

SCHOOL OF BUSINESS ADMINISTRATION EXPANSION AND RENOVATION

Solicitation #1501

Request for Proposals
Architectural and Engineering Services



Portland State
UNIVERSITY

July 30, 2013

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

Portland State University is proposing to expand and renew its existing home for the School of Business Administration, one of its most important academic programs, to accommodate its growth over the last 10 years, its expanding array of programs and its critical ties to the regional business community. The current facility is located on Harrison Street and 6th Avenue. By locating an expansion on the existing SBA site and reusing the existing structure, the new facility will be particularly symbolic of the School's international prominence in sustainability.

The ethic supporting the mission of Portland State's School of Business Administration is clear, consistent and direct. It is to research, teach and practice in a manner that advances new ideas, sustainability and environmental stewardship while partnering with area businesses to enrich the livability and economy of the region. Consequently, the new School of Business Administration building will enhance Portland State University's reputation as an institution dedicated to social, economic and environmental sustainability. The building will seek Leadership in Energy and Environmental Design (LEED) Gold certification at a minimum and aspires to achieve LEED Platinum certification. Given the School's international reputation for social and environmental stewardship, the new building will be a living laboratory for creating the next generation of leaders in sustainable economy.

The architectural aspirations for the project are as follows:

- Clearly conveys the urban identity of the university and the sustainability focus of the School of Business
- Architecturally significant building with beautiful, inspiring spaces
- Efficient and highly functional building
- Durable and designed with ease of maintenance in mind

The project will provide a building program developed with the following goals:

- Provide enough teaching space to house all SBA classes.
- Increase faculty space to serve faculty and graduate assistants, while allowing for future growth.
- Increase the social and interaction space within the building to better serve students, faculty and guests.
- Create visible, expandable centers that enhance the school's ability to directly contribute to the food, activewear and outdoor gear, and real estate industries, and to increase the success of the region's many small businesses.
- Design for the greatest flexibility of space to adjust for shifting needs over time.
- Design the new expansion to seamlessly integrate into the existing building structures. The finished product shall appear to be a single concept.
- The new design and appearance shall inspire visitors as they approach the building by foot or vehicle.

- A significant portion of the renovated building and expansion's ground floor shall be available for retail space. Strategic retail partners will be sought to create a significant ground floor experience for students and the community.

The two major components of the project are:

1) Construction of a new 42,000 (+/-) square feet addition to the North end of the building that will fully utilize the project site, create a new dramatic entrance to the School, and activate the building along Sixth Avenue.

2) Modernization and upgrade of the existing structure that is currently occupied by SBA and the Graduate School of Education, including significant deferred maintenance. Construction will add 400 additional classroom seats (150 seat auditorium and 11 additional classrooms), four center spaces (Center for Real Estate, Center for Retail Leadership, Center for Global Leadership and Sustainability, Center for Innovation and Entrepreneurship), and 22 student break-out rooms.

The Oregon State Board of Higher Education ("OSBHE"), acting by and through PSU, is seeking architectural and engineering services for architectural, systems and seismic upgrades of School of Business Administration.

A programming document for design of the building, initiated in 2008 and updated in 2010, is provided in Appendix 4.04. This document includes a two-month conversation with Portland State University's School of Business Administration faculty, students, staff and administrators. Zimmer Gunsul Frasca Architects (ZGF) completed these preliminary concepts and drawings for fundraising purposes.

Additionally, PSU retained Brightworks in 2013 to provide sustainability consulting services related to the Project. These services will be provided to PSU prior to contracting with the selected design team for the SBA Expansion and Renovation.

PSU is providing this information in the interest of transparency to all prospective proposers, as ZGF and Brightworks will not be precluded from participating in this RFP process.

The RFP and selection process is provided in the Oregon University System (OUS) Oregon Administrative Rules for Professional Consultants, 580-063-0025 and Chapter 580 Division 061.

