

SOUTHERN OREGON UNIVERSITY
Landscape Architecture and Engineering Services
for the Artificial Turf and Track Installation
(OUS Retainer Only Opportunity)

REQUEST FOR PROPOSALS
#2013-0827

CONTRACT ADMINISTRATOR: Southern Oregon University
Drew Gilliland
Director, Facilities Management and Planning
Phone: (541) 552-6233 FAX: (541) 552-6235
OUS Business Opportunities Website
<http://www.ous.edu/bapp/bopps/>

ISSUE DATE: August 27, 2013
RFP CLOSING (DUE) DATE: September 19, 2013, 4:00 PM, Local Time
NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION
Southern Oregon University
Attention: Drew Gilliland
Facilities Management and Planning
351 Walker Avenue.
Ashland, Oregon 97520

INTRODUCTION:

Southern Oregon University (“SOU”) is seeking proposals from qualified firms for a landscape architecture, civil engineering, and field lighting design services for the Artificial Turf Field and Track Install (the “Project”), located on the SOU campus in Ashland, Oregon. Approximately \$1.8 million has been budgeted for the total cost of this Project, including all architectural and engineering costs.

This Project will replace the existing natural turf football field and nine lane track with a new artificial turf field and eight lane running track. The facility (Raider Stadium) is located on the north SOU campus and is used for intercollegiate football, track & field and Women’s soccer. A wide variety intramural sports and student recreation programs will be hosted in the renovated facility. Raider Stadium is also the site of the annual SOU Commencement ceremony which is held in mid-June.

SOU intends to use the design, bid, build delivery method for this Project. A final decision on contracting method will be made jointly with the selected design firm. Owner will provide a topographic site survey to the selected design firm.

The anticipated scope of services includes:

1. Evaluate existing field and available space for installation of a combination soccer/football field and eight lane track. Evaluate possible modification of the existing east bleachers as part of the design scope.
2. Design the new field for flag football and other intramural sports that will use the facility.
3. Evaluate Commencement needs and requirements and include in the design.
4. Evaluate existing lighting for addition or modification to illuminate newly installed field and track. Provide field lighting design and engineering services as required.
5. Develop plans to relocate existing underground sewer and sanitary lines that serve McNeal Hall and are located under existing field. Provide engineering services for underground utilities, grading, structural fill, etc.
6. Relocate field event venues (high jump, long jump, pole vault, etc.) currently located in field area to adjacent sites outside the goalposts.
7. Provide rough cost estimates for the various design schemes and alternates that may be considered.
8. Provide landscape design services.
9. Provide all design, bidding and construction administration services for a complete project.
10. Coordinate submittals to the City of Ashland for all required Project approvals and permits.
11. Implement design requirements for the State of Oregon “1% for Art Program”.
12. Evaluate the existing Americans for Disabilities (ADA) infrastructure and code requirements and incorporate required ADA upgrades into the Project.

Since Project funds are limited, the following goals for the Project (in order of priority) have been established:

1. Replace existing natural turf field with artificial turf
2. Replace existing artificial surface track with new track
3. Upgrade underground utilities and improve track/field sub base and grades.
4. Upgrade lighting
5. Improve area landscaping

SELECTION PROCEDURE AND TIMETABLE:

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to SOU for this project.

August 27, 2013	Issue RFP
September 11 2013 @ 1:00PM	Mandatory Pre-Proposal Meeting – at Raider Stadium 378 Wightman St., Ashland, OR
September 13, 2013 @ 12:00 Noon	Questions and solicitation protests due
September 13, 2013 @ 5:00 PM	Owner’s written response to questions
September 19, 2013 @ 4:00 PM	RFP response due
September 24, 2013	Notification of short-listed firms
October 4, 2013	Interviews with Selection Committee (If Required)
October 8, 2013	Notice of Intent to Award
October 11, 2013 @ 5:00 PM local time	Selection Protest Deadline
October 14, 2013	SOU Finalizes Design Contract
December 13, 2013	Complete Construction Documents
January 10, 2014	Advertise for Bids
May 2, 2014	Project Completion

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 September 19, 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.

COMPENSATION:

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: Pre-Design/ Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration services including record documentation. SOU has budgeted up to 7% of direct construction cost for all architectural and engineering services.

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, five **(5) 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 12 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. Include information for all firms joint venturing on the 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 facilities. Provide specific information for a minimum of three (3) comparable artificial turf/track projects that your firm has designed within the last 7 years. Include information about the project size, 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 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. (5)
- 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. Clearly 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 comparable 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.

RESPONSIBILITY EVALUATION:

SOU will investigate a proposer's responsibility in accordance with the requirements of Division 61 of Oregon Administrative Rules Chapter 580, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of the contract. Submission of a signed proposal

constitutes the proposer's approval for SOU to obtain any information SOU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

FINANCIAL INFORMATION:

SOU will notify proposers, in writing, of any financial documentation required, which may include, but need not be limited to, recent profit-and-loss history; current balance statements; assets-to-liabilities ratio; including number and amount of secured versus unsecured creditor claims; availability of short- and long-term financing; bonding capacity and credit information.

SOU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly complete information requested will render the proposal non-responsive. Failure of a proposer to demonstrate responsibility will render the proposer non-responsive and will constitute grounds for proposal rejection.

SUBMISSION:

Submit **five (5)** copies of your written proposal by the closing date and time listed in this document to:

Drew Gilliland
Southern Oregon University
Facilities Management and Planning
351 Walker Avenue, Ashland, OR 97520
Phone: (541) 552-6233 FAX: (541) 552-6235
Email: gilliland@sou.edu

Your response must be contained in a document **not to exceed twelve (12) single-sided pages**, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response, Resumes of key individuals proposed to be involved in this project are exempted from the 12-page limit and should be **appended to the end of your response**. No supplemental information to the 12-page Proposal will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 12-page limit.

Information shall be presented in the same order as the above evaluation criteria. The response should be submitted in soft-bound (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8½ x 11 inches with no fold-outs. The basic text information of the response should be presented in standard business font size (minimum 10-point), and reasonable (one inch minimum) margins. Your response must be signed by an officer of your firm with the authority to commit the firm.

SOU may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by SOU that it is in the public interest to do so.

Please note that throughout this procurement, SOU will not accept responses or queries that require SOU to pay the cost of production or delivery. SOU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.

QUESTIONS:

All questions and contacts with the University regarding any information in this RFP must be addressed in writing, fax or email to Drew Gilliland at the address, email or fax listed in this document.

SOLICITATION PROTESTS:

