

REQUEST FOR PROPOSALS
#2013-0606
ARCHITECTURAL AND ENGINEERING SERVICES FOR CASCADE HALL
RENOVATION

INTRODUCTION:

Southern Oregon University (SOU or the “Owner”) requests proposals from qualified architectural/engineering firms (“Proposer”) for architectural and engineering design and construction administration services for the Cascade Hall Renovation (the “Project”) on the SOU Campus.

PROJECT DESCRIPTION:

SOU is currently undertaking a major renovation of the Science Building on the SOU campus. The Science Building project includes a seismic upgrade along with complete replacement of the mechanical, electrical, plumbing and life-safety systems. The entire building must be vacated to efficiently complete this work. The Science Building project is currently at the end of the schematic design phase with construction scheduled to begin in January 2014.

This Cascade Hall Renovation Project will remodel portions of the Cascade complex for use as temporary classrooms, laboratories, offices and support spaces while the Science Building is under construction. The Cascade Residence Hall complex will be vacated by September 2013 when students and staff relocate to the new North Campus Village. **The selected A-E team will be required to complete bid documents for the Cascade flex space by August 9, 2013.** Flex space construction will start in September 2013 with completion scheduled for December 2013. There are approximately 32,000 square feet in Cascade to be renovated in this project.

SOU requests proposals from qualified firms for architectural, mechanical, electrical and miscellaneous related design and construction administration services for this Project.

PROJECT TIME LINE:

June 6, 2013	RFP Release Date
June 12, 2013	Mandatory Pre-proposal Meeting on Site at Cascade North Entrance at 10:00 a.m.
June 14, 2013	Written Questions due from Proposers at 351 Walker Ave at 1:00 p.m.
June 14, 2013	Owner's Written Response to Questions by 5:00 p.m.
June 20, 2013	Proposals Due by 4:00 p.m.
June 21, 2013	SOU Review of Proposals
June 24, 2013	Architect Interviews (if required)
June 24, 2013	Notice of Intent to Award
June 27, 2013	SOU finalizes Contract with Successful Firm (unless protest delays)
June 28, 2013	Commence Design Phase
July 19, 2013	Design/Development Drawings Due by 4:00 p.m.
August 9, 2013	Complete Drawings and Specifications for Bidding

August 19, 2013 SOU to Issue Final Documents for Contractor Bidding
Sept 17, 2013 Receive Contractor Bids/Award Project
Dec 20, 2013 Complete Construction

PROPOSERS MUST BE ENROLLED IN OUS RETAINER PROGRAM:

Proposers must be currently enrolled in the Oregon University System (OUS) professional consultant’s retainer program to be eligible to submit a proposal for this project. The successful proposer will be issued a supplement to their current retainer contract.

PROPOSAL SUBMITTAL:

All Proposals must be submitted to: Southern Oregon University, c/o Drew Gilliland, Director of Facilities, and 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on June 14, 2013**. It is the sole responsibility of the Proposer to ensure that its Proposal is received prior to the submittal deadline. Late materials will not be considered.

PROJECT INFORMATION AND SOU GOALS FOR THIS PROJECT:

The Cascade Residence Hall complex totals approximately 195,000 gross square feet. There are (9) residence halls located around a central “core” area that includes a commercial kitchen, servery, dining areas, student lounges, classrooms and related spaces. This project involves renovating this “core” area (approximately 32,000 square feet) into temporary Science facilities. No work is scheduled for the (9) residence halls surrounding the central “core” area.

The Cascade complex was constructed in several phases between 1959 and 1966. The construction type is primarily cast-in-place concrete and CMU. The kitchen/servery/dining areas in the central “core” were extensively remodeled in 1991. Drawings for the 1991 renovation are attached to this RFP.

SOU will relocate the Biology, Chemistry and Physics departments into Cascade for approximately 18 months while the Science building renovation is underway. The overriding goal of this project is to provide safe, code compliant temporary space with reasonable temporary accommodations for staff and students.

SOU seeks a creative design team to work with the SOU Facilities department and the City of Ashland to design temporary laboratories and classrooms while keeping the budget to an absolute minimum. This flex space will only be used for 18 months. Every dollar spent on the Cascade flex space reduces the budget for the permanent new Science facility.

BASIC PROJECT REQUIREMENTS:

1. Develop an accurate base floor plan. An AutoCAD floor plan is available but the selected firm will need to field verify all dimensions and all existing conditions.
2. Implement the Owner furnished space layout plan. Work with SOU Facilities to revise the proposed plan as required to fit the existing conditions while minimizing budget.
3. Preserve and reuse as much of the existing HVAC, plumbing and electrical infrastructure as practical to minimize cost.
4. Coordinate with the City of Ashland Building and Fire departments to satisfy applicable code requirements.

