

**SCHOOL OF BUSINESS ADMINISTRATION (SBA) EXPANSION AND RENOVATION
Portland State University**

Request for Proposals

Architectural and Engineering Services



Portland State
UNIVERSITY

Portland State University
Facilities and Planning
617 SW Montgomery Street, Suite 202
PO Box 751
Portland Oregon 97207-0751
August 3, 2012

**SCHOOL OF BUSINESS ADMINISTRATION (SBA) EXPANSION AND RENOVATION
ARCHITECTS & ENGINEERS REQUEST FOR PROPOSALS**

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SECTION 1 – ADMINISTRATIVE INFORMATION

1.01 INTRODUCTION

Portland State University is proposing to expand and renew its existing home for the School of Business Administration, one of its most important academic programs, to accommodate its growth over the last 10 years, its growing array of programs and its critical ties to the regional business community. The current facility is located on Harrison Street and 6th Avenue. By locating an expansion on the existing SBA site and reusing the existing structure, the new facility will be particularly symbolic of the School’s international prominence in sustainability.

The ethic supporting the mission of Portland State’s School of Business Administration is clear, consistent and direct. It is to research, teach and practice in a manner that advances new ideas, sustainability and environmental stewardship while partnering with area businesses to enrich the livability and economy of the region. Consequently, the new School of Business Administration building will enhance Portland State University’s reputation as an institution dedicated to social, economic and environmental sustainability. The building will seek a LEED Gold certification at a minimum and aspires to achieve some petals of the Living Building Challenge. Given the School’s international reputation for social and environmental stewardship, the new building will be a living laboratory for creating the next generation of leaders in the sustainable economy.

The project will provide a building program developed with the following goals:

- Provide enough teaching space to house all SBA classes.
- Increase faculty space to serve faculty and graduate assistants, while allowing for future growth.
- Increase the social and interaction space within the building to better serve students, faculty and guests.
- Create visible, expandable centers that enhance the school’s ability to directly contribute to the food, activewear and outdoor gear, and real estate industries, and to increase the success of the region’s many small businesses.
- Design for the greatest flexibility of space to adjust for shifting needs over time.

The two major components of the project are:

- 1) Construction of a new 42,000 (+/-) square feet addition to the North end of the building that will fully utilize the project site, create a new dramatic entrance to the School, and activate the building along Sixth Avenue.
- 2) Modernization and upgrade of the existing structure that is currently occupied by SBA and the Graduate School of Education, including significant deferred maintenance. Construction will add 400 additional classroom seats (150 seat auditorium and 11 additional classrooms), four center spaces (Center for Real Estate, Center for Retail Leadership, Center for Global Leadership and Sustainability, Center for Innovation and Entrepreneurship), and 22 student break-out rooms.

The Oregon State Board of Higher Education (“OSBHE”) on behalf of PSU is seeking architectural and engineering services for architectural, systems and seismic upgrades of School of Business Administration.

A programming document for design of the building, initiated in 2008 and updated in 2010, is provided in Appendix 4.04. This document includes a two-month conversation with Portland State University’s School of Business Administration faculty, students, staff and administrators.

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The RFP and selection process is provided in the Oregon University System (OUS) Oregon Administrative Rules for Professional Consultants, 580-063-0025 and Chapter 580 Division 061. Under OAR 580-063-0025(2)(c).

This Request for Proposals (“RFP”) shall not commit the Oregon State Board of Higher Education (OSBHE) or 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 and the OSBHE reserve the right without liability to OSBHE or PSU, 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 Architect’s Agreement is attached to this RFP (Appendix 4.10). PSU will enter into negotiations with the selected firm to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into an Architect’s Agreement similar to the attached Agreement. The sample agreement attached to this RFP is subject to change by PSU. All Proposers must identify in their proposal any terms and conditions that they wish to negotiate. Failure to identify those terms they wish to negotiate may result in termination of negotiation with the selected firm. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another firm from among the remaining firms interviewed.

1.02 SCOPE OF PROJECT

It is estimated that the direct, hard construction costs for this project will total approximately \$38 million (excluding owner’s contingency).

