

Five Year Sprinkler Inspection

Portland State University

**Request for Proposals
Fire Protection Contractor**



Portland State
UNIVERSITY

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

May 3, 2013

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.01 INTRODUCTION

The National Fire Protection Association (NFPA) issues NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems. Compliance with this standard is required by the City of Portland and helps maximize system integrity to avoid failure and ensure fast, effective response in a fire emergency.

Per the Administrative Rule adopted by Portland Fire & Rescue (ARB-FIR-8.02, III, B), “The inspection, testing, and maintenance of any water based system shall be performed by personnel who have developed competence through training and experience. At least once every five (5) years, this shall be performed by a person holding a Certificate of Fitness issued by the Portland Fire & Rescue.”

The Oregon University System (OUS), on behalf of Portland State University (PSU), is seeking a qualified fire protection contractor to perform the Campus Wide Five Year Sprinkler Inspection (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 contractor.

PSU intends to enter into a Contract with the selected contractor that will include a fixed price agreement to perform required inspections and a not-to-exceed time and materials amount for repairs. 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 RFP 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 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.

1.02 SCOPE OF PROJECT

This project includes inspection, testing and performance of required repairs of water-based systems at PSU as required by Portland Fire & Rescue policy ARB-FIR-8.02 and pursuant to 2007 Portland Fire Code (PFC) 901.6, 901.6.1, Table 901.6.1., 2002 edition of NFPA 25, and Portland City Code Title 31.20.110. This scope shall be performed by a technician holding a Certificate of Fitness issued by Portland Fire & Rescue.

Inspection shall include dry valve systems, pre-action systems, and anti-freeze systems. Standpipe systems that are not part of a combined sprinkler/standpipe system (stand-alone) shall have the inspection recorded on a separate inspection form (PF&R Form 300.25 STP).

- Inspections of fire pumps shall be reported on PF&R Form 300.26FP.
- Inspections shall include microbiological and corrosion testing.
- All inspections shall meet the requirements of NFPA 25 and the City of Portland Fire Marshal Office.
- Complete documentation of testing shall be provided on City of Portland Fire Systems Checksheets which can be found here: <http://www.portlandoregon.gov/fire/31191>
- Final report must include known deficiencies.
- All physical testing shall be completed between July 1, 2013 and August 31, 2013.
- All documentation to be provide in hard copy and in electronic format no later than September 30, 2013.

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1.03 RESPONSE DATE

To be considered for selection, Proposals must arrive at PSU's Facilities and Property Management office by **1:00 PM local time, May 22, 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:

Construction Contracts Department
PSU Facilities and Property Management
617 SW Montgomery, Room 202
Portland OR 97201

FOR MAIL: (Not Recommended)

Construction Contracts Department
PO Box 751
Mail Stop FPM
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.

Late Proposals will be returned unopened.

Proposals will not be accepted at any other PSU location other than the address specified above.

1.04 FORM OF AGREEMENT AND PREVAILING WAGE RATES

PSU will use the Sample 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 (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 Contractor to the extent that they do not conflict with the 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 Contractor.

During the term of any Contract resulting from this RFP, the Contractor 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 January 1, 2013, as amended on April 1, 2013 Prevailing Wage Rates for Public Works Projects in Oregon, the April 1, 2013 PWR Apprenticeship Rates. Such publications can be reviewed electronically at http://www.boli.state.or.us/BOLI/WH/WH/PWR/pwr_state.shtml and are hereby incorporated as part of the Contract Documents.

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1.05 SELECTION PROCEDURE AND TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested Contractors to provide services to PSU for this project. The Selection Committee will numerically evaluate the responses to the RFP. Following the evaluation, a notice of intent to award to the apparently successful Proposer shall be issued.

