

PARKING AVAILABILITY COUNTING AND MONITORING SYSTEM

Solicitation #1503

Request for Proposals
For Design-Build Services



Portland State
UNIVERSITY

August 12, 2013

Contents

SECTION 1 - ADMINISTRATIVE INFORMATION	1
1.1 INTRODUCTION.....	1
1.2 SCOPE OF WORK.....	1
1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE.....	6
1.4 RESPONSE.....	7
1.5 FORM OF AGREEMENT AND PREVAILING WAGE RATES.....	8
1.6 INSURANCE & LICENSING REQUIREMENTS.....	8
1.6.1 Insurance Provisions.....	8
1.6.2 Professional Registration.....	9
1.7 ADDENDA.....	9
1.8 QUESTIONS FROM PROPOSERS.....	9
1.9 PROTESTS.....	9
1.9.1 Solicitation Questions, Requests for Clarification or Change, and Protests.....	9
1.9.2 Selection Protests.....	10
1.10 INCURRED COSTS.....	10
1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT.....	10
1.12 EQUITY AND DIVERSITY.....	11
1.13 PUBLIC RECORDS.....	11
SECTION 2 - PROPOSAL REQUIREMENTS	12
2.1 PROPOSAL SUBMISSION.....	12
2.2 EVALUATION CRITERIA.....	12
2.2.1 Software Reporting – 25 points.....	12
2.2.2 Software Functionality – 25 points.....	12
2.2.3 System Hardware –20 points.....	12
2.2.4 Schedule Information - 5 points.....	13
2.2.5 Cost Information - 15 points.....	13
2.2.6 Previous Projects –20 points.....	13
2.2.7 Sustainability – 10 points.....	13
2.2.8 Equity and Diversity – 25 points.....	13
2.2.9 Overall Quality of Proposal – 5 points.....	14
2.2.10 Comments – 0 points.....	14
2.2.11 Optional Interview – 50 points.....	14
SECTION 3 - EVALUATION AND SELECTION PROCESS	15
3.1 SELECTION COMMITTEE.....	15
3.2 EVALUATION CRITERIA.....	15
3.3 SELECTION PROCESS.....	15
SECTION 4 – PROGRAM REQUIREMENTS	16
4.1 DESIGN SERVICES.....	16
APPENDICES	17
5.1 SAMPLE DESIGN-BUILD AGREEMENT.....	17
5.2 SUPPLEMENTAL GENERAL CONDITIONS.....	17
5.3 OUS GENERAL CONDITIONS FOR PUBLIC IMPROVEMENT.....	17
5.4 PSU CAMPUS MAP.....	17
5.5 DIVISION 1.....	17
5.6 RESERVED.....	17
5.7 RESERVED.....	17
5.8 PERFORMANCE BOND (due upon signing an agreement).....	17
5.9 PAYMENT BOND (due upon signing an agreement).....	17

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

Portland State University (PSU) is accepting proposals from design-build teams to design, provide and install parking availability counting and monitoring systems throughout multiple parking structures on the PSU campus. PSU encourages proposers to conduct outreach to minority, women and emerging small businesses.

The chosen design-build team will have the ability to provide the software necessary to meet current and future demands for parking counting and monitoring. The software should be adaptable from very basic functions such as loop detectors to more complex functions such as individual spot monitoring. The design-build team should also have the resources to provide and install the necessary hardware to accompany the software.

The Oregon University System (OUS), on behalf of PSU, is seeking a qualified company for this project. In accordance with Oregon Administrative Rule (OAR) 580-063-0020, PSU will use the Request for Proposals (RFP) competitive procurement process to select and enter into an agreement with a qualified design-build team.

Interested design-build teams with proven experience with this technology and installation of these systems while having the resources and ability to meet both PSU and the City of Portland design criteria are invited to submit proposals for providing the software and hardware as well as the installation and all other services outlined in this document. PSU will evaluate the proposals and may interview the most qualified teams. The solicitation will be conducted under OUS Administrative Rules applicable to requests for proposals. When selected, the design-build team will aid the Project Team consisting of Owner's Authorized Representative and maintenance staff in the successful completion of this project. This Request for Proposals ("RFP") does not commit 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 to cancel this RFP and to reject any proposals that do 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.