The SBA Expansion and Remodel project scope is listed below. It shall be noted that the Architect/Engineer will be responsible for all analysis:

- ADA Improvements
- Seismic Stabilization
- Upgrade Connecting Bridges
- Window Replacement and Other Exterior Envelope Upgrades
- Interior Partition Replacement and Remodels Incidental to Other Construction.
- Floor Coverings
- Roof Repair
- Painting & Other Finishes
- Elevator Modernization
- Fire Protection System Upgrade
- Plumbing Upgrade including drain piping, water piping and fixtures.
- HVAC System Upgrades including replacement of ductboard & upgrade of HVAC terminal units
- Electrical Distribution Upgrade including generator
- Lighting Upgrade including lighting control system.
- Fire Detection and Alarm Upgrade

This effort will consist of the following phases:

- Programming/Concept Design
- Schematic Design
- Design Development

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- Construction Documents (including preparation of Construction Documents as may be required to expedite the Work in phases so as to take maximum advantage of weather and availability of facilities for demolition and reconstruction)
- Bidding Support Phase
- Construction Administration
- Post Construction Phase
- FF&E Design shall be included within each phase defined above

LEED: This project will comply with the Governor’s executive order EO-03-03 to utilize sustainable practices in the design, construction, or renovation of new State buildings. See Appendix 4.02. It is PSU’s intent that this new building will meet a minimum LEED Gold Certification LEED-NC (New Construction of Major Remodels). The LEED Certification will be determined based on the final scope of work as developed by the design and construction team. The Design and Construction team will be required to prepare, submit, and finalize all required design and documentation throughout each phase of the project needed to receive at least LEED Gold Certification. The Design and Construction team will also be required to track the additional cost of any “green” features above and beyond standard building costs. See Appendix 4.02 for additional information on LEED-NC, or visit the US Green Building Council website at: <http://www.usgbc.org/DisplayPage.aspx?CategoryID=19> for a description of the programs and their Gold certification requirements.

Americans With Disabilities Act (“ADA”): Besides complying with all city, state and federal rules, including both the accessibility requirements of the State of Oregon Building Code, as described under ORS 447.210 – 447.992, and the Americans with Disabilities Act Accessibility Guidelines (“ADAAG”), PSU strives to exceed the minimum ADA standards.

ETO, and Federal Energy Tax Credits: The Design Team shall work with the Energy Trust of Oregon to apply for and maximize grants for the project. If the project is eligible, and tax credits are available, the Design Team shall apply for Federal Energy Tax Credits under Section 179D.

Building Verification and Design: Electronic copies of the original construction documents (See Appendices 4.08) and generated AutoCAD base drawings of the floor plans are available. Work will include verifying conditions of the existing building, including but not limited to: architectural plans, elevations, sections, details, structural framing, electrical, HVAC, plumbing, and fire/sprinkler plans. The Design Team shall prepare a work write-up of required repairs of the existing conditions and interview Owner’s maintenance staff to identify issues and needs. The Design Team shall also meet with Owner’s building committee, PSU staff and others as needed. Work shall also include site and building design, cost estimates, phasing and sequencing of the work with the Owner’s Construction Manager and other design-related services as specified by the Owner. The Design Team shall submit iterations of progress prints for Owner’s review and approval before issuing bid and permit sets.

Programming: As a minimum, provide the following services in the Programming/Concept Design Phase, with the findings and results of those services, as well as the decisions made during this phase, documented in a final Programming Report:

1. Charter Session: Facilitate an alignment meeting with identified project stakeholders to identify project roles, responsibilities, methodologies, and means of communication; Explore the content of the 2011 ZGF Report with the stakeholders and determine what areas need to be revisited during the programming phase.

