



Purchasing and Contract Services

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REQUEST FOR QUOTES (RFQ) #2013-05

Issue Date: May 10, 2013

Project Name:	Oregon Tech Library and College Union Roof Replacement Design and Bid Document Preparation		
BID Due Date/Time:	May 21, 2013, 1:00 PM		
Project Coordinator:	Ken Kiest	Phone:	541-885-1225
		Email:	Ken.Kiest@oit.edu
Contract Coordinator:	George Marlton	Phone:	503-821-1277
		Email:	George.Marlton@oit.edu

THIS SOLICITATION IS ONLY OPEN TO OUS RETAINER CONTACT PARTICIPANTS

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO GEORGE MARLTON

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE “OREGON TECH LIBRARY AND CU ROOF REPLACEMENT DESIGN” IN THE SUBJECT LINE

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to OAR 580-061-0050. Quotes received after the RFQ Due Date/Time may not be considered. Travel and other expense reimbursement will only be reimbursed in accordance with the OIT Contractor’s Travel Reimbursement Policy at the time the expense is incurred.

In support of OIT’s sustainability mission, Quoters are encouraged to consider the following elements in responding to this RFQ. These are not a factor of award (unless otherwise specified in this document):

- Using environmentally preferable products and products that exceed EPA guidelines
- Supporting a diverse supplier pool, including Oregon small, minority, and women-owned firms
- Featuring products made or grown in Oregon.

2. SCOPE

Oregon Institute of Technology (Oregon Tech) is requesting a design fee proposal from qualified engineering or architectural firms for the replacement of the roofs on the College Union and Library buildings located at our Klamath Falls, OR campus. The successful

proposer shall provide all necessary design services to prepare complete, bid-ready construction drawings, specifications, bid schedule, engineer's estimate for roof replacements, and assistance during bidding and construction administration. Oregon Tech would ideally like to complete all necessary construction before September 18, 2013. To meet that objective, the selected firm will be required to quickly turn around the design and construction documents so that Oregon Tech can competitively bid the reroofing projects. Please see the Attached aerial map attached as Exhibit 1.

Library (LRC) Roof Stats:

- Approximate roof surface area: 26,300 square feet.
- Mechanically fastened EPDM ballasted sheet roofing.
- Concrete deck substructure.

College Union (CU) Roof Stats:

- Approximate roof surface area: 42,800 square feet.
- Mechanically fastened EPDM sheet roofing (approximately 15% ballasted).
- Concrete deck and metal pan-deck substructures.

Specific tasks shall include the following;

- Site visit to review existing conditions; kick-off meeting with Oregon Tech Project Manager representatives, and others as determined to review initial project scope, schedule, and budget.
- Inform owner of recommended roofing options based on expected life, purpose, and pros/cons based on Klamath Falls environmental conditions and building construction.
- Research and recommend potential funding sources that may be available through state or federal programs based on roof-system designed energy efficiency.
- Preparation of 95% construction documents, technical specifications, and updated construction cost estimate.
- Incorporation of final owner review comments and preparation of 100% bid-ready construction documents.
- Response to contractor questions and preparation of addenda during the bidding phase.
- Attendance at pre-bid meeting.
- Preparation of conformed construction documents incorporating addenda.
- Local agency entitlement (permit) administration.
- Bid-ready construction documents shall be submitted in the following hard copy and electronic formats. Electronic files shall be submitted on a CD, and emailed to the Project Manager.
 - One set of 8 ½" x 11" print-ready (hard copy) technical specifications.
 - One set of 11" x 17" print-ready (hard copy) signed, stamped drawings.
 - Electronic copy of technical specifications in Word and PDF format.
 - Electronic copy of all stamped, signed drawings, individually saved as PDF-formatted files formatted to print on 11" x 17" paper.
 - Electronic copy of all drawings in AutoCAD format.
- Construction administration services including attendance at pre-construction meeting, review and approval of submittals, preparation of design clarifications, and review of change orders.
- Inspections services including minimum of 6 interim inspections, one substantial completion inspection, and one final inspection.

Interested proposers may schedule a walkthrough with Ken Kiest.

3. Quote

Quotes should be short and concise with the following information:

- A. Company and proposed project manager experience in these types of projects;
- B. Fee (on a time and material basis for each phase with a project total not to exceed):
 - a. Design
 - b. Construction Document Development;
 - c. Bidding Phase;
 - d. Construction Administration Phase.
- C. Project timeline – propose timeline for all critical events (e.g. notice to proceed, design development, construction document development, bidding phase, etc.)
- D. 3 references from similar projects

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, not-to-exceed price for the services, proposed timeline and references.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2013-05**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 31% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: _____	Date: _____
Signature: _____	Title: _____
Name (Type or Print): _____	Telephone: _____
Email: _____	OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

Minority: _____ Women: _____ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

Minority: _____ Women: _____ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to OIT office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by OIT serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. **NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (<https://secure.ous.edu/bid/>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.**
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by OIT in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OIT.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OIT reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon University System Retainer Contract may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon University System Retainer Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by OIT prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to OIT Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, OIT generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will OIT generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by OIT that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** OIT reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. OIT may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. OIT reserves the right to reject any quote or to reject all quotes at any time prior to OIT's execution of a contract if it is determined to be in the best interest of OIT to do so.
6. **METHOD OF AWARD:** OIT reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OIT.
7. **QUOTE REJECTION:** OIT reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.

Oregon Institute of Technology - College Union and Library Campus Locations