PSU will enter into negotiations with the selected design-build team and, if the negotiations are successful, will enter into an agreement substantially similar to the attached sample agreement. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another design-build team from among the remaining proposers.

1.2 SCOPE OF WORK

PSU Transportation & Parking Services (TAPS) seeks to provide a new level of service to its customers with the introduction of real-time parking availability data at all of PSU's parking facilities. The selected design-build team will provide a mechanism for counting and monitoring vehicle space availability and making such data available on exterior signage and through web-based means. The design-build team will successfully install vehicle detection devices in up to 11 parking facilities consisting of 45 vehicle pass-through points (including entry/exit points) and 3,742 individual parking stalls. In addition, the design-build team will procure and install nine exterior parking availability signs at seven facilities using a campus standard in style and design. The design-build team will provide provisions for data to transmit to a web-based system for viewing by customers, back office and front line staff, and the ability for TAPS

to generate reports based on real-time data collection.

Overall, the design-build team will provide a counting and monitoring system that is proven to increase customer satisfaction and reduce “circling” of vehicles. The ability for TAPS to achieve new levels of efficiency through real-time parking availability data is paramount.

Two facilities on campus currently utilize loop detector devices and gate control systems by AMANO/MCGANN. TAPS utilizes T2 Flex systems for permit sales and citations, and LUKE Digital Payment Technology for multi-space meter sales.

TAPS is aware of loop detectors having been embedded in at least eight vehicle pass-through points throughout our facility portfolio. These are part of vehicle exit alarms or older gate systems that are no longer utilized.

Mandatory Required Features of Installed System:

1. A set of unified, inter-connected devices to count and/or monitor parking stall availability at 11 parking facilities, which consist of, at minimum, 45 vehicle pass-through points into and out of parking structures as well as within parking structures where parking zones change and a minimum 3,742 individual parking stalls overall.
 - a. The devices must relay vehicle occupancy and/or pass-through information immediately to a database. The database must provide real-time updating of parking availability on web-based applications and exterior signage.
 - b. The counting or monitoring devices shall be extremely resilient, with an extremely low-level of maintenance needs, high-level of accuracy, and ability to withstand extreme temperatures, weather conditions, and vandalism without hindrance.
 - c. The data collection system must allow for a rich array of reports based on data collected over time. At a minimum, report options should include:
 - i. Daily, weekly, monthly, and yearly generated reports for easy analysis.
 - ii. Historical occupancy counts, length of stay, and turnover.
 - iii. Report display options should include the ability to collect counts and percentages for each location, ability to choose start and end dates and times, and ability to choose report interval(s) (i.e. 15 min, 30 min, 1 hour).
 - d. The data collection system must allow for auditing of parking spaces by area type (i.e. permit parking, hourly parking) in real-time.
2. Individual space occupancy is not mandatory and PSU is not currently seeking a system that provides that level of detail to users, however, PSU may be interested in providing this level of service in the future and is requesting information on if and how the proposer’s system can be enhanced to provide that service in the future. The data collection system must deliver real-time information to up to nine LED signage displays procured and installed by the design-build team, which meet the campus standard in design and style, and are flag-mounted on our

parking facilities. Signage that is attached to certain parking structures with multiple parking zones (permit parking and hourly parking) must have displays that show two lines of LED stall counts.

3. The data collection system and devices must be able to expand to more locations, particularly with the ability to add an indefinite number of signage displays.
4. The vehicle count devices and the data collection system must be proven to work in large urban environments and across various types of parking structures, including, but not limited to, being embedded within various types of concrete and asphalt if applicable.
5. Provide storage of data locally on controller in the event of a server or network outage.
6. The system must be capable of producing ad-hoc reporting, including, but not limited to:
 - a. Peak counts by minute, hour, day, week or month
 - b. Time a parking lot fills
 - c. Graphs and charts showing occupancy and usage over time
7. Database/Application Server Hosting
 - a. Indicate whether the system is vendor- or customer-hosted.
 - i. If any portion of the system is to be hosted by PSU, then the PSU-hosted portion must:
 1. Be developed in a well-known, industry standard, fast, and reliable database system such as Oracle or Microsoft SQL
 2. Run on a well-known platform such as Unix, Linux, or Microsoft Windows
 - ii. If any portion of the system is to be hosted by PSU, then provide the following details:
 1. Minimum server specification requirements
 2. Recommended server configuration (i.e. number of servers and their roles)
 3. Supported server operating systems(s)
 4. Supported server database(s)
 5. Vendor's preferred method of gaining remote access to the server(s) for the purposes of support and maintenance
 - iii. If any portion of the system is to be hosted by the vendor, then provide the following details:
 1. Describe the vendor's hosting model and the mechanism by which client PCs will connect to the vendor's hosted servers (i.e. public Internet, SSL, point-to-point VPN, etc.)
 2. Indicate the database platform on which the system is built.
 3. Provide data showing system uptime and availability for accounts similar in size to PSU over the course of at least the last year
 4. Provide estimates based on historical data regarding how much scheduled downtime can be expected
 - b. The system must be configured with protection from loss of data and some form of restore from backup functionality.
8. Software