This Request for Proposals ("RFP") does not commit the Oregon State Board of Higher Education (OSBHE) or PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right without liability to OSBHE or PSU, to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

A sample copy of the Architectural and Engineering Services Agreement is attached to this RFP (Appendix 4.10). PSU will enter into negotiations with the selected firm to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into an Architectural and Engineering Services Agreement similar to the attached sample agreement. The sample agreement attached to this RFP is subject to change by PSU. All Proposers must identify in their proposal any terms and conditions that they wish to negotiate. Failure to identify those terms they wish to negotiate may result in termination of negotiation with the selected firm. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another firm from among the remaining firms interviewed.

1.2 SCOPE OF WORK

It is estimated that the direct, hard construction costs for this project will total approximately \$44 million (excluding owner's contingency).

The SBA Expansion and Remodel project scope is listed below. Proposers shall note that the Architect/Engineer will be responsible for all analysis including, but not limited to:

- New Construction, including the seamless integration of the existing building with the new facility
- ADA Improvements
- Seismic Stabilization
- Upgrade Connecting Bridges
- Window Replacement and Other Exterior Envelope Upgrades
- Interior Partition Replacement and Remodels Incidental to Other Construction
- Floor Coverings
- Roof Repair
- Painting & Other Finishes
- Elevator Modernization
- Fire Protection System Upgrade
- Plumbing Upgrade including drain piping, water piping and fixtures.
- HVAC System Upgrades including replacement of ductboard & upgrade of HVAC terminal units
- Electrical Distribution Upgrade including generator
- Lighting Upgrade including lighting control system.
- Fire Detection and Alarm Upgrade
- FF&E Design

This effort will consist of the following phases:

- Programming/Concept Design
- Schematic Design
- Design Development
- Construction Documents (including preparation of Construction Documents as may be required to expedite the Work in phases so as to take maximum advantage of weather and availability of facilities for demolition and reconstruction)
- Bidding Support Phase

- Construction Administration
- Post Construction Phase
- FF&E Design shall be included within each phase defined above

No billable work can proceed prior to negotiation and execution of an Architectural and Engineering Services Agreement and the Consultants receipt of a Notice to Proceed.

1.2.1 Programming/Concept Design

As a minimum, provide the following services in the Programming/Concept Design Phase, with the findings and results of those services, as well as the decisions made during this phase, documented in a final Programming Report:

- A. Charter Session: Facilitate an alignment meeting with identified project stakeholders to identify project roles, responsibilities, methodologies, and means of communication; explore the content of the 2011 ZGF Report with the stakeholders and determine what areas need to be revisited during the programming phase.
- B. Code / Regulatory Application Review: Identify applicable building codes, accessibility guidelines, administrative, and permit processing requirements as relevant.
- C. Building Evaluation: Verify by on-site inspection unless specifically stated otherwise by the Owner, existing conditions and systems, including but not necessarily limited to architectural, structural (including seismic performance), mechanical, and electrical systems, to confirm that these conditions and systems are of adequate condition and capacity to support the work to be executed on the project.
- D. Requirements Definition: Facilitate programming sessions with identified project stakeholders as required to define all program requirements, such as room areas, adjacencies, functions and upgrades; and utility system demands. It is essential that input from the identified project stakeholders be reflected in the final Programming Report. Outreach to identify stakeholders to verify design concepts are understood and clearly summarized in the final Programming Report will be critical.
- E. Cost Estimating: Support the owner's professional cost estimating consultant and CM/GC contractor in preparing a cost estimate for the project. The Architect shall consult with the Owner's cost estimating consultant and CM/GC contractor in coordinating a project work breakdown structure and comparing and reconciling the two independent cost estimates. The Architect shall be responsible for meeting the Project budget requirements.
- F. Customer Service Plan: Conduct a focused workshop to develop requirements and approaches for minimizing impacts to building users during the construction phase of the project. Customer service will be treated as a key performance criterion for all decision-