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2. Code / Regulatory Application Review: Identify applicable building codes, accessibility guidelines, administrative, and permit processing requirements as relevant;
3. Building Evaluation: Verify by on-site inspection unless specifically stated otherwise by the Owner, existing conditions and systems, including but not necessarily limited to architectural, structural (including seismic performance), mechanical, and electrical systems, to confirm that these conditions and systems are of adequate condition and capacity to support the work to be executed on the project;
4. Requirements Definition: Facilitate programming sessions with identified project stakeholders as required to define all program requirements, such as room areas, adjacencies, functions and upgrades; and utility system demands.
5. LEED Planning: In order to support the owner's objective to obtain a minimum LEED (Leadership in Energy And Environmental Design) Gold Certification for the Project from the U.S. Green Building Council (USGBC), and as applicable to this phase of the services, provide all documentation, services, and coordination with other consultants of the owner required by the USGBC;
6. Cost Estimating: Submit to the owner an estimate, prepared by a professional cost estimator, of the probable Direct Construction Cost of the Project based upon current area, volume, or other appropriate unit costs, consistent with AACE Class 4 standards. This shall include construction cost estimates of bid alternates as identified by the Owner, and segregate "Deferred Maintenance" costs from "Expansion" costs. The owner will be obtaining a separate, independent cost estimate of probable Direct Construction Cost of the Project. The Architect shall consult with the Owner in coordinating a project work breakdown structure and comparing and reconciling the two independent cost estimates, and the Architect will be responsible for meeting the Project budget requirements.
7. Customer Service Plan: Conduct a focused workshop to develop requirements and approaches for minimizing impacts to building users during the construction phase of the project. Customer service will be treated as a key performance criterion for all decision-making throughout the project; the outcome of this workshop will serve as a strategic guideline for the design and construction team. The Architect will engage special consultants in construction management, acoustics, and seismic upgrades to develop guidelines for noise abatement, coordinated system upgrades, demolition, and building operations during construction;
8. Commissioning Planning: Support the Owner's commissioning agent to establish the basic goals and methodology for building commissioning as a strategic guideline for the design and construction team;
9. Concept Design and Analysis: As required to support the cost estimate, prepare concept studies and analyses to investigate and document potential schematic solutions to program requirements. Ten such studies shall be included in the proposed fixed fee.

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Schematic Design: In consultation with the Owner, and in compliance with the Design Criteria for Portland State University Projects provided by the Owner, the Architect shall:

1. In consultation with Owner Representatives, and other designated persons, use all available information to evaluate the Program Requirements, and with appropriate data and graphics propose a series of improvements deemed necessary and desirable to satisfy the Program Requirements, including: space needs, budget, availability of utilities, effect of codes and ordinances, safety and energy requirements, handicapped access to all spaces, historical character of the building, etc.;
2. Based on the revised Program Requirements, develop Schematic Design studies consisting of drawings, and other documents for the Owner's approval;
3. Assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project; Owner shall pay for all required appeals and plan review fees;

Architect shall perform all Services required under this Agreement in order to allow the Owner to obtain a minimum LEED (Leadership in Energy and Environmental Design) Gold certification for the Project from the U.S. Green Building Council ("USGBC"). The Architect shall coordinate the performance of these LEED Certification Services with any other consultants of the Owner on the Project, and shall prepare any documentation required by the USGBC from the Owner's Project architect.

4. Submit to the Owner an estimate, prepared by an independent cost estimator, of the probable Direct Construction Cost of the Project based upon current area, volume or other appropriate unit costs. This shall include construction cost estimates of bid alternates as identified by the Owner. The Owner will obtain a separate, independent cost estimate of probable Direct Construction Cost of the Project. The Architect will consult with the Owner in comparing and reconciling the two independent cost estimates, and the Architect will be responsible for meeting the Project budget requirements.
5. The Architect shall perform the following Services associated with preparation of the probable Direct Construction Cost of the Project:
 - a. In performing the Direct Construction Cost estimating Services, coordinate the Architect's performance of those Services with the CM/GC, that will be performing Direct Construction Cost verification services under the CM/GC's contract with the Owner; and
 - b. Otherwise fully cooperate with the CM/GC during the design phase and the construction phases of the project.
6. Submit to the Owner the following documents, information and other data:
 - a. written report of the results of a Fire and Life Safety review with the City of Portland;
 - b. interior colors, materials and finishes recommendations;
 - c. a project schedule delineating the estimate time required for the Architect to complete the Design Development and Construction Documents Phases of the Project;

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- d. recommendations by the Consultants (structural, mechanical, electrical) of the technical requirements necessary to implement the Program Requirements;
- e. preliminary plans, elevations, and other drawings necessary to describe the entire scope of the Project. These drawings may be used for local municipal review and campus review.

7. Perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon 1% for Art Program”, set forth in ORS 176.073 to 276.090, as amended, relating to the acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

Design Development, Construction Documents, Bidding and Proposal Support: Include all typical architectural and design services necessary and reasonably inferable for the complete design of the project as contemplated in this RFP.

Construction Administration Services and Post Construction Phases: Include typical services performed by the project architect during the administration of the construction contract and post construction administration.

