

# **ATTENTION**

If you download this RFQ from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add you to the Respondent's List, and advise you of any addenda issued for this Project.

**Failure to do so may cause your submittal to be rejected as non-responsive.**

To add your company to the Respondent's List, email or fax a signed copy of **your company's letterhead** to:

Donna Litchfield at [litchfid@wou.edu](mailto:litchfid@wou.edu)

or

Paul Finke at [finkep@wou.edu](mailto:finkep@wou.edu)

or

Fax: 503-838-8081

Be sure to clearly identify the name and email address of a contact person within your company.



## **REQUEST FOR QUALIFICATIONS (RFQ)**

For

### **GENERAL CONTRACTOR SERVICES**

For

## **ITC THIRD FLOOR PHASE 2 REMODEL PROJECT**

ISSUE DATE: February 14, 2013

RFQ CLOSING (DUE) DATE: 3:00 PM, PST, March 7, 2013

### **SUBMITTAL LOCATION**

Western Oregon University  
Planning Office  
Attention: Paul Finke  
345 N Monmouth Ave  
Monmouth, Oregon 97361

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## I INTRODUCTION

The Oregon State Board of Higher Education, on behalf of Western Oregon University (WOU), hereafter referred to as the "Owner", is seeking Statements of Qualifications from General Contractors **currently registered on the OUS Contractor Retainer List** and interested in bidding on the ITC Third Floor Phase 2 Remodel Project described below and hereafter referred to as "the Project".

**Contractors who do not have a current and fully executed Retainer Contract with the Oregon University System (OUS) should not respond to this RFQ.** For information on how to participate in the OUS Retainer Program, please contact the OUS Contracts Manager Ian Best at [Ian\\_Best@ous.edu](mailto:Ian_Best@ous.edu).

WOU will utilize this RFQ process to obtain information to pre-qualify three to five bidders through evaluation of the following, as further described in Section IV:

- a. Documents submitted in response to the RFQ;
- b. Reference checks of present and former clients of contractor;
- c. Any other information received, presented, found and heard.

Following the selection of the pre-qualified bidders, WOU will issue Project bid documents, including plans and specifications, to the selected contractors and post an Invitation to Bid (ITB) on the OUS Business Opportunity website: <https://secure.ous.edu/bid/> notifying subcontractors and suppliers of the Project and the names of the pre-qualified Prime Contractors.

Respondents to this RFQ must document their recent experience on projects of similar size, scope and setting. In addition to experience, Statements of Qualifications must address ability and expertise with construction coordination, schedule development, local labor and sub-contracting markets, communication with Owner and jurisdictional authorities.

Only general contractors registered and in good standing with the Oregon Construction Contractors Board will be considered in the selection process. Statements of Qualifications from unregistered contractors will be deemed "non-responsive" and will not be evaluated or scored.

This Project is subject to BOLI prevailing wage rates and OUS General Conditions for Retainer Contracts. In addition, all work on the Project must comply with all applicable Federal, State, County, and City codes, regulations, ordinances, laws, and other rules and restrictions.

## I. PROJECT DESCRIPTION

The goal of this Project is to renovate approximately 5,000 square feet of space on the top floor of the Instructional Technology Center (ITC) located in the historical core of campus. ITC is a three-story unreinforced masonry and wood framed building constructed in 1915 as an elementary education training school. It was partially remodeled and retrofitted with an elevator in 1986. In summer of 2012, the north portion of the third floor (approximately 2,500 square feet) was remodeled and a new HVAC system was installed in the spacious attic to eventually serve the entire building.

The general scope of this project is to remodel the remainder of the third floor and replace the windows of the entire building. The Project will require some structural modifications to reconfigure several areas and the installation of a new addressable fire alarm panel. When complete, the new space will feature one computer lab, one "smart" classroom, nine offices, a student lounge, and a conference room. In addition to the work described above, and if the budget allows, the restrooms will be remodeled and new attic access ladder will be installed in the utility room.

While the Project space will be off-line and vacated during the construction phase, the first and second floor classrooms and labs will be in use during Summer Term (mid June to mid August) so the window replacement on those floors will need to be closely coordinated with the departments using the space.