- making throughout the project; the outcome of this workshop will serve as a strategic guideline for the design and construction team. The Architect will engage special consultants in construction management, acoustics, and seismic upgrades to develop guidelines for noise abatement, coordinated system upgrades, demolition, and building operations during construction.
- G. Retail Plan: Ground floor retail will be an important function of the building. A creative building layout shall be developed that attracts retailers to the building. Working with designated project stakeholders, the Architect shall develop a retail plan that defines the amount, location and type of retail space for the 1st floor.
 - H. Commissioning Planning: Support the Owner's commissioning agent to establish the basic goals and methodology for building commissioning as a strategic guideline for the design and construction team.
 - I. Concept Design and Analysis: As required to support the cost estimate, prepare concept studies and analyses to investigate and document potential schematic solutions to program requirements. Ten (10) such studies shall be included in the proposed fee.

1.2.2 Schematic Design

In consultation with the Owner, and in compliance with the Design Criteria for Portland State University Projects provided by the Owner, the Architect shall:

- A. In consultation with Owner Representatives, and other designated persons, use all available information to evaluate the Program Requirements, and with appropriate data and graphics propose a series of improvements deemed necessary and desirable to satisfy the Program Requirements, including: space needs, budget, availability of utilities, effect of codes and ordinances, safety and energy requirements, handicapped access to all spaces, historical character of the building, etc.
- B. Based on the revised Program Requirements, develop Schematic Design studies consisting of drawings, and other documents for the Owner's approval.
- C. Assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project; Owner shall pay for all required appeals and plan review fees.
- D. The Architect shall consult with the Owner's cost estimating consultant and CM/GC contractor in comparing and reconciling the two independent cost estimates. The Architect shall be responsible for meeting the Project budget requirements:

1. In support of the Direct Construction Cost estimating Services, verify the same cost breakdown structure is being used by the owner's cost estimating consultant and CM/GC contractor so they can be easily compared and reconciled.
 2. Otherwise fully cooperate with the owner's cost estimating consultant and CM/GC contractor during the design phase and the construction phases of the project.
- E. Submit to the Owner the following documents, information and other data:
1. Written report of the results of a Fire and Life Safety review with the City of Portland.
 2. Interior colors, materials and finishes recommendations.
 3. A project schedule delineating the estimate time required for the Architect to complete the Design Development and Construction Documents Phases of the Project.
 4. Recommendations by the Consultants (structural, mechanical, electrical) of the technical requirements necessary to implement the Program Requirements.
 5. Preliminary plans, elevations, and other drawings necessary to describe the entire scope of the Project. These drawings may be used for local municipal review and campus review.
- F. Perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon 1% for Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to the acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

1.2.3 Design Development, Construction Documents, Bidding and Proposal Support

Include all typical architectural and design services necessary and reasonably inferable for the complete design of the project as contemplated in this RFP.

1.2.4 Construction Administration Services and Post Construction Phases

Include typical services performed by the project architect during the administration of the construction contract and post construction administration.

1.2.5 Additional Services

During the construction document phase, create a plan for the contractor to maintain steam, condensate return, chilled water supply and chilled water return services to the University Services Building (USB), Academic and Student Recreation Center (ASRC), School of Education (ED), and School of Business Administration (BA) buildings during the expansion and renovation. It shall include graphics that indicate how the pipe is to be supported and what valves are to be opened/closed at what times.

During the construction document phase, create a "move" plan for the building occupants by phase. This shall identify each occupant, by name and office number, of whom shall be moved during each of the phases. Deliverables shall include an Excel spreadsheet that summarizes all moves required to allow construction to occur and graphic plans with names and rooms numbers, by construction phase, of all temporary and permanent locations. This will require the Architect to survey the building for building occupants.

Complete an accurate survey of the Project site, giving the grades and lines of streets, pavements, and adjoining properties and/or scale drawings reasonably representing existing conditions.