5. Design new spaces based on the Owner provided space layout plan. Collaborate with SOU Facilities staff to make the planned space layout work with the existing conditions and building code requirements.
6. Provide mechanical and electrical engineering design services as required to implement the Owner's program. The laboratory spaces will require gas, vacuum and distilled water at the temporary "wet" labs.
7. Provide structural engineering design consultation as necessary. The proposed space layout endeavors to preserve all existing bearing walls.
8. Coordinate with SOU to relocate existing equipment, benches, casework, etc. from the existing Science building into the new space.
9. SOU intends to pre-purchase some new equipment for the Science building that will be used in the Cascade flex space before being moved to the renovated Science building. New fume hoods, lab benches and a vacuum pump are being considered for pre-purchase. The selected A-E firm will be required to incorporate new Owner furnished equipment into the design.
10. Provide complete drawings, details and specifications for permitting and construction.

SOU intends contract for all phases of architectural and engineering services (Schematic Design verification, Design Development, Construction Documents, Bidding, and Construction Administration) through this RFP. Services for all phases will be included in the contract resulting from this Request for Proposals ("RFP"), but Owner will accept in writing the services to be provided for each phase before authorizing the successful Proposer to proceed with services on the succeeding phase.

A space allocation for this project has been completed by SOU and the planned layout is attached to this RFP. The selected design firm will be required to verify the proposed layout works with the existing structure, work with the SOU Facilities staff to resolve any discrepancies, and ensure the renovated space meets applicable building and fire code requirements. The design firm will be responsible for engineering all required mechanical and electrical systems - making use of the existing infrastructure to the maximum extent practical.

SOU intends to use the traditional Design-Bid-Build process for construction procurement. Competitive bids will be solicited from select pre-qualified general contractors.

All services, including drawings, plans, specifications, and other documents prepared by Proposer and Proposer's consultants and sub-consultants, shall be performed or prepared in accordance with the generally accepted standard of care for the profession in the Pacific Northwest and in accordance with all applicable codes, regulations, and laws.

PROJECT BUDGET:

A maximum budget of \$ 60,000.00 has been allocated for the architectural and engineering design phase of this Project.

PROPOSAL REQUIREMENTS:

Proposers must be in compliance with all licensing and legal requirements for the practice of architecture and engineering in the State of Oregon.

All Proposals must be in writing and must address in detail the numbered solicitation criteria in the order set forth below. Proposals failing to include any requested information may, at Owner's discretion, be eliminated from consideration for contract award.

In order to be considered responsive, three (3) *copies* of your submittal must be received at the time and place identified above under "Proposal Submittal". Faxed or electronically transmitted copies will not be accepted. Your submission must be **no more than 10 pages of materials** (including cover letter, but not including covers, dividers, or blank pages devoid of meaningful content), bound or stapled in an 8 ½" x 11" format. Resume's for key personnel may be appended to the proposal and will not count towards the page limit.

- 1) Firm Profile. Provide a brief description the architectural/engineering firm(s) proposed for this project. List the major projects the firms are currently contracted for, the "key personnel" for those current projects, and the stage that the projects are in terms of completion. (10)
- 2) Relevant Project Experience. Describe your firm's recent experience designing similar renovation projects for education institutions and commercial clients. Provide specific information for a minimum of three (3) comparable renovation projects that your firm has designed within the last 7 years. Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (25)
- 3) Key Personnel. Identify the key personnel in the firm(s) who would be assigned to this project and briefly describe their experience designing similar renovation projects. Use specific examples and include their role and responsibilities in the referenced projects. Indicate each key person's responsibilities for services to be provided for this project and indicate the percentage of their time that will be devoted to this project. (25)
- 4) Local Knowledge & Experience. Describe your team's knowledge and experience with the contractors and building conditions in the Rogue Valley. Briefly discuss your recent experience (last 5 years) with the City of Ashland Building and Fire departments. (15)
- 5) Fee Proposal. Provide a fee proposal including all architectural and engineering services. Provide a Not-To-Exceed fee for the entire project along with hourly billing rates for all design personnel. Indicate any services that would be excluded from the proposal. (25)
- 6) References. Provide the current name, address and telephone number of a minimum of three (3) Owner representatives most appropriate to discuss your firm's performance on recent completed projects. (0)

EVALUATION PROCESS

This proposal process will be conducted pursuant to the terms of this RFP and the Oregon State Board of Higher Education's Administrative Rule OAR 580-50-020 relating to the selection and retention of professional consultants.

Initial Screening: SOU will appoint an RFP Evaluation Committee to review, score, and rank the Proposers according to the following solicitation criteria. Proposers are required to complete proposals in a concise manner that addresses and supports each of the listed evaluation criteria.

