for change of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) to Facilities Contracts by delivery or mail to the address indicated in Section 1.03. These must be received no later than **August 9, 2012** at 5:00 PM local time. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Failure to raise an issue with solicitation provisions and specifications and conditions during this period precludes a Selection Protest based upon such issue.

#### **2. 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 calendar days after notification of selection to submit a written protest to:

Construction Contracts Department  
PSU Facilities and Planning  
617 SW Montgomery, Room 202  
Portland OR 97201  
Phone: (503) 725-4326  
Fax: (503) 725-4329

The written protest must be received by 5:00 p.m. within the identified seven day period.

### **1.09 QUESTIONS FROM APPLICANTS**

Questions from applicants regarding this RFP must be received in writing no later than August 9, 2012 at 5:00PM local time and shall be directed to the Contracts Office via email to **fapcontracts@pdx.edu**. Questions received on or before that time shall be answered via addendum. Applicants are encouraged to call to check on the status of such addenda prior to submission of their proposals.

### **1.10 PUBLIC RECORDS**

PSU will keep this RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of any contract, as part of file or record that is open to

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public inspection . If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), such information must be marked 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 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.” ORS 192.501. Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

**END OF SECTION 1**

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### SECTION 2 - PROPOSAL REQUIREMENTS

#### **2.01 GENERAL**

Six (6) copies of the proposal should be submitted, containing the following items and providing the information as specified. Please respond to the requested information using the following same numbers and order in which the information is requested. This will allow us to easily compare the proposals. Incomplete proposals may not be considered. Proposals are not to exceed 5 double-sided pages in length (the equivalent of 10 single-sided pages) not including the bid form or bid security. For sustainability reasons, please submit your response in loose leaf, single, unbound sets printed on recycled paper containing a minimum of 30% post-consumer content. **Please Do Not Use Ring Binders and Dividers.**

#### **2.02 EVALUATION CRITERIA**

##### **1. Firm Background and Experience – 10 points**

Describe your firm's history. Include information identifying the firm's annual volume, financial/bonding capacity for this project. Explain relevant experience particularly with working on projects of similar scope for public entities.

##### **2. Key Personnel – 10 points**

Provide the names of the Project Manager and Superintendent that you will commit to this Project. Demonstrate their specific experience on projects of similar type, size and scope. Identify their length of employment with your firm and, if less than three years, recent prior firm(s), their responsibility on this Project, and their primary office locations.

##### **3. Proposed Project Schedule –10 points**

Prepare a proposed project schedule that identifies milestones and duration for each proposed activity.

##### **4. Proposed Site Logistics Plan – 15 points**

Prepare a proposed logistics plan.

##### **5. Proposed Safety Plan – 20 points**

Prepare a proposed safety plan.

##### **6. ESB/MBE/WBE Plan – 25 points**

PSU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Business, and PSU strongly encourages its consultants to utilize these businesses in providing services and materials for PSU contracts and projects. Specifically describe the following:

- Explain your pre-bid outreach methods to ESB/MBE/WBE subcontractors and suppliers.
- Identify by name any ESB/MBE/WBE subcontractors or suppliers that you will utilize on this project. Substitutions of these subcontractors or suppliers after award of the bid shall be subject to owner approval.
- Explain your post-bid outreach methods to ESB/MBE/WBE subcontractors and suppliers.

##### **7. Base Bid – 120 points**

Submit a lump sum bid for the base project on the bid form included in Appendix 4.01. The Proposer with the lowest base bid will receive full points, higher cost Proposers will receive proportionally lower points according to the formula:  $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 120$  pts.

##### **8. Informational Cost Estimate Breakdown – 0 points**

See Appendix Section 4.08 for Cost Estimate Breakdown form. **FAILURE TO SUBMIT THIS FORM WITH THE PROPOSAL WILL RESULT IN THE PROPOSAL BEING REJECTED.**



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### **9. References – 5 points**

References will only be asked for from those proposers who are invited to interview. These proposers shall provide three (3) professional references from similar projects, including the project name, the name of the design team, key personnel for whom this reference is relevant, and contact name and phone number. Information from references may be utilized for the evaluation of any of the above criteria.

### **10. Optional Interview – 25 points**

Interviews may be conducted to allow the bidder to expand on each of the above categories.

**END OF SECTION 2**

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### 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

<u>Item</u>	<u>Criteria</u>	<u>Points</u>
1.	Firm Background	10 points
2.	Key Personnel	10 points
3.	Project Schedule	10 points
4.	Site Logistics Plan	15 points
5.	Safety Plan	20 points
6.	ESB/MBE/WBE	25 points
7.	Base Bid	120 points
8.	Informational Cost Estimate Breakdown (mandatory)	0 points
<b>Point Total</b>		<b>215 points</b>
9.	References	5 points
10.	Optional Interview	25 points
<b>Total Points Available</b>		<b>240 points</b>

#### 3.03 SELECTION PROCESS

The Qualification Package Requirements will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2 Proposal Requirements. Any packages which do not include all required elements may be rejected at the Owner's discretion.
- B. Total preliminary point ratings will be assigned to the proposal 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 1-9, may be shortlisted and invited to an interview with the Selection Committee and to provide a list of references.
- D. Should interviews occur additional points will be available to short listed firms, as outlined in Section 3.02 items 9 and 10, which will be cumulative with the scores received in Section 3.02 items 1-8.
- E. The proposer with the most cumulative points will be awarded the Contract.

**END OF SECTION 3**