- a. Identify the operating systems that are supported for client workstations. Include any 64 bit operating system restrictions, if applicable.
 - b. Describe how the system is accessed by or installed on client workstations. Provide details including but not limited to:
 - i. If all that is needed is a web browser, indicate what specific browsers and versions are supported and indicate if any plug-ins are required (i.e. Java, Adobe Reader, etc.)
 - ii. Detail any and all software, drivers, or other components that may need to be installed on client workstations for full functionality of software
 - c. The software must have the ability to be managed remotely through secure access with multiple individual user accounts with manageable permissions. The software must also have the ability to have multiple administrator accounts to grant permissions and reset passwords.
 - d. Software which allows users to use the software as members of the workstation's standard users group is highly preferred; software must not require users to be members of the workstation's Administrators group.
 - e. Software compatible with a multi-user environment which allows multiple operating system-level/domain user accounts to separately (not concurrently) access and use the full functionality of the software from one workstation transparently and without issue is preferred. Shared accounts are never allowed at PSU—all users at PSU are issued individual domain-level accounts to log into computers—this must fluidly integrate with the proposed solution.
 - f. Detail the vendor's software development lifecycle to include but not be limited to:
 - i. How often are software updates, revisions, and/or patches released and distributed?
 - ii. How are these software updates, revisions, and/or patches applied to both the server(s) (if PSU-hosted) and client workstations?
 - iii. Are administrative privileges on client workstations required to install updates, revisions, and/or patches?
9. Outline the vendor's support service structure. How are support services assigned? When is support provided (e.g. 24x7x365)? What is the nearest location of support personnel to PSU, their qualifications, and experience level with the system? Provide information on standard issue resolution times and escalation procedures.

Desired Features of Installed System:

1. Vehicle counting and/or monitoring devices that do not require center medians for the separation of two-way traffic monitoring, as only 8 vehicle pass-through points have medians already in place. The capital cost and engineering requirements of adding medians is likely cost prohibitive.

If the proposed devices are to be located in two-way traffic environments without a median, they should have a proven record of successful implementation in non-separated two-way traffic environments while maintaining a high-level of accuracy.

2. The data collection system should have the ability to be pre-programmed to turn on or off at certain times of the day, such as evenings or weekends. This includes the ability for the TAPS office to turn external signage displays on or off.
3. Sustainability and environmentally conscious building practices are an important part of the TAPS mission, and design-build teams should encompass such practices in the production and installation of the system.
4. User customized reporting to meet management and office staff's needs.
5. Smart phone applications for customers to view space availability.
6. Automated report generation via email with a report repository.
7. Automated system alerts via email, text and/or web interface in the event of a hardware outage or when a garage is full.
8. System for customers to submit enhancement requests for future releases.
9. Role-based user permissions granted via user groups
10. Security
 - a. System should never e-mail passwords
 - b. System should provide the ability to set minimum user account password complexity requirements.
 - c. System should require user passwords to be changed on first login after account creation or password reset by a system administrator.
 - d. Only system administrators should be allowed to create, delete, or otherwise modify user accounts and permissions. If the solution is not hosted by PSU, all data transferred to and from client PCs to the database and/or application server should be encrypted using an industry standard.

It is estimated that the value of this agreement will be approximately \$210,000.

See Appendix 5.6 for campus map showing locations.