The construction budget for the Project is approximately \$600,000. The contract should be awarded around early April and work on the restrooms could begin immediately afterward. Work on the remaining portion of the Project may not begin until after Spring Term which ends June 14. The construction schedule must allow seven days for asbestos abatement work (performed by others) which must be closely coordinated to coincide with the Project activities. The construction budget for the Project is approximately \$600,000. The entire Project must be completed by September 13, 2013.

## **II. ELECTION PROCEDURE AND TIMETABLE**

Responses to this RFQ will be individually evaluated and scored by selection committee members comprised of representatives from WOU in consultation with the Project Architect. Based on a tally of the individual scores, at least three but not more than five companies will be selected and identified as pre-qualified bidders for the Project.

The timetable for this RFQ/Bid process is as follows:

February 14, 2013	Publicly Advertise RFQ
March 7, 2013	Statement of Qualifications due
March 14, 2013	Announce three to five Pre-qualified Bidders
March 15, 2013	Issue Invitation to Bid (to Pre-qualified Bidders)
March 20, 2013	Mandatory site walk-through (w/ Pre-qualified Bidders)
April 2, 2013	Bids due (from Pre-qualified Bidders)

NOTE: This timetable is subject to change as necessary.

## **III. INSTRUCTIONS FOR RESPONDENTS**

Statements of Qualifications should be submitted in a tab divided, soft-bound (comb or spiral, – no three-ring binders) binder not exceeding 9 x 12 inches in size and not exceeding twelve (12) single sided pages including pictures, charts, graphs, tables and text that the respondent deems appropriate to include in their response. Exempt from the page limit noted above are the following: cover letter, table of contents, front and back covers, appended resumes of key

personnel, and blank section/numerical tab dividers. No fold-out pages should be included in the document and no supplemental information to the Statement of Qualifications will be allowed.

The information contained in the bound document should:

- be signed at least once by an officer of company with the authority to commit the company,
- acknowledge all addenda issued for this RFQ,
- follow the Evaluation Criteria format outline below,
- use font style and size that is easy to read, and
- allow side margins of not less than one (1) inch on pages primarily containing text.

WOU may reject any submittal not in compliance with the prescribed format described above, and may cancel this solicitation or reject all responses upon a finding by WOU that it is in the public interest to do so.

Please note that throughout this procurement, WOU will not accept responses or inquiries that require WOU to pay the cost of production or delivery. WOU is an AA/EEO employer.

**Telephone, facsimile, or electronically transmitted submittals will not be accepted, and responses received after the closing date and time will not be considered.**

#### **IV. RESPONDENT QUALIFICATION CRITERIA**

Responses to the criteria listed below will be scored to determine the pre-qualified bidders for the Project. Please respond to each item as it relates to your company and your ability to perform this work. Responses should be brief and concise following the numerical order provided below.

##### 1) Company Background (Weight 15)

Briefly describe your company's history and current status: office location, number of employees, area of expertise, etc. List any services that your company could self perform. Identify the proportion of your company's work for public vs. private sector clients.

##### 2) Relevant Project Experience (Weight 25)

Following the format of the Appendix A, describe similar projects that your company has completed in the last five years. Identify which project you feel to be the closest to this Project in terms of size, scope, setting, complexity, and schedule. Identify *any* recent projects (within 5 years) your company has completed for OUS institutions.

##### 3) Key Personnel (Weight 20)

Identify the project manager proposed for the Project and indicate how long that individual has been employed by your company. List specific projects he/she has successfully completed while employed with your company.

##### 4) Workforce Diversity Management Plan (Weight 20)

- 1) Indicate if your company is a certified or self-identified Minority, Women, or Emerging Small Business (MWESB).
- 2) Describe your company's workforce diversity management plan to increase the diversity of your own workforce.

- 3) Describe your management plan for subcontracting with, or purchasing from, historically underrepresented businesses (plans that separately address each segment of the MWESB market separately will be considered more favorably). This plan should include your company's nondiscrimination practices, subcontracting strategy, and/or outreach commitments specific to this project
- 4) Provide examples of projects completed within the last three years that specifically document your company's use of MWESB joint ventures, subcontracting, and/or mentoring plans.