Provide geotechnical investigation reports with recommendations for soil bearing capacities.

Use existing Forensic reports to identify, on construction documents, the abatement scope of work for the projects. Abatement is to be completed by the CM/GC Contractor. Retain services of abatement contractors if further identification/ investigation of on-site abatement is necessary.

Purchase and load Rev It software onto a designated University computer to allow viewing of the BIM model during the entire design and construction phase.

All other consulting services needed to meet the requirements specified above. The only outside consultants PSU will retain for the project are cost estimating, commissioning and special inspections consultants.

1.2.6 Energy Incentive Programs

The Design Team shall work with government agencies and utility representatives (e.g., the Energy Trust of Oregon) to apply for and maximize energy incentives and grants for the project.

1.2.7 Building Verification and Design

Electronic copies of the original construction documents (See Appendices 4.08) and generated AutoCAD base drawings of the floor plans are available. Work will include verifying conditions of the existing building, including but not limited to: architectural plans, elevations, sections, details, structural framing, electrical, HVAC, plumbing, and fire/sprinkler plans. The Design Team shall prepare a work write-up of required repairs of the existing conditions and interview Owner's

maintenance staff to identify issues and needs. The Design Team shall also meet with Owner's building committee, PSU staff and others as needed. Work shall include site and building design, cost estimates, phasing and sequencing of the work with the Owner's Construction Manager and other design-related services as specified by the Owner. The Design Team shall submit iterations of progress prints for Owner's review and approval before issuing bid and permit sets.

A BIM (Building Information Model) of the entire renovated building and expansion shall be created as part of the design work. The Design Team shall pass the model on to the Owner's CM/GC Contractor and specify they update the BIM model through the construction period. The Design Team shall also require the Contractor to provide the owner with an updated BIM model at the end of the project.

1.2.8 RFI and Submittal Processing

The Design Team shall process all RFI's, submittals, issues, billings, change order proposals and directives through PSU's Aim CPPM (Capital Planning & Project Module) system administered through Assetworks. This is an online data processing program that runs well on Internet Explorer 6 or 9, Firefox – all versions, and Safari. Access to the system will be granted to the Design Team. PSU shall provide training and technical support to the Design Team. Training for this system shall be an allowable reimbursable expense from the Design Team.

1.2.9 LEED

This project will comply with the Governor's executive order EO-03-03 to utilize sustainable practices in the design, construction, or renovation of new State buildings. See Appendix 4.01. It is PSU's intent that this new building will meet a minimum LEED Gold Certification LEED-NC (New Construction of Major Remodels) with aspirations of achieving LEED Platinum. The LEED Certification will be determined based on the final scope of work as developed by the Design and Construction team. The Design Team will be required to perform all requisite planning and services, including preparing, submitting, and finalizing all required design and documentation throughout each phase of the project and coordinating with other consultants of the owner as required by the USGBC in order to receive at least LEED Gold Certification. The Design Team shall retain services of a LEED consultant for developing the LEED plan and making applications for LEED certification. The Design and Construction team will also be required to track the additional cost of any "green" features above and beyond standard building costs. See Appendix 4.01 for additional information on LEED-NC, or visit the US Green Building Council website at: <http://www.usgbc.org/DisplayPage.aspx?CategoryID=19> for a description of the programs and their certification requirements. See Appendix 4.10 for the sample Architectural and Engineering Services Agreement that describes incentives for the Owner achieving LEED Platinum for the project.

1.2.10 Americans with Disabilities Act (“ADA”)

Besides complying with all city, state and federal rules, including both the accessibility requirements of the State of Oregon Building Code, as described under ORS 447.210 – 447.992, and the Americans with Disabilities Act Accessibility Guidelines (“ADAAG”), PSU strives to exceed the minimum ADA standards.

1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested architectural firms to provide professional design services to PSU for this project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, the highest scoring firms will be selected for final consideration through interviews and further investigation of references.