The proposing firm and its subcontractors shall be qualified to perform the services listed in this RFP and shall hold all necessary licenses and certifications to perform the scope of work.

No billable work can proceed prior to negotiation and execution of an agreement and the receipt of a Notice to Proceed.

Location Data for the Determination of System Requirements:

Site	Space	Entry	Exit	Locations w/ separate hourly and permit areas
PS1	919	2	2	2
PS2	274	1	1	0
PS3	1169	2	2	2
Shattuck	56	1	1	0
UCB	217	2	2	0
UPL	225	2	2	0
XSB	27	1	1	0
MCB	84	2	2	0
Art	38	1	1	0
BH	163	2	2	0
Carpool	69	1	1	0
FAB	395	1	1	1
Ondine	106	2	2	0
Totals	3742	20	20	5

1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested design-build teams to provide services to Portland State University for this project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, one or more of the highest scoring, responsive and responsible, design-build teams will be selected for final consideration through interviews.

Following the interview, a notice of intent to award to the apparently to the successful proposer shall be issued.

Attendance at the Mandatory Pre-Proposal Conference is required to propose on this Project. This Conference will be conducted at the time and location specified in Section 1.3. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Proposers who arrive more than 10 minutes after start of time of the meeting (as stated in the solicitation and by the OUS representative’s watch) or after the discussion portion of the meeting (whichever comes first) shall not

be permitted to sign in and will not be permitted to submit a bid on the Project. **Note that Parking at PSU can be difficult to find. Please plan accordingly.**

RFP schedule is as follows:

August 12, 2013 Advertisement of RFP
August 21, 2013 @ 11:00 AM local time.....Mandatory Pre-proposal Conference
Meet at University Services Building, 617 SW Montgomery Street, Suite 202
**Note: parking is difficult to find at PSU. Please schedule your time accordingly.
August 30, 2013 @ 5:00 PM local time..... Applicant questions due, solicitation protest deadline
September 3, 2013..... Final addendum published if needed
September 10, 2013 @ 5:00 PM local time.....Proposals Due **Note delivery address in Section 1.4

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

September 11-25, 2013PSU review of Proposals
September 27, 2013.....Notice of Intent to Award or notification of the most qualified applicants, and assignment of interview appointments
October 7-11, 2013Finalist interviews if needed (please hold these dates as finalists will be assigned a time on one of these days.)
October 15, 2013Notice of Intent to Award issued to apparent successful proposer
October 22, 2013 5:00PM local time ...Selection protest period ends
November 1, 2013PSU finalizes Design-Build Agreement

Schedule Milestones

November 30, 2013Design Completed
December 16, 2013.....Systems Installation
February 28, 2014Final Completion Date

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. Proposers who mail packages should allow ample delivery time to ensure timely arrival. **Please note new mailing address.**

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
Parking Availability Counting DB RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
Parking Availability Counting DB 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**

Proposers 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 FORM OF AGREEMENT AND PREVAILING WAGE RATES

PSU will use the sample agreement (Design-Build Agreement) attached as Appendix 5.1, and the Oregon University System General Conditions for Public Improvement Contracts, July 2012 (General Conditions), which are incorporated into the sample Design-Build Agreement (but separately attached to this RFP as Appendix 5.2 for ease of reference), as the basis for the final agreement, together with the Supplemental General Conditions, attached as Appendix 5.3, and Owner's Division One General Construction Requirements, attached as Appendix 5.5.

The selected design-build team must enter into an agreement substantially similar to the sample Design-Build Agreement, but PSU reserves the right to modify the sample Design-Build Agreement and to negotiate a final agreement which is in the best interests of PSU. If the negotiations are not successful, PSU reserves the right to enter into negotiations with another design-build team from among the remaining proposers.

It is the intention of PSU to enter into an agreement with the selected Contractor.

During the term of any agreement resulting from this RFP, the Contractor shall maintain in force, insurance required by the Contract Documents (see OUS General Conditions and applicable Supplemental General Conditions). An agreement will not be executed, and PSU will not issue a notice to proceed, until acceptable proof of insurance coverage is received.