SOU may reject any submission not in compliance with all requirements and may cancel this RFP or reject for good cause any or all responses, without liability to SOU, upon a finding that it is in the public interest to do so.

SOU reserve the right to contact others who through the course of information gathering may provide insight into architect's ability to complete this project.

SOU will not accept submissions, proposals, or inquiries that require it to pay the cost of production or delivery or any other costs.

SOU will enter into negotiations with the highest ranking Proposer on the terms of the contract, including but not limited. (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) a maximum, not-to-exceed Contract price, which is consistent with the Proposal and, takes into account the estimated value, scope, complexity, and nature of the services to be provided. The Owner may also negotiate the statement of work and, at its discretion, add to the scope of services based on a Proposers' recommendations (but still within the scope of this RFP) or reduce the scope of services.

Following Proposal evaluation, the Proposal Evaluation Committee may, at the Owner's sole discretion, invite for interview finalists selected from the initial screening. Those firms selected for interviews will be notified by telephone. Interviewed firms will be given approximately 30 minutes for presentations with the remaining time allotted to questions from the committee.

After selection of the successful Proposer, the SOU Facilities Director will enter into contract negotiations with the selected Proposer. If a mutually satisfactory contract cannot be agreed to, the Owner will select the next highest scored proposer from the remaining finalists for contract negotiations and may continue in this manner until a final contract is negotiated or this solicitation is cancelled. Owner will provide a written Notice of Intent to Contract for Professional Services to all Proposers to notify them of the selection of the successful Proposer.

QUESTIONS FROM PROPOSERS

Questions or requests for clarification from Proposers regarding this RFP shall be directed to Jim McNamara, SOU Project Manager, 351 Walker Avenue, Ashland, OR 97520, e-mail: <mailto:mcnamaraj@sou.edu> by 1:00 PM June 14, 2013. Any change or modification to the

procurement process will be in the form of an addendum to the RFP. Addenda, if required, will be posted at www.ous.edu/bid by June 14, 2013 at 5:00 p.m.

PROTEST PROCEDURES:

Protests regarding this Request for Proposals must be made in writing to Craig Morris, SOU Vice President of Administration and Finance at the addresses listed below by 4:00 P.M. PST, June 27, 2013.

Any Proposer that has submitted a Proposal as outlined in this Request for Proposals and who claims to have been adversely affected or aggrieved by the selection of a competing architectural firm, and unless a different deadline is specified in the Notice of Intent to Contract for Professional Services, shall:

Have three (3) calendar days after receiving the Notice of Intent to Contract to submit a written protest of the selection to:

Craig Morris, Vice-President for Administration and Finance
Southern Oregon University
1250 Siskiyou Blvd
Ashland, OR 97520

SOU shall not consider a selection protest submitted after the time period provided in this subsection. The SOU Official shall have the authority to settle or decide a written protest submitted in accordance with this section and OAR 580-050-0020(7). The SOU Official shall respond to the protesting architectural firm within ten days of receipt of such written protest, in accordance with OAR 580-050-0020(6).

PROPRIETARY INFORMATION:

Owners shall retain this RFP, one copy of each submittal received in response to this RFP, and copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which shall be open to public inspections after a firm is selected and award is announced. If a submission 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 conditionally exempts from disclosure only trade secrets meeting the requirements set forth in the statute identified above, 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 portions of the submittal, material designated as confidential shall accompany the submittal, but shall be readily separable from it, although such pages will be included within the overall page limitation. Prices, makes, models, or catalog numbers of items offered, scheduled delivery dates, and terms of payment may be publicly available regardless of any designations to the contrary. Any Proposer marked as a trade secret in its entirety shall be considered non-responsive and will be rejected.

INSURANCE PROVISIONS:

During the term of any resulting contract, the successful Proposer shall maintain insurance coverage as specified in the Consultant's retainer agreement.

PROJECT TERMINATION:

SOU reserves the right to terminate the Project or architectural agreement after completion of any phase in the Project.

ARCHITECT'S AGREEMENT:

The successful Proposer will be issued a supplement to their existing OUS retainer agreement.

CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By submission of your proposal, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

ESB/MBE/WBE:

SOU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and SOU strongly encourages its consultants to utilize these businesses in providing services and materials for SOU contracts and projects.

ADDITIONAL REQUIREMENTS:

Pursuant to OAR 580-061, 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 policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and that proposer and their employees are required to adhere to SOU's policy prohibiting sexual harassment in their interactions with members of SOU's community.

ENCLOSURES:

Cascade Complex Ground Floor Plan

1991 Cascade Kitchen-Dining Renovation Drawings

SOU Space Layout for Temporary Science Facilities

End of RFP