Following the interviews, a notice of intent to award to the apparent successful Proposer shall be issued.

RFP schedule is as follows:

July 30, 2013	Advertisement of Request for Proposals
August 27, 2013 @ 2:00 pm	Non-Mandatory Pre-proposal Conference Hoffman Hall, 1833 SW 11th Avenue, Portland
September 9, 2013 @ 5:00 pm	Questions from Applicants and Solicitation Protests due
September 16, 2013	Final Addendum shall be issued by this date
September 23, 2013 @ 5:00 pm	Proposals Due

Tentative RFP Review schedule (subject to change)

October 4, 2013	Notification of finalists
October 15-17, 2013	Finalist interviews (please hold these dates as finalists will be assigned a time on one of these three days.)
October 24, 2013	Notice of Intent to Award issued to apparent successful Proposer
October 30, 2013 @ 5:00 pm	Selection Protest deadline
November 7, 2013	PSU finalizes Agreement

Milestones:

January 23, 2014	Programming Complete
April 28, 2014	Schematic Design Complete
July 30, 2014	Design Development Complete
September 7, 2014	Complete Bidding Docs for Early Site Work/Foundation Package
October 7, 2014	Complete Bidding Documents for Structural Package
November 7, 2014	Construction Documents Complete
July 29, 2016	Construction Complete

1.4 RESPONSE

To be considered for selection, written Proposals must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 1.3. Delivery is recommended. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address is:

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
SBA Expansion & Renovation A&E RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
SBA Expansion & Renovation A&E RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

It is the sole responsibility of the Proposer to ensure timely delivery. Late Proposals shall not be considered.

**Proposals will not be accepted at any other PSU location other than the address specified above.
FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED**

Applicants selected may be requested to provide additional information, either informally or via the interview process, to clarify their proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

1.5 INSURANCE AND LICENSURE REQUIREMENTS

1.5.1 Insurance Provisions

During the term of the Agreement, Architect shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurances as noted below:

- A. **Workers Compensation** - Architect, its consultants, if any and all employers working under the Agreement and supplements hereto are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- B. **General Liability** - Architect shall obtain, at the Architect's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to the Owner. This insurance shall include personal injury liability, products and completed operations, and contractual liability coverage for the indemnity provided under the Agreement, and is made on an occurrence basis. Combined single limit per occurrence shall not be less than **\$2,000,000 each occurrence/\$4,000,000 annual aggregate**.
- C. **Automobile Liability** - Architect shall obtain, at Architect's expense, and keep in effect during the term of this Agreement, Automobile Liability Insurance covering owned, non-owned and hired vehicles, as applicable. The coverage may be written in combination with the Commercial General Liability Insurance. Architect shall provide proof of insurance to Owner of not less than the following amounts: **\$2,000,000 each occurrence**.

D. **Professional Liability** - Architect shall provide Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by any negligent error, omission, or any act for the Project, its drawings and project manual, and all related work products of Design-Builder, as it pertains to architectural services and engineering services provided under the Agreement. The policy may be provided to Design-Builder's Architect of Record and may be either a practice based policy or a policy pertaining to the specific Project. Professional Liability insurance to be provided shall have a combined single limit of not less than **\$2,000,000 per claim, \$4,000,000 aggregate**.

If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the agreement for a duration of a minimum of 6 years.

Architect will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for a minimum of 6 years following completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of the Agreement. This will be a condition of the Final Acceptance of Work or Services and Related Warranty, if any.

Architect shall furnish to the Owner, Certificates of Insurance as evidence of the insurance coverages required under the Agreement. The certificate(s) shall provide that the insurance company or companies shall give a 30 calendar day notice (without reservation) to Owner if the insurance is canceled or changed. The certificate(s) should state specifically that the insurance is provided for the Agreement or Amendments thereto.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, shall provide that the Owner, and its institutions, officers and employees are Additional Insureds with respect to the Architect's services to be provided under the Agreement. Architect shall provide Owner with copies of all policy endorsements/amendments confirming the State of Oregon and Owner's status as Additional Insureds, as required by the Agreement. The requirements of this Section shall also apply to policies for insurance coverage provided by sub-consultants of Architect.