Additional Services: During the construction document phase, create a plan for the contractor to maintain steam, condensate return, chilled water supply and chilled water return services to the University Services Building (USB), Academic and Student Recreation Center (ASRC), School of Education (ED), and School of Business Administration (BA) buildings during the expansion and renovation. It shall include graphics that indicate how the pipe is to be supported and what valves are to be opened/ closed at what times.

During the construction document phase, create a "move" plan for the building occupants by phase. This shall identify each occupant, by name and office number, of whom shall be moved during each of the phases. Deliverables shall include an Excel spreadsheet that summarizes all moves required to allow construction to occur and graphic plans with names and rooms numbers, by construction phase, of all temporary and permanent locations. This will require the Architect to survey the building for building occupants.

Complete an accurate survey of the Project site, giving the grades and lines of streets, pavements, and adjoining properties and/or scale drawings reasonably representing existing conditions.

Provide geotechnical investigation reports with recommendations for soil bearing capacities.

Retain services of a LEED consultant for developing the LEED plan and making applications for LEED certification.

Use existing Forensic reports to identify, on construction documents, the abatement scope of work for the projects. Abatement is to be completed by the CM/GC Contractor. Retain services of abatement contractors if further identification/ investigation of on-site abatement is necessary.

All other consulting services needed to meet the requirements specified above. The only outside consultants PSU will retain for the project are commissioning and special inspections consultants.

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1.03 RESPONSE DATE

To be considered for selection, Proposals must arrive at Portland State University Facilities and Planning by **3:00 PM local time, August 23, 2012**. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address of Facilities and Planning is:

FOR DELIVERY:

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

FOR MAIL: (Not Recommended)

Contracts Staff
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 proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

1.04 SELECTION PROCEDURE AND TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested architectural firms to provide professional design 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 will be selected for final consideration through interviews and further investigation of references.

Following the interview, a notice of intent to award to the apparently successful Proposer shall be issued.

RFP schedule is as follows:

August 6, 2012	Advertisement of Request for Proposals
August 13, 2012 @ 9:30 am	Mandatory Pre-proposal Conference at Smith Memorial Student Union, Room 328/329, 1825 SW Broadway, Portland, OR 97201
August 15, 2012 @ 5:00 pm	Solicitation Protest/Applicant questions due
August 23, 2012 @ 3:00 pm	Proposals Due
Tentative RFP Review schedule (subject to change)	
August 30, 2012	Notification of finalists
Sept. 6 and Sept 7, 2012	Finalist interviews (please hold these dates as finalists will be assigned a time on one of these two days.)

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Week of Sept. 10, 2012	Notice of Intent to Award issued to apparent successful Proposer
7 days after issuance of Notice of Intent to Award Sept. 27, 2012	Selection Protest deadline PSU finalizes Contract

Milestones:

November 16, 2012	Programming Complete
February 15, 2013	Schematic Design Complete
May 3, 2013	Design Development Complete
May 30, 2013	Complete Bidding Documents for Early Site Work/ Foundation Package
May 30, 2013	Complete Bidding Documents for Structural Package
August 2, 2013	Construction Documents Complete
February 28, 2014	Construction Complete

1.05 INCURRED COSTS

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

1.06 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

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

Pursuant to OAR 580-061-0030, 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 the OSBHE has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees are required to adhere to PSU's policy prohibiting sexual harassment in their interactions with members of PSU's community.

1.07 ESB/MBE/WBE

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.

1.08 INSURANCE AND LICENSURE REQUIREMENTS

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INSURANCE PROVISIONS:

During the term of the Agreement, ARCHITECT shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurances as noted below:

- A. **Workers Compensation** - ARCHITECT, its consultants, if any and all employers working under the Agreement and supplements hereto are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- B. **General Liability** - ARCHITECT shall obtain, at the Architect's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to the Owner. This insurance shall include personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under the Contract, and is made on an occurrence basis. Combined single limit per occurrence shall not be less than **\$2,000,000 each occurrence/\$4,000,000 annual aggregate**.
- C. **Automobile Liability** - ARCHITECT shall obtain, at Architect's expense, and keep in effect during the term of this Agreement, Automobile Liability Insurance covering owned, non-owned and hired vehicles, as applicable. The coverage may be written in combination with the Commercial General Liability Insurance. Architect shall provide proof of insurance to Owner of not less than the following amounts: **\$2,000,000** each occurrence.
- D. **Professional Liability** - ARCHITECT shall provide Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by any negligent error, omission, or any act for the Project, its drawings and project manual, and all related work products of Design-Builder, as it pertains to architectural services and engineering services provided under the Contract. The policy may be provided to Design-Builder's Architect of Record and may be either a practice based policy or a policy pertaining to the specific Project. Professional Liability insurance to be provided shall have a combined single limit of not less than **\$4,000,000** per claim.