The management plan included in responses to this RFQ, except for any percentage goals to utilize historically underrepresented businesses, will become part of the contract and must be implemented as described unless the contractor requests changes and receives prior written approval from WOU.

5) Quality Control (Weight 20)

Identify several examples of how your company's philosophy, policies, and practices provide superior quality construction and service to the client.

6) References (Not Scored)

Provide the names, addresses and phone numbers of three current or former client/project owners that may be contacted as references for your company. Verify that the contact information is current and that the individuals identified had direct involvement with the referenced project. References should be limited to current projects or projects completed within the last five years.

## V. QUALIFICATION EVALUATION

Proposals will be scored on the basis of responses to the criterion described above. Each item will be scored between 0 and 5 (five being the highest) and multiplied by the "weight" assigned to the criterion. The weighted scores will yield the total score for each company. (A total of 500 points are possible.) The total score will determine the final ranking of all the candidate companies. At least three, but not more than five responders with the highest scores who are not otherwise deemed unresponsive, will be selected to participate in the Invitation to Bid.

The reference information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring the other criteria.

## VI. FINANCIAL CAPACITY

WOU reserves the right to investigate and evaluate a submitting company's financial capacity to complete the Project in accord with the required specifications and timeline at any time prior to the execution of a contract. Submission of a signed response shall constitute approval for WOU to obtain any credit report information WOU deems necessary to conduct an evaluation. WOU shall notify respondents, in writing, of any other documentation required, which may include, but is not limited to the following: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to provide this information in the timeline requested by WOU at the time of request may result in rejection of the submission.

WOU may postpone the award or execution of a contract or selection of finalists in order to

complete its investigation and evaluation. Failure of a company to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for rejection of their response or bid.

## **VII. SUBMISSION DEADLINE**

**Responses must be received by: 3:00 PM, Thursday, March 7, 2013.  
NO LATE RESPONSES WILL BE ACCEPTED!**

Submit **five (5)** copies of your Statement of Qualifications to:

Paul Finke  
Facilities Engineer  
Western Oregon University  
345 N. Monmouth Ave  
Monmouth, OR 97361

## **VIII. CONTACT INFORMATION**

All questions and/or comments regarding this RFQ should be directed to either:

Paul Finke  
Ph. 503-838-8129  
Fax: 503-838-8081  
E-mail: [finkep@wou.edu](mailto:finkep@wou.edu)

Or

Donna Litchfield  
Ph: 503-838-8903  
Fax: 503-838-8081  
E-mail: [litchfid@wou.edu](mailto:litchfid@wou.edu)

## **IX. CLARIFICATIONS AND CHANGES**

If the information contained in the RFQ packet is unclear, incomplete, or contradictory, a written request for clarification or change should be submitted to the representatives listed above by February 22, 2013.

**Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available to everyone who formally notified WOU's Planning Office with their request to be included on the Respondent's List. It is the responsibility of each respondent to visit the website and download any addenda to this RFQ. Failure to do so may render that contractor's submission as non-responsive. No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.**

## **X. SELECTION PROTESTS**

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have seven calendar days after selection notification to submit a written protest of the selection. Protests should be addressed to: Eric Yahnke, Vice President for Finance & Administration, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361. Any such protests must be received by Mr. Yahnke no later than five



business days after the selection has been announced.

## **XI. PROPRIETARY INFORMATION**

WOU shall retain this RFQ, one copy of each original response received, and copies of all documents pertaining to the award of a contract. These documents will be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law 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”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

## **XII. APPENDIX**

The following appendix is included in this RFQ: Appendix A

**RELEVANT PROJECT EXPERIENCE**

The information identified in the form below is required for each project listed as relevant experience in section IV.2 of this RFQ. You may use this format or your own provided the required information is clearly indicated.

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of Project (125 Word Maximum)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Original Construction Cost:** \_\_\_\_\_

**Number of Change Orders:** \_\_\_\_\_ **Number of RFI's:** \_\_\_\_\_

**Total Cost of Change Orders:** \_\_\_\_\_

**Project Start Date:** mm/dd/yy \_\_\_\_\_ **Project Completion Date:** mm/dd/yy \_\_\_\_\_