1.5.2 Professional Registration

The Architect and all firms providing Professional Architectural or Engineering services shall be currently licensed to practice in each firm's area of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure requirements.

1.6 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.

1.7 QUESTIONS FROM APPLICANTS

Questions and requests for clarifications or changes from applicants regarding this RFP must be received in writing via email no later than the date specified in Section 1.3 and shall be directed to the Contracting and Procurement Services department at: proposals@pdx.edu.

All questions and requests that are timely received will be answered via addenda to the RFP. Other information and responses, written or oral, which are not contained in official written addenda to the RFP from PSU or any other source, are not binding on PSU. The final addenda, if any, will be released no later than the date specified in Section 1.3. Applicants are encouraged to call to check on the status of such addenda prior to submission of their Written Proposals.

1.8 PROTESTS

1.8.1 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 Architectural and Engineering Services Agreement, Appendix 4.10) by e-mail to proposals@pdx.edu.

These must be in writing and must be received by PSU prior to the date specified in Section 1.3. Such requests for clarification or change must include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

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 Proposals.

1.8.2 Selection Protests

Any Applicant who responds to the RFP and claims to have been adversely affected or aggrieved by the selection of competing Applicants shall have the opportunity to submit a written protest to the address below. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SBA Expansion & Renovation A&E RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - SBA Expansion & Renovation A&E RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

The written protest must be received by the date and time specified in Section 1.3. All protests will be answered directly with the Proposer.

1.9 MWESB

PSU is committed to increasing opportunities for Minority, Woman-Owned and Emerging Small Businesses. The consultant's use of these businesses in providing services and materials for PSU contracts and projects is strongly encouraged, and will be included as an evaluation factor by the selection committee.

1.10 INCURRED COSTS

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their proposals.

No billable work can proceed prior to negotiation and execution of an Architectural and Engineering Services Agreement and the Consultants receipt of a Notice to Proceed.

1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

By submitting a proposal 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.

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.

1.12 EQUITY AND DIVERSITY

PSU is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Minority, Women and Emerging Small Businesses (MWESB). Therefore, PSU strongly encourages its consultants to utilize MWESB firms in providing services and materials for PSU contracts and projects.

1.13 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), each sheet containing a trade secret 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 may apply “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.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

Submit one (1) CD containing a Portable Document Format (pdf) electronic copy of the written proposal as well as ten (10) paper copies of the proposal, 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 to address all sections below and are not to exceed 20 double-sided pages in length for a total of 40 pages including cover sheets, letters or front and back covers should they be used. If 11x17 sheets are used, they will count as two pages of the total page count. For sustainability reasons, please submit your response in loose leaf, single, unbound sets printed on recycled paper containing 100% post-consumer content. **Please Do Not Use Ring Binders and Dividers.**

2.1.1 Design Team - 15 Points

List the makeup of your design team, including the names and addresses of consulting design and support firms. Describe the functions and responsibilities of each team member and their experience with similar projects. We will be looking for the experience level and background of team members and the degree to which previous experience demonstrates the ability to provide the services in a professional and timely manner. Indicate who in your team will be the primary contact person for the Owner.

2.1.2 Previous Related Experience – 15 points

Provide descriptions of building expansions, architectural and systems upgrades and seismic projects for which your team has designed renovations, including details of cost, Owner / Architect working relationship, and relevance to this project. Show how past expansions seamlessly integrated into the existing building structures, how the finished product appeared as a single concept and how retailers were attracted to locate themselves in the building. Show how the design and appearance of past projects inspired visitors as they approached the building on foot or by vehicle and list any architectural awards received for similar innovative learning and business environments. Outline your team's experience with university facilities and classroom design.

