

Request for Qualifications
For
Design-Build (D-B) Services



UNIVERSITY
OF OREGON

For the
University Housing
Central Kitchen and Woodshop Project

Project
CP13-111

Department of Campus Operations
1276 University of Oregon
Eugene OR 97403-1276

May 13, 2013

I. INTRODUCTION

The Oregon State Board of Higher Education (OSBHE), on behalf of the University of Oregon (University), is seeking submittals of qualification (the Qualifications) from qualified Design-Build (D-B) firms (Proposers) for the construction of the University Housing Central Kitchen and Woodshop at the University of Oregon in Eugene, Oregon (the Project). The Project generally consists of the creation of approximately 25,000 gross square feet of new space to accommodate kitchen and related storage facilities currently located in Carson Hall and Bean Hall and woodshop space currently scattered throughout University Housing facilities. In accordance with Oregon Administrative Rule (OAR) 580-063-0020 and -0030, the OSBHE will use the Request for Qualifications (RFQ) competitive procurement process to select and enter into a two-step selection process: Request for Qualifications (RFQ) and Request for Proposals (RFP).

During the RFQ phase of competition, the University's Selection Committee, comprised of representatives from Student Affairs, University Housing, Campus Planning and Real Estate, and Capital Construction (the Selection Committee), will evaluate each Proposer's capabilities with respect to the evaluation criteria set forth in Section VIII, below. Information will be obtained from various sources including information in the Qualifications and discussions with clients of Proposers and other sources. The Selection Committee will shortlist the top three (3) scored D-B Teams. In the event that tied scores generate more than three (3) of the most qualified D-B Teams, the Selection Committee will hold interviews. The shortlisted D-B Teams will receive the Design-Build Request for Proposals (RFP), which will include programmatic and performance requirements, University of Oregon Construction Standards, and other information to create a design Proposal. Refer to Appendix F: Design Phase Documentation Requirements.

During the RFP phase of competition, the University's project management team will hold up to two meetings with the D-B Teams, which will allow each competitor to present preliminary design solutions and receive feedback. D-B Teams will be responsible for all expenses associated with these meetings. Final design, price proposals and formal presentations must be submitted in accordance with the RFP. The University recognizes the extent of effort involved during the RFP phase and will award a \$15,000 stipend for each proposal not selected.

The University intends to enter into a Design-Build Contract with the selected D-B team that will be based upon a fixed fee that is established by the submittal of the Request for Proposal portion of the Design-Build selection process. This fixed fee shall contain all costs associated with the Design Verification, Design Development Documentation, Construction Documentation, Construction and Post-Construction phases as described in the Sample Contract attached to this RFP as Appendix A.

This RFQ does not commit the University to enter into any agreement, to pay any expenses incurred in preparation or delivery of any response to this request, or to procure or contract for any supplies, goods, or services. The University reserves the

right to accept or reject any or all Submittals of Qualifications not in compliance with the RFQ or if it is in the public interest to do so.

II. PROJECT SCOPE, BUDGET, AND SCHEDULE

The Kitchen facility will provide space for food preparation and distribution to the many food serveries within University Housing's residence halls and for catered meals provided by University Catering across the campus. The Woodshop facility will provide space to repair damaged and broken furniture used within the various housing facilities. The woodshop also could provide expansion space for the central kitchen operations if needed in the future. The new facility will include features for loading and unloading trucks to both receive raw materials and distribute finished products for both the Central Kitchen and the Woodshop. The Central Kitchen and Woodshop will replace very old and outdated facilities. The new, modern facility will meet the increased demand while providing outstanding service with local and sustainable products for the campus and community.

The total budget available for the Design-Build Contract is set at \$5.8 million – inclusive of Design/Builder design professionals fees, reimbursable expenses, overhead, and profit.

The Project's optimal schedule calls for D-B Team selection by August 2013 and construction completion before winter term 2014.