Proposed Selection timetable is as follows:

May 3, 2013	Advertisement of RFP
May 10, 2013 @ 10:30 AM local time	Mandatory Walkthrough Meet at University Services Building, 617 SW Montgomery Street, Suite 202 **Note: parking is difficult to find at PSU. Please schedule your time accordingly.
May 15, 2013 @ 5:00 PM local time	Applicant questions due and Solicitation protest deadline
May 17, 2013	Addenda Due
May 22, 2013 @ 1:00 PM local time	Proposals Due

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

May 24, 2013	Notification of apparent successful Proposer
May 29, 2013 @ 5:00 PM local time	Selection Protest deadline
May 30, 2013	PSU finalizes Contract

Schedule Milestones

July 1, 2013 and August 31, 2013	All physical testing shall be completed
August 31, 2013	Substantial Completion Date
September 30, 2013	Final Completion Date
	All documentation to be provide in hard copy and in electronic format

Attendance at the Mandatory Pre-Proposal Conference is required to propose on this project. This Conference will be conducted at **10:30 AM local time, May 10, 2013.** Proposers shall meet with OUS' Representative at Portland State University, Office of Facilities and Property Management, 617 SW Montgomery Street, Suite 202, Portland, OR, 97201 for that purpose. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Proposers who arrive more than 5 minutes after start of time of the meeting (as stated in the solicitation and by the OUS representative's watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a bid on the project. **Please note that Parking at PSU can be difficult to find. Please plan accordingly.**

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; 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.

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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.

1.08 MWESB

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.

1.09 PROTESTS

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 Agreement, Appendix 4.02 and any comments on any specifications that a firm believes limits competition) in writing to the Construction Contracts Department, by e-mail at proposals@pdx.edu or by delivery or mail to the address indicated in Section 1.03.

These must be received no later than **May 15, 2013 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 Qualifications. 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 three calendar days after notification of selection to submit a written protest to:

Protest
Portland State University
PO Box 751 – FAST-CAPS
1600 SW 4th Avenue, Suite 260
Portland OR 97207
Phone: (503) 725-4326
Fax: (503) 725-7873

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The written protest must be received by 5:00 p.m. within the identified three day period. Protests will be answered directly with the protesting Proposer.

1.10 QUESTIONS FROM APPLICANTS

Questions from applicants regarding this RFP must be received in writing no later than May 15, 2013 at 5:00PM local time and shall be directed to the Contracts Office via email to proposals@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.

1.11 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 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.

1.12 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

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SECTION 2 - PROPOSAL REQUIREMENTS

2.01 GENERAL

Four (4) 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 4 double-sided 8 ½ x 11 pages in length (the equivalent of 8 single-sided pages) not including forms 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 – 15 points

Describe your firm's history. Explain relevant experience particularly with working on projects of similar scope for public entities. Describe equipment you will use to accomplish this scope. Describe prior work with the Fire Marshal's Office.

2. Key Personnel and Certifications – 15 points

Provide the names of the technicians that you will commit to this Project along with Certificate of Fitness for Water Based Systems number and expiration date. 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). Explain how staff will complete the scope in the allotted time.

3. MWESB Plan – 15 points

PSU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Business, and PSU strongly encourages the utilization of these businesses in providing services and materials for PSU contracts and projects.

- Provide your MWESB certification number if you have one.
- Identify MWESB subcontractors or suppliers that you will utilize on this project by name. No substitutions of these subcontractors or suppliers shall be allowed without Owner approval.

4. Base Bid – 35 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: $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 50 \text{ pts.}$

5. Price List – 15 points

Submit a list of all job functions required for repair work and the hourly rates of those job titles. Also include rates for other items to be invoiced for repair work such as mobilization fee, equipment rental rates, etc. All invoices must comply with the listed rates. Any items not on the rate sheet must be billed at cost and include backup detailing that cost. Parking and mileage shall not be reimbursed.

6. References – 5 points

Provide three (3) professional references from similar projects, including the project name, 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.

7. Bid Breakdown Form – 0 Points

Submit a breakdown of the base bid on the Bid Breakdown Form, included in Appendix 4.05. **FAILURE TO SUBMIT THIS FORM WILL RESULT IN THE PROPOSAL BEING REJECTED.**

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 & Experience	15 points
2.	Key Personnel & Certifications	15 points
3.	MWESB Plan	15 points
4.	Base Bid	35 points
5.	Price List	15 points
6.	References	5 points
7.	Bid Breakdown Form	0 points
Point Total		100 points

3.03 SELECTION PROCESS

The Proposals will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2 Proposal Requirements. Any proposals which do not include all required elements may be rejected at the Owner's discretion.
- B. Total 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 1-7, will be awarded the Contract.

END OF SECTION 3