This Agreement is subject to payment of prevailing wages under ORS 279C.840. Contractor and any subcontractors performing all or part of the Agreement must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Agreement, as determined by the Director of the State of Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled *Definitions of Covered Occupations for Public Works Contract in Oregon*. The latest prevailing wage rates for public works contracts in Oregon are contained in the following publications: The July 1, 2013 Prevailing Wage Rates for Public Works Projects in Oregon, the July 1, 2013 PWR Apprenticeship Rates. Such publications can be reviewed electronically at http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx and are hereby incorporated as part of the Agreement Documents.

1.6 INSURANCE & LICENSING REQUIREMENTS

1.6.1 Insurance Provisions

The design-build team selected for this project will maintain in full force, at its own expense, from companies licensed to do business in Oregon, insurance as outlined in the sample Design-Build Agreement (See Appendix 5.1). In addition, the selected design-build team will be required to provide the Owner with proof of coverage for Professional Liability with a combined single limit of

not less than \$1,000,000. The selected design-build team will also be required to comply with any special provisions Owner may add to the Design-Build Agreement to deal with professional liability insurance and/or performance and payment bonds, depending on the makeup of the proposer's team.

The Certificates of Insurance, except for Workers' Compensation and Professional Liability, must provide that the Owner, and its institutions, officers and employees are Additional Insureds with respect to the design-builder services to be provided under the Design-Build Agreement.

1.6.2 Professional Registration

The proposer must be licensed to act as a general contractor in the State of Oregon for the scope of work for this project.

The design-build team must be capable of providing a 100% performance bond and 100% payment bond for this project, covering the fee for both design and construction.

1.7 ADDENDA

PSU encourages an open proposal process, and 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.

1.8 QUESTIONS FROM PROPOSERS

Questions and requests for clarifications or changes from proposers 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. Proposers are encouraged to call to check on the status of such addenda prior to submission of their Written Proposals.

1.9 PROTESTS

1.9.1 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 comments on any specifications that a firm believes limits competition) in writing via email 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. Failure to raise an issue with solicitation provisions and specifications and conditions during this period may preclude a selection protest based upon such issue. 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.

1.9.2 Selection Protests

Any proposer who responds to this 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 - Parking Availability Counting DB 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 - Parking Availability Counting DB RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

The written protest must be received within 7 calendar days of the Notice of Intent to Award, which may or may not match the anticipated timetable in Section 1.3. All protests will be answered directly with the proposer.

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 agreement and the 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 and contractors 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 agreement, 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 five (5) 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. Incomplete proposals may not be considered.

Proposals are not to exceed 20 double-sided 8 ½ x 11 pages in length for a total of 40 pages. Ledger size 11"x17" pages may be used. Each side of an 11"x17" page counts as two (2) pages. Page count includes *all* sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page. For sustainability reasons, please submit your response in loose leaf, single, unbound sets printed on recycled paper. **Please do not use ring binders, dividers, wire spiral bindings or plastic covers.**

2.2 EVALUATION CRITERIA

2.2.1 Software Reporting – 25 points

Briefly describe your firm's software's capabilities. Provide a list of the reports that your software can produce. Screenshots showing the reports will be helpful. Address items in Section 1.02 under Mandatory Required Features of Installed System. Provide sample daily, monthly, and yearly reports. Our staff often has a need to quickly prepare ad-hoc reports. Please provide samples of ad-hoc reports if available.

2.2.2 Software Functionality – 25 points

PSU desires that the software be easy to use, intuitive and require as little training as possible for its use. Please describe how the proposed software meets these requirements. Describe the ability of software to be adaptable for future expansion to an existing system. Also, explain how the software interfaces with the public's use of smartphone applications.

2.2.3 System Hardware –20 points

Describe the proposed hardware to be used in conjunction with the proposed software. PSU has a small staff to maintain many facilities. PSU desires equipment that is efficient and requires minimal maintenance. Please describe how the proposed hardware meets these needs. Provide a simple diagram showing how the proposed hardware communicates information to the software, where the information is stored, and how PSU staff accesses the information about space counts & occupancy.

Please provide a brief explanation of how the proposed hardware will be installed and what impact this will have on the physical structure of PSU facilities. Describe what the power and data requirements will be and if there are options to provide data wirelessly so as to minimize the need to run cabling.