III. FORM OF AGREEMENT

The University will use the *Oregon University System Design-Build Agreement (Sample Contract)*, attached as Appendix A, and *Oregon University System General Conditions for the Public Improvement Contracts, July 1, 2012 Edition (OUS General Conditions)*, attached as Appendix B, as the basis for the final agreement (D-B Contract). The OUS General Conditions are modified by the Supplemental General Conditions, if any, attached to this RFQ as Appendix C. The OUS General Conditions and any Supplemental General Conditions will apply to the work of all subcontractors and to the work of the D-B team to the extent that they do not conflict with the D-B Contract.

It is the intention of the University to enter into a D-B Contract with the selected D-B team that is substantially similar to the attached Sample Contract. Upon selection of a D-B firm, the project will undergo a six-week Design Verification Phase. This phase will confirm the scope of work presented in the Proposal meets the needs and expectations of the University. It will verify the price and schedule of the Project. Documents will be developed that are required by the City of Eugene for a Site Review by the City.

Upon receipt of approval by the Owner, the D-B will be authorized to develop the Design Development Documentation. This shall incorporate all items required by the attached Contract and its associated Exhibits. Review and approval of the Design Development Documentation by the Owner will release the D-B Contractor to proceed with Construction Documents.

Construction Documents will be developed by the D-B Architect of Record. These documents shall contain all information required to acquire a building permit from the City of Eugene, bid the Project and construct the facility. Construction Documents will not be deemed complete until they have incorporated all information required by the City of Eugene.

Upon receipt of required documentation from the D-B, the Owner will issue a Notice to Proceed that releases the D-B Contractor to begin construction.

The D-B and all subcontractors shall comply with ORS 279C.800 through 279C.870. The Bureau of Labor and Industries (BOLI) Prevailing Wage Rates that will apply to the Contract shall be those in effect at the time the D-B Contractor submits a Proposal to the Owner as part of this selection process. These rates will be established for the duration of the Project. The prevailing wage rates that will apply will be those set forth in the then current version of the following BOLI booklet, together with any amendments to that booklet: **“PREVAILING WAGE RATES for Public Works Contracts in Oregon.”**

IV. SCOPE OF DESIGN SERVICES

The D-B Contract shall include Design Phase Services as stated in the D-B Contract (Appendix A).

V. SCOPE OF CONSTRUCTION SERVICES

The D-B Contract shall include Construction Phase Services as stated in the D-B Contract (Appendix A), OUS General Conditions (Appendix B), and Supplemental General Conditions (Appendix C).

The University will require the successful D-B to make subcontracting efforts on behalf of minority-owned, women-owned, and emerging small businesses (MWESB) in compliance with OAR 580-061-0030 and -0035. Similarly, the University encourages the involvement of minority-owned and women-owned businesses.

VI. SELECTION PROCEDURE AND TIMETABLE

Under this RFQ, the selection procedure is intended to evaluate the capabilities of interested D-B firms to provide services to the University for this Project. Qualifications will be evaluated by the Selection Committee in accordance with the criteria listed in this RFQ. Three D-B teams will be short-listed based on the overall merit of its Qualifications, using the criteria described in Section VIII and the information obtained from references, interviews (if any), and any other reliable source.

Estimated timetable for the RFQ process:

May 13, 2013	RFQ Advertisement
May 31, 2013 2:00 P.M. PDT	Qualification Submittal Deadline
June 10, 2013	Qualification Review Complete
June 11, 2013	Notification of Shortlist

Estimated timetable for the RFP process:

June 12, 2013	RFP Delivered to Shortlisted teams
June 14, 2013	Pre-Proposal Conference and Site Tour at the intersection of East 17th Ave. and Moss Alley
June 25, 2013	One-on-one Proposal Development Meeting: Each D-B Team will meet independently with the Owner to review design and answer questions
July 10, 2013	One-on-one Proposal Development Meeting: Each D-B Team will meet independently with the Owner to review design and answer questions
July 31, 2013 4:00 P.M. PDT	Proposal Submittal Deadline
August 7, 2013	D-B Team Presentation
August 8, 2013	D-B Team Selection/Notification

VII. SUBMITTAL AND INTERVIEW INFORMATION

If the Selection Committee elects to interview finalists, those interviews are planned to be held after June 10, 2012 at the University. All finalists will be notified no later than June 11, 2013 of the exact times and places of their interviews.

