

Lincoln Hall Broadway Addition Portland State University

Request for Proposals General Contractor (GC) Services

**THIS OPPORTUNITY IS ONLY AVAILABLE TO CONTRACTORS WITH A
CURRENT OREGON UNIVERSITY SYSTEM (OUS) RETAINER CONTRACT FOR
CONSTRUCTION RELATED SERVICES.**



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

February 11, 2013

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.01 INTRODUCTION

The School of Fine and Performing Arts has received funding to complete a 3-story tower addition to Lincoln Hall. The new addition will house an expanded green room for the main performance hall, as well as two dance/movement studios. The Project also includes modifications to convert an acting studio (Room 55) into a blackbox theatre.

The Oregon University System (OUS), on behalf of Portland State University (PSU), is seeking qualified General Contractor (GC) firms for the Lincoln Hall Broadway Addition 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 construct the additions and modifications to Lincoln Hall 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.

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 may cancel this RFP, reject any proposal that does not comply with this RFP or applicable administrative rule, or accept or reject 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). 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 agreement similar to the attached Sample 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

1.02 SCOPE OF PROJECT

The scope of services will include all pre-construction, abatement, demolition, and construction services necessary for the completion of the Project, as more particularly described in the plans and specifications dated May 16, 2011, titled "PSU Lincoln Hall: Broadway Addition," and noted as "Alternate #1" (Appendix 4.07). The plans and specifications include work which was completed in 2011. Proposers should include only work specified as "Alternate 1." The project will include selective demolition of the area over what was originally the boiler room for Lincoln Hall. Construction of the new tower will include, among other things, structural steel, curtain wall, roof structure, interior finishes and upgrades to connecting spaces.

The GC will have a confined window to complete the structure and exterior of the building in order to accommodate the academic calendar as well as the performance schedule in the large auditorium adjacent to the tower addition.

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Payment and Performance Bonds shall be required for this project in the total amount of the base bid plus accepted alternates.

Hazardous Materials (Hazmat): PSU retained the services of Forensic Analytical Consulting Services, Inc. on July 10, 2008 to perform an asbestos survey of Lincoln Hall. The report is included in Appendix 5.01. The GC is to include in its bid the removal of asbestos in a safe manner that complies with all applicable statutes, rules, and regulations.

1.03 RESPONSE DATE

To be considered for selection, Proposals must arrive at PSU's Facilities and Project Management office by **3:00 pm local time, March 4, 2013**. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address of the Facilities and Property Management office is:

FOR DELIVERY:

PSU Contracts Office (located within the PSU Facilities & Property Management Department)
University Services Building
617 SW Montgomery, Room 202
Portland OR 97201

FOR MAIL: (Not Recommended)

PSU Contracts Office
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.

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

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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). 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 January 1, 2013 Prevailing Wage Rates for Public Works Projects in Oregon, the January 1, 2013 PWR Apprenticeship Rates,. Such publications can be reviewed electronically at 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 optional interview, a written recommendation and form of agreement will be forwarded to PSU's Director of Capital Projects and Construction for review and presentation to the successful Proposer for signature.

Proposed Selection timetable is as follows:

February 11, 2013

February 14, 2013, 10:00 AM local time

February 21, 2013, 5:00 PM local time

March 4, 2013, 3:00 PM local time

Advertisement of Request for Proposals

Mandatory Walkthrough

Meet at Lincoln Hall Room 115,

1620 SW Park, Portland **Note: parking is difficult to find at PSU. Please schedule your time accordingly.

Applicant questions due and Solicitation protest deadline

**Proposals Due at Facilities & Property Management,
617 SW Montgomery Street, Suite 202, Portland**

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

March 7, 2013

March 13, 2013

March 15, 2013, 5:00 PM local time

March 21, 2013, 5:00 PM local time

March 22, 2013

Notification of finalists

Finalist interviews (optional at Owner's discretion)

Notification of apparent successful Proposer

Selection Protest deadline

Contract award

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Schedule Milestones

March 25 - June 17, 2013	Submit insurance certificates, prepare subcontracts, prepare submittals
June 17 - September 20, 2013	Selective demolition, build out of structural elements, installation of roof and dry-in
September 24 - November 20, 2013	Interior build-out
November 25, 2013	Substantial Completion
December 6, 2013	Final Completion Date

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 February 21, 2013 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:

Portland State University
Attn: Cate Antisdell
University Services Building
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.