2.1.3 Experience with City of Portland Design & Plan Review Processes - 8 Points

Describe your team's experience with City of Portland approval processes, especially those requiring Design Review and voluntary upgrades and expansion.

2.1.4 Experience with Sustainable Design & Energy Incentive Programs - 10 Points

Describe your team's experience with LEED and sustainable design processes and how you will lead the project to achieve the highest level of LEED certification, within the project budget, while

meeting all other requirements of the project. Describe how you have applied for and received awards for energy incentives (e.g., Energy Trust of Oregon) and grants for past projects and describe which energy incentive programs and grants you intend to pursue for this project.

2.1.5 Schedule - 8 Points

Describe how your team will accomplish this project within the stated schedule, including all Interim Milestone Schedule dates. Comment on the schedule. If you have methods of accelerating the stated schedule, please explain.

2.1.6 Quality Control - 8 Points

The Owner will rely on the Design Team to provide a high quality product and to insure that the contractor meets the specifications that are outlined. Explain how you and your sub-consultants will coordinate the design effort, including interdisciplinary cross-checks at various stages of the process. Explain how you will maintain high quality design and enforce high quality construction.

2.1.7 Budget - 6 Points

Explain how your team will meet the requirements of this project within the specified total budget. Give examples of your techniques and provide examples of your success rates (e.g., % under budget, % over budget). Describe how you will manage the design to meet the overall project budget, including elements of the reconciled budgets prepared at various stages of the design.

2.1.8 Overall Quality of the Proposal – 6 Points

Scoring is based on overall quality of the proposal and compliance with the requirements of the RFP.

2.1.9 Equity and Diversity – 10 Points

PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB). PSU is seeking qualified firms that demonstrate a commitment to diversity in the workforce and in its contracting practices.

Include a Management Plan for the project as follows: Include your firms plan to increase the diversity of a business' workforce and to subcontract with or purchase from MWESB firms or businesses that have been historically underrepresented on public contracts. The Management Plan should also include your firms' nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by MWESB firms. The Management Plan, except for any percentage goals to utilize MWESB firms, shall become part of the Agreement.

Identify by name any MWESB sub-consultants, partners, or suppliers that you will utilize on this project team. Please include their specific role on the project. Substitutions of these subcontractors or suppliers after award of the bid shall require PSU approval.

Provide examples of your firms past performance in regards to workforce diversity and subcontracting plans. Please include number and dollar amount of sub-contracts awarded, and any utilization percentages or other performance indicators.

2.1.10 Design Professional Fees – 14 Points

Provide Design Professional Fees for the project by phase (Programming/Concept Design Phase, Schematic Design Phase, Design Development Phase, Construction Document Phase, and Construction Administration Phase) including Additional Services listed in Section 1.2.5. See Appendix 4.10 for the sample Architectural and Engineering Services Agreement that describes incentives for the Owner achieving LEED Platinum for the project.

The Proposer with the lowest base bid will receive full points, higher cost Proposers will receive proportionally lower points according to the formula: $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 14$ points.

2.1.11 Optional Conformed Set of Documents – 0 Points

Upon the completion of the issuance of Construction Document (CD) packages & Addenda, the Architect may be asked to produce a Conformed Set of design documents, incorporating all prior CD packages, all Addenda, & all Architect's Supplemental Instructions (ASI's) & Requests for Information (RFI's) up to an agreed cut-off date. These sets shall be printed on an agreed alternate paper color (not white). Submit to Owner one (1) full size and three (3) half size Bond copies clearly labeled 'Conformed Set of Documents'. Electronic versions of these documents should also be given to the Owner. Specifications shall be in Microsoft Word format and drawings in AutoCAD 2012 format. Two (2) sets of CDs with this information shall be required. Provide Design Professional Fees for a conformed set of documents.