The format of the interview will be left up to the proposing firm; however, firms will be supplied with a list of topics that must be incorporated into their presentations and questions by the Selection Committee should be anticipated. Interviews will not typically exceed one hour. Members of each proposed D-B team must be present at the interview. Each finalist firm must notify the University no less than two days prior to its interview of any audio/visual or presentation support materials that may be required.

Ten (10) printed copies and one electronic pdf format copy of the Qualifications must be received by the University of Oregon Department of Campus Operations by 2:00 P.M. PDT, May 31, 2013.

If submitted by mail, send to:

Department of Campus Operations
1276 University of Oregon
Eugene, OR 97403-1276

If delivered by messenger or other delivery service:

Department of Campus Operations
University of Oregon
1295 Franklin Boulevard
Eugene, OR 97403

No responses received after the proposal submittal deadline will be considered.

ALL QUESTIONS AND CONTACTS WITH THE UNIVERSITY REGARDING THIS RFQ SHOULD BE ADDRESSED EITHER IN WRITING OR BY PHONE TO:

Darin Dehle, Director of Capital Construction
Department of Campus Operations
1276 University of Oregon
Eugene OR 97403-1276
Phone: (503) 346-2282
Fax: (503) 346-6927

VIII. INSTRUCTIONS TO PROPOSERS AND CRITERIA

A. Proposals must:

1. Follow the format outlined below and be signed by an officer or principal with the authority to contractually bind the firm;
2. Contain a name, phone number, and E-mail address for a contact person at the submitting firm who can address issues with the Qualifications, needs to receive scoring feedback on the Qualifications, and can be contacted under the circumstance that the firm is shortlisted for the RFP process. This information may be included in the content of the cover letter;
3. Be contained in a document not to exceed ten (10) single-sided or five (5) double-sided pages including whatever pictures, charts, graphs, tables, and text the team deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter, front and back covers, Table of Contents, and blank section/numerical dividers will not be counted in the page limit. Resumés of key individuals proposed to be involved in this Project are also exempted from this limit as long as they do not contain

information required as part of the scoring criteria for this RFQ. Page size is limited to 8-1/2 x 11 inches, with basic text information no smaller than 12-point type. The Proposer must follow the format defined below. The Proposer may however combine sections together on a single page if desired to provide for a more efficient use of the page limitation. The combined sections need to be clearly defined so the reviewers can easily find the information.

4. The scoring breakdown for the proposals is as follows:

Item 1 – Company History & Performance Indicators	15 Points
Item 2 – Project Staffing – Team Organization – Key Personnel	20 Points
Item 3 – Project Team Experience	25 Points
Item 4 - Quality of Design and Construction	30 Points
Item 5 - MWESB & Local Participation	10 Points
Item 6 – References	Non-scored section
Total Available Points	100 Points

Scores will be based upon the quality of the information provided in response to Section VIII.B., below.

- B. The following questions constitute the criteria for the Selection Committee to evaluate the Qualifications, as specified in Section IX, below. **Please respond to each question using this format.**

1. Company History(ies) & Performance Indicators - (Maximum 15 points)

Describe proposing team's history, including:

- CCB License Number for Contractor (Required).
- Professional License numbers for design consultants as required by the State of Oregon.
- Ownership structure of the company(ies).
- Total bonding capacity of the Contracting entity.
- Current available bonding capacity and ability to obtain insurance coverage for a project of this scope.
- Annual dollar value of projects proposing company has constructed for each of the last five years. Break out each year's work value into the three following categories: D-B format, CM/GC format, and General Contractor format.
- Contractor's Current Experience Modification Rate.

- h. Provide the safety and accident prevention record of the construction members of the Project Team. Include other relevant information that documents their safety record.
- i. How will the safety performance of subcontractors be maintained?
- j. Describe how the responsibility and contractual liability between a multi-faceted team be managed?