If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the agreement for a duration of a minimum of 6 years.

ARCHITECT will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for a minimum of 6 years following completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of the Agreement. This will be a condition of the Final Acceptance of Work or Services and Related Warranty, if any.

ARCHITECT shall furnish to the OWNER, Certificates of Insurance as evidence of the insurance coverages required under the Agreement. The certificate(s) shall provide that the insurance company or companies shall give a 30 calendar day notice (without reservation) to OWNER if the insurance is canceled or changed. The certificate(s) should state specifically that the insurance is provided for the Agreement or Amendments hereto.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, shall provide that the OWNER, and its institutions, officers and employees are Additional Insureds with respect to the ARCHITECT's services to be provided under the Agreement. Architect shall provide Owner with copies of all policy endorsements/amendments confirming the State of Oregon and

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Owner's status as Additional Insureds, as required by this Agreement. The requirements of this Section shall also apply to policies for insurance coverage provided by sub-consultants of Architect.

PROFESSIONAL REGISTRATION:

The ARCHITECT and all firms providing PROFESSIONAL ARCHITECTURAL OR ENGINEERING 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 requirements.

1.09 PROTESTS/QUESTIONS

1. Solicitation Questions, Requests for Clarification or Change, and Protests:

Prospective respondents may submit questions, requests for clarification, or requests for change or protest of particular solicitation provisions and specifications and conditions, (including the terms of the sample Architect's Agreement, Appendix 4.10 and any comments on any specifications that a firm believes limits competition) by e-mail to fapcontracts@pdx.edu.

These must be received prior to **August 15, 2012, 5:00 PM local time**. Such requests for clarification or change or protest shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions.

Questions and requests for clarification and change that are timely received will be answered via addenda. 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 are not binding on PSU. Proposers are encouraged to check on the status of such addenda prior to submission of their Proposals.

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) 725-3738
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.

1.10 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

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open to public inspection . If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret 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.

1.11 ADDENDA

Although PSU encourages an open proposal process, prospective proposers need to be aware that the RFP will be modified only by documents issued as addenda by PSU. No other direction or comments received by proposers, written or oral, will serve to change the RFP.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.01 GENERAL

Submit eight (8) copies of the proposal, 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 20 double-sided pages in length for a total of 40 pages. For sustainability reasons, please submit your response in loose leaf, single, unbound sets printed on recycled paper containing 100% post-consumer content. **Please Do Not Use Ring Binders and Dividers.**

1. Design Team - 25 points

List the makeup of your design team, including the names and addresses of consulting design and support firms. Describe the functions and responsibilities of each team member and their experience with similar projects. We will be looking for the experience level and background of team members and the degree to which previous experience demonstrates the ability to provide the services in a professional and timely manner. Indicate who in your team will be the primary contact person for the Owner.

2. Previous Experience – 30 points

Provide descriptions of architectural and systems upgrades and seismic projects for which your team has designed renovations, including details of cost, Owner / Architect working relationship, and relevance to the PSU project. Outline your team’s experience with university facilities and classroom design.

3. Experience with City of Portland Design and Plan review processes - 15 points

Describe your team’s experience with City of Portland approval processes, especially those requiring Design Review and voluntary upgrades and expansion.

4. Experience with LEED, and Sustainable Design Processes; Federal Energy Tax Credits - 20 points

Describe your team's experience with LEED and sustainable design processes. Describe a plan for sharing Federal Energy Tax Credits under Section 179D (if available) with the Owner.

5. Schedule –15 points

Describe how your team will accomplish this project within the stated schedule, including all Interim Milestone Schedule dates. Comment on the schedule. If you have methods of accelerating the stated schedule, please explain.

6. Quality Control – 10 points

As the Design Team, the Owner will rely on you to provide a high quality product and to insure that the contractor meets the specifications that you and the Owner outline. Explain how you will maintain high quality design and enforce high quality construction.

7. Budget –10 points

There is a budget for this project. Explain how your team will meet the requirements of this project within the specified budget. Give examples of your techniques. Describe how you will arrive at progress estimates throughout the project.

8. Overall Quality of the Submittal – 10 points

Scoring will be based on overall quality of the proposal and compliance with the requirements of the RFP.

9. ESB/MBE/WBE – 20 points

PSU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses.

Include a Management Plan for the project as follows: Include your firms plan to increase the diversity of a business' workforce and to subcontract with or purchase from Historically Underrepresented Businesses. The Management Plan may include your firms' nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by Historically Underrepresented Businesses.

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.

Provide examples of your firms past performance in regards to workforce diversity and subcontracting plans.

The Management Plan, except for any percentage goals to utilize Historically Underrepresented Businesses, shall become part of the Contract.

10. Design Professional Fees – 25 Points

Provide Design Professional Fees for the project by phase (Schematic Design Phase, Design Development Phase, Construction Document Phase, and Construction Administration Phase).

11. Optional Conformed Set of Documents – 3 Points

Upon the completion of the issuance of Construction Document (CD) packages & Addenda, the Architect may be asked to produce a Conformed Set of design documents, incorporating all prior CD packages, all Addenda, & all Architect's Supplemental Instructions (ASI's) & Requests for

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Information (RFI's) up to an agreed cut-off date. These sets shall be printed on an agreed alternate paper color (not white). Submit to Owner one (1) full size and three (3) half size Bond copies clearly labeled 'Conformed Set of Documents'. Electronic versions of these documents should also be given to the Owner. Specifications shall be in Microsoft Word format and drawings in AutoCAD 2012 format. Two (2) sets of CDs with this information shall be required. Provide Design Professional Fees for a conformed set of documents.

12. Optional Record Documents – 3 Points

Upon completion of the Work, the Architect shall update the design documents to reflect significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect (the "Record Documents "). Submit to owner one (1) full size and three (3) half size Bond copies clearly labeled "Record Drawings". Electronic versions of these documents should also be given to the Owner. Specifications shall be in Microsoft Word format and drawings in AutoCAD 2012 format. Two (2) sets of CDs with this information shall be required. Provide Design Professional Fees for the above record documents.

13. Hourly Rates – 5 Points

Provide a complete rate schedule for the Design Team and all subconsultants. These rates shall be utilized for any time and materials amendments to the contract and shall be locked for the duration of the project.

14. References - 15 points

List four clients for whom you have provided services in the past four years. These references should have had direct contact with the primary staff proposed on this project. Give a brief scope of work for each project. Provide the contact person's name and current telephone number. Provide two client and contractor references for projects currently under construction, or completed within the last year, including contact names and current telephone numbers. References to be scored for short-listed firms only.

15. Optional Interview – 50 Points

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

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:

Item	Criteria	Points
1.	Design Team	25 points
2.	Previous Experience	30 points
3.	Experience with City of Portland	15 points
4.	LEED, and Sustainable Design Processes	20 points
5.	Schedule	15 points
6.	Quality Control	10 points
7.	Budget	10 points
8.	Overall Quality of the Submittal	10 points
9.	ESB/MBE/WBE	20 points
10.	Design Professional Fees	25 Points
11.	Optional Conformed Set of Documents	3 Points
12.	Optional Record Documents	3 Points
13.	Hourly Rates	5 Points
Point Total		191 points
14.	References (to be scored for shortlisted firms only)	15 points
15.	Optional Interview	50 points
Point Total available for shortlisted firms		65 points

3.03 SELECTION PROCESS

The proposal packages will be evaluated as follows:

- A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals which do not include all required elements may be rejected at Owner's discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.01.
- C. The proposers submitting the proposals who receive the highest point totals will be invited to give a presentation and interview with the Selection Committee.
- D. At Owner's sole discretion the proposers submitting the proposal packages who receive the highest point totals, as outlined in Section 3.02 items 1-11, may be shortlisted and invited to an interview with the Selection Committee. Should interviews occur, points will be available to short listed firms, as outlined in Section 3.02 item 13, which will not be cumulative with the scores received in Section 3.02 items 1-11.
- E. Interviews will be scored on a point basis with 50 points maximum available. These points are not cumulative with the points in the proposal evaluation.
- F. At this point, References shall be checked and scored for shortlisted firms.
- G. The proposer with the most interview and reference points will be issued a Notice of Intent to Award.

END OF SECTION 3

APPENDICES