2.2.4 Schedule Information - 5 points

Please provide a schedule for implementation of the proposed system, both hardware and software, from the time the agreement is executed to the final installation of the system. Please comment on our estimated timeline.

2.2.5 Cost Information - 15 points

Please include a cost estimate summary for installing the software and the hardware. The estimate should contain the following distinct cost elements:

1. Total cost to install the software and train users
2. Total cost to install the proposed hardware by facility in the priority noted as follows: Parking 1, Parking 2, etc. Please include a list of the necessary hardware components for each location based upon need.

The proposer with the cost will receive full points, higher cost proposers will receive proportionally lower points according to the formula:

$[1 - (\text{proposer's bid} - \text{low proposer's bid}) / \text{proposer's bid}] \times 15 \text{ pts}$

2.2.6 Previous Projects –20 points

Provide a minimum of three (3) built examples of the proposed system. It is preferred that at least some of these projects be located within a 200 mile radius of Portland, Oregon. Please provide contact information for each of the projects. PSU may contact the Owners/Operators with questions regarding these projects at its sole discretion.

2.2.7 Sustainability – 10 points

One of Portland State University's core missions is to promote sustainability. Please describe how your firm and its products help promote a sustainable environment.

2.2.8 Equity and Diversity – 25 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-contractors, 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.

2.2.9 Overall Quality of Proposal – 5 points

Scoring will be based on overall quality of the proposal, completeness and compliance with the requirements of the RFP.

2.2.10 Comments – 0 points

In this section, proposers are free to provide information or comments regarding their proposal for this RFP.

2.2.11 Optional Interview – 50 points

Optional interviews may be conducted to allow the design-build team to expand on each of the above categories. If interviews are scheduled, the potential 50 points will be additive to the points awarded for the written RFP response.

In the event that team interviews are conducted, at a minimum, the Proposing Firm's primary contact person with the Owner and representative(s) from the any key Sub-consultant(s), should attend. The Proposing Firm's Interview Team shall consist of no more than five (5) total persons.

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, should they be held.

3.2 EVALUATION CRITERIA

The Selection Committee will evaluate each applicant’s qualifications, background, experience and other relevant factors 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 2.2:

Item	Criteria and Points
2.2.1	Software Reporting – 25 points
2.2.2	Software Functionality – 25 points
2.2.3	System Hardware –20 points
2.2.4	Schedule Information - 5 points
2.2.5	Cost Information - 15 points
2.2.6	Previous Projects –20 points
2.2.7	Sustainability – 10 points
2.2.8	Equity and Diversity – 25 points
2.2.9	Overall Quality of Proposal – 5 points
2.2.10	Comments – 0 points
Total available for written Proposals – 150 points	
2.2.11	Optional Interview – 50 points
Total possible– 200 points	

3.3 SELECTION PROCESS

The proposal package will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2.2 EVALUATION CRITERIA. Any proposals which do not include all required elements may be rejected as non-responsive at Owner’s sole discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.2, items 2.2.1 through 2.2.10.
- C. At Owner’s sole discretion the top proposers submitting the proposal packages receiving the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be cumulative with the scores received in Section 2.2, item 2.2.11.
- D. A Notice of Intent to Award shall be issued to the proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.11).

END OF SECTION 3

SECTION 4 – PROGRAM REQUIREMENTS

4.1 DESIGN SERVICES

DESIGN-BUILD TEAM WILL BE RESPONSIBLE FOR THE FOLLOWING:

- A. Design must meet all applicable building, fire and life-safety codes and requirements.
- B. Design must meet all City of Portland Permit processes.
- C. Design-build team shall obtain and pay for all permits required for this Project. Design review fees and Systems Development Charges (SDCs) (if required) for this Project shall be paid for by Owner.

END OF SECTION 4

APPENDICES

- 5.1 SAMPLE DESIGN-BUILD AGREEMENT
- 5.2 SUPPLEMENTAL GENERAL CONDITIONS
- 5.3 OUS GENERAL CONDITIONS FOR PUBLIC IMPROVEMENT
- 5.4 PSU CAMPUS MAP
- 5.5 DIVISION 1
- 5.6 RESERVED
- 5.7 RESERVED
- 5.8 PERFORMANCE BOND (due upon signing an agreement)
- 5.9 PAYMENT BOND (due upon signing an agreement)