2. Project Staffing – Team Organization – Key Personnel - (Maximum 20 points)

Provide the following staffing information:

- a. Provide a list of names and roles of key personnel that Proposer will commit to the Design and Construction Phases of this Project, including but not limited to: Design-Builder's Representative, Project Manager, Job Superintendent, Project Architect, MEP Consultants, Kitchen Consultant, etc.
- b. Describe the proposed Project Team for both design and construction portions of the project, including team members, the organization, and the responsibility of each Team member. Include an organizational chart that shows the relationships among the key individuals of the Project Team.
- c. Identify how your Team will be integrated into a cohesive Design-Build organization, including a description of management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ to ensure a successful project.
- d. Provide resumés of the key individuals working as the Project Team. Resumés will be inserted as an appendix and will be in addition to the page limit of the Qualifications.

3. Project Team Experience - (Maximum 25 points)

- a. Provide a list of projects with similar characteristics to this Project that were staffed by the individuals listed above and describe the roles that the above individuals played in the Design and Construction Phases of this work. Include date, type of project, budget, issues addressed during design and construction, construction duration, and a contact name with telephone number of a person who is familiar with the project. Identify whether other Team members were involved in the project and, if so, the level of their involvement.
- b. Provide specific examples showing the ability to control project budgets. If costs exceeded the budget, what was done to bring the costs back within project requirements?
- c. Provide the proposed Project Team members' specialized experience and competence in a complex commercial kitchen and in a higher education design and construction setting.

4. Quality of Design and Construction - (Maximum 30 points)

- a. Summarize key elements that the Project Team anticipates using that will maintain quality from design through construction.
 - b. Describe how your team will interact with the University during the design and construction process. How will you maintain focus on the University's priorities?
 - c. Describe how responsibilities within a multi-faceted Team will be managed from design through construction and the warranty period.
 - d. Describe how your team will provide cost-effective design innovation in terms of construction systems or techniques.
 - e. Provide "lessons learned" on previous design-build projects.
- 5. Minority, Women-Owned and Emerging Small Business (MWESB) and local Contractor Participation Strategy - (Maximum 10 points)**

It is the expectation of the Owner, that the D-B Team will develop an effective and thoughtful approach to the recruitment of MWESB and local contractors to perform work on this Project.

- a. How do your business practices and approach to subcontracting position your team to outperform others in the successful recruitment of MWESB contractors on this Project?
 - b. Describe your process of developing bid packages. How does this approach promote the ability of MWESB and local contractors to bid on work?
 - c. Consider that the Owner directs you to generate smaller bid packages than you would typically anticipate in order to provide work packages that were adequately sized for enhanced MWESB bidding participation resulting in 1/3 more subcontractors on the site. What impact, if any, would you see to your firm's management staffing plan during construction? How would this impact your General Conditions staffing costs?
 - d. Provide two examples of projects that have had very successful MWESB participation. Provide statistics associated with the total construction value vs. the value contracted with MWESB subcontractors and the total number of subcontractors vs. the number of MWESB subcontractors. Describe how you were successful in achieving this level of participation. Please describe how the University might be challenged in regards to reaching a comparative level of participation on our project.
- 6. *References: (Non scored section, include as appendix not counting against total required response pages)***

Provide the names, addresses, and phone numbers of three projects' owner references. These references should be from projects that have some type of relevance to the project identified in this solicitation, particularly to D-B or collaborative CM/GC projects. Include references for projects that represent

the work performed by the personnel (see item 2 above) being proposed for this Project. Please verify that the individuals identified as references had direct involvement with the referenced projects, are available, and that the phone numbers are current. The University may check with these references and/or may check with other references associated with past work of your firm(s). (This section will not be scored separately, but the information obtained from reference checks will be used in and may affect the evaluation of the scored criteria. References will be contacted before shortlisting the Qualifications.)

IX. PROPOSAL EVALUATION

Interviews will occur only if there are tied scores that generate more than three (3) of the most qualified D-B Teams. The interviews, if necessary will be conducted by the Selection Committee. Scores from the Proposals will not be carried through to the interview process. Interviews will not be numerically scored. The interviews will receive ordinal ranks. The Selection Committee will consist of members familiar with the design and construction process, as well as those who are not.