2.1.12 Hourly Rates – 0 Points

Provide a complete rate schedule for the Design Team and all sub-consultants. These rates shall be utilized for any time and materials amendments to the Agreement and shall be locked for the duration of the project.

2.1.13 References – 10 Points

List four clients for whom you have provided similar services for a similar type of project in the past four years. These references should have had direct contact with the primary staff proposed on this project. Give a brief scope of work for each project. Provide the contact person's name and current telephone number. Provide two client and contractor references for projects currently under construction, or completed within the last year, including contact names and current telephone numbers. References to be scored for short-listed firms only. Inform these references that PSU intends to seek permission to tour their facilities (for short-listed firms only).

2.1.14 Optional Interview – 25 Points

For short-listed firms, interviews may be conducted to allow the proposer to expand on each of the above categories.

END OF SECTION 2

SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 SELECTION COMMITTEE

Proposals will be evaluated by a qualified Selection Committee. Selection Committee members will not be announced prior to interviews.

3.2 EVALUATION CRITERIA

The Selection Committee will evaluate each applicant’s qualifications, background and experience to determine if, in the judgment of the Committee, the organization is adequately qualified to perform the Work.

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.1:

Item	Criteria and Points
2.1.1	Design Team - 15 Points
2.1.2	Previous Related Experience – 15 points
2.1.3	Experience with City of Portland Design & Plan Review Processes - 8 Points
2.1.4	Experience with Sustainable Design & Energy Incentive Programs - 10 Points
2.1.5	Schedule - 8 Points
2.1.6	Quality Control - 8 Points
2.1.7	Budget - 6 Points
2.1.8	Overall Quality of the Proposal – 6 Points
2.1.9	Equity and Diversity – 10 Points
2.1.10	Design Professional Fees – 14 Points
2.1.11	Optional Conformed Set of Documents – 0 Points
2.1.12	Hourly Rates – 0 Points
Total available for written Proposals – 100 points	
2.1.13	References – 10 Points
2.1.14	Optional Interview – 25 Points
Total available for short-listed firms – 35 points	
Total possible– 135 points	

3.3 SELECTION PROCESS

The proposal packages will be evaluated as follows:

- A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals which do not include all required elements may be rejected as non-responsive at Owner's discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.1, items 2.1.1 through 2.1.12.
- C. At Owner's sole discretion the proposers submitting the proposal packages who receive the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be assigned using the criteria specified in Section 2.1, item 2.1.14.
- D. At this point, references shall be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.1, item 2.1.13.
- E. The Proposer with the most cumulative total points (Section 2.1, items 2.1.1 through 2.1.14) shall be issued a Notice of Intent to Award.

END OF SECTION 3

END OF REQUEST FOR QUALIFICATIONS

APPENDICES

- 4.1 LEED REQUIREMENTS
- 4.2 ASBESTOS SURVEY FOR THE SCHOOL OF BUSINESS ADMINISTRATION
- 4.3 ASBESTOS SURVEY FOR THE SCHOOL OF EDUCATION
- 4.4 JAN. 2011 ZGF REPORT
- 4.5 APRIL 3, 2008 FACILITY CONDITION ANALYSIS FOR SBA BY ISES
- 4.6 APRIL 3, 2008 FACILITY CONDITION ANALYSIS FOR ED BY ISES
- 4.7 CURRENT FLOOR PLANS
- 4.8 DRAWINGS
 - 4.8.1 Original SBA Design Drawings
 - 4.8.2 Original ED Design Drawings
- 4.9 DRAFT SCHEDULE
- 4.10 ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT
- 4.11 PSU DATA AND CABLING STANDARDS
- 4.12 PSU CAMPUS MAP
- 4.13 GEOTECH REPORT OF LINCOLN HALL (LH)
- 4.14 GEOTECH REPORT OF THE ACADEMIC AND STUDENT RECREATION CENTER (ASRC)