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1.09 QUESTIONS FROM APPLICANTS

Questions from applicants regarding this RFP must be received in writing no later than February 21st, 2013 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.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.01 GENERAL

Six (6) paper copies and one (1) electronic version of the proposal in PDF format should be submitted, containing the following items and providing the information as specified. Please respond to the requested information using the 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 10 double-sided 8.5 x 11 inch pages in length (the equivalent of 20 single-sided pages) not including the bid form or bid security. If a proposal is received exceeding the 20 page limit, only the first 20 pages of the proposal will be reviewed. 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 – 15 points

Describe your firm's history. Include information identifying the firm's annual volume, financial/bonding capacity for this project, and speak to the firm's stability in the market place. Explain relevant experience particularly with working on projects of similar scope for public entities and on building's of similar vintage. Information identifying the firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation.

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. Provide specific job experience as it relates to their experience with the GC process and working under OUS or similar large public contracting agencies' contracting rules. 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 –25 points

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

4. Proposed Site Logistics and Safety Plan - 30 points

Prepare a detailed proposed site-specific logistics and safety plan which addresses project access, street and sidewalk closures, material deliveries, construction safety, safety of other building occupants, safety of passersby, and construction impact containment. It must include detailed information regarding safe demolition, particularly of the existing exterior wall on Grid Line J, and how the proposing firm intends to isolate adjacent areas from dust, debris, noise, and other impacts during construction. Also, indicate when adjacent areas must be cleared of all other activities due to particularly sensitive construction operations. Provision of a diagram of project phasing, with notations regarding safety and logistics, is strongly encouraged.

5. Subcontractor and Supplier Management Plan - 17 points

This project is driven by the academic calendar and the need to have the new spaces delivered to Fine and Performing Arts accordingly. In order to meet this schedule, the structural steel and curtain wall systems will need to be ordered in advance of the project construction start. Please specify when these would need to be ordered, how the proposing firm intends to expedite these orders, and identify any other materials or scopes of work that would need similar attention in order to meet the schedule requirements.

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Note the Project Milestones identified in section 1.05.

6. ESB/MBE/WBE Plan –20 points

PSU has a compelling interest to ensure that its contracts provide fair and equal opportunities for minority, women and emerging small businesses that reflect the diversity of the Portland Metropolitan area. Therefore, PSU aspires to achieve a fifteen (15) percent utilization of ESB/MBE/WBE subcontractor participation on this project (based on total contract value). Specifically describe the following in your plan:

- Explain your pre-bid outreach methods to ESB/MBE/WBE subcontractors and suppliers. Include method of notification, engagement of local associations that support minority and women owned businesses, and packaging of subcontractor work.
- Identify by name (and certification number) 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, and efforts and strategies that maximize opportunities for small businesses.

7. Proposed Base Bid (Not Including Alternates) – 50 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: $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 50$ pts.

8. Proposed Bids for Alternates – 8 points (2 points for each alternate)

Submit bids for the 4 alternates identified on the Bid Form. The Proposer with the lowest bid for each alternate will receive full points, higher cost Proposers will receive proportionally lower points according to the formula: $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 2$ pts. Alternates are numbered 2 through 5 so as not to confuse them with references to alternate 1 on the plans.

9. References – 5 points

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. Submit one (1) Owner reference, one (1) Architect or Engineer reference, and one (1) Subcontractor reference.

10. Pre-Qualification Statement – 0 points

See Appendix Section 5.04 for Pre-Qualification form. This form must be filled out in its entirety and attached to the submitted proposal. **FAILURE TO SUBMIT THIS FORM WITH THE PROPOSAL WILL RESULT IN THE PROPOSAL BEING REJECTED.**

11. Informational Cost Estimate Breakdown – 0 points

See Appendix Section 5.05 for Cost Estimate Breakdown form. This form must be filled out in its entirety and presented to the Facilities and Project Management office with 24 hours of the bid due date. **FAILURE TO SUBMIT THIS FORM WITHIN THE TIME SPECIFIED WILL RESULT IN THE PROPOSAL BEING REJECTED.**

12. Interview – 20 points (optional, at Owner's discretion)

Interviews will be conducted if the review team deems them necessary 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 appointed by the Director of Facilities and Project Management. 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 and Experience	15 points
2.	Key Personnel	10 points
3.	Proposed Project Schedule	25 points
4.	Proposed Site Logistics and Safety Plan	30 points
5.	Subcontractor and Supplier Management Plan	17 points
6.	ESB/MBE/WBE Plan	20 points
7.	Proposed Base Bid	50 points
8.	Proposed Bids for Alternates	8 points
9.	References	5 points
10.	Pre-Qualification Statement (mandatory)	0 points
11.	Informational Cost Estimate Breakdown (mandatory)	0 points
12.	Interview (optional, at Owner's discretion)	20 points
Maximum Point Total available		200 Points

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 3.02.
- 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 1-11, may be shortlisted and invited to an interview with the Selection Committee. Should interviews occur additional points will be available to short listed firms, as outlined in Section 3.02 item 12, which will be cumulative with the scores received in Section 3.02 items 1-11.
- D. The proposer with the most cumulative points will be awarded the Contract.

END OF SECTION 3