The Selection Committee will evaluate each Submittal of Qualifications on its overall merit based on responses to the questions identified in Article VIII. D-B selection will be based upon information gained during the interview, if any, and information gained from clients and other sources.

X. REQUESTS FOR CHANGE OR PROTESTS

A. Requests For Change or Protests:

A Proposer may submit a written request for a change or protest of particular solicitation provisions, specifications, or conditions (including comments on any specifications that a firm believes limits competition) to Darin Dehle at the above address no later than 4:00 P.M. PDT on May 27, 2013. A request for change or protest must include the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and conditions. Any issue that could have been raised by filing a written request for a change or protest of particular solicitation provisions will not be grounds for a selection protest.

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ. No information received in any manner different from that described herein shall serve to change the RFQ in any way, regardless of the source of the information.

B. Selection Protests

Any submitting firm claiming to have been adversely affected or aggrieved by the selection of a competing firm will have five calendar days after notification of award to submit a written protest of the selection to the Associate Vice Chancellor for Administration, PO Box 3175, University of Oregon, Eugene,

Oregon 97403, as provided by OAR 580-061-0145. This written notification must be received by 5:00 P.M. PDT within the identified five-calendar-day period. Selection protests will be answered directly with the protesting firm. Selection protests must comply with and will be addressed pursuant to OAR 580-061-0145.

XI. PROPRIETARY INFORMATION

The University will retain this RFQ and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which 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 must 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 must accompany the response, but be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

By providing a submittal to this RFQ, the submitting firm grants the University a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license for the rights to copy, distribute, display, prepare derivative works of and transmit the response for the purpose of conducting this procurement and to fulfill obligations under Oregon Public Records Laws.

XII. INSURANCE

The successful submitting firm shall provide the insurance coverages as required by the D-B Contract and OUS General Conditions.

XIII. EQUAL EMPLOYMENT COMPLIANCE; SEXUAL HARASSMENT

By providing a submittal to this RFQ, the submitting firm certifies conformance to the applicable federal, state, and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinances, and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal, Oregon State, or local Governments having responsibility for the enforcement of the foregoing shall be supplied to the

University upon request for purposes of investigation to ascertain compliance with the foregoing.

The University is committed to increasing opportunities for Emerging Small Businesses and Minority- and Women-Owned Businesses, and strongly encourages its contractors to use these businesses in providing services and materials for the University's contracts and projects.

Pursuant to OAR 580-061-0030, by submitting a response, the submitting firm certifies that the the submitting firm 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 Oregon State Board of Higher Education has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees and agents, and subcontractors and their employees and agents, are required to adhere to the University's policies prohibiting sexual harassment in their interactions with members of the University's community.

XIV. FINANCIAL RESPONSIBILITY

The University reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, a submitting firm's financial responsibility to perform the anticipated contract. Submission of a response to this RFQ shall constitute approval for the University to obtain any credit report information the University deems necessary to conduct the evaluation. The University shall notify the firms, in writing, of any other documentation required, which may include but need not be limited to 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, etc. Failure to promptly provide this information shall result in rejection of the Qualifications.

The University may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure of a submitting firm to demonstrate financial responsibility shall render it non-responsive and shall constitute grounds for rejection for the Qualifications.

XV. TAX CERTIFICATION

By submission of qualifications the signatory certifies under penalty of perjury that the signatory is authorized to act on behalf of the Proposer and that the Proposer is, to the best of the signatory's knowledge, not in violation of any Oregon tax laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and ORS 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323 and 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.

XII. ENCLOSURES

The following appendices are included in this RFQ:

Appendix A: Oregon University System D-B Contract

Appendix B: Oregon University System General Conditions for Public
Improvement Contracts

Appendix C: Supplemental General Conditions (Reserved)

Appendix D: Sample Performance Bond

Appendix E: Sample Payment Bond

Appendix F: Design Phase Documentation Requirements

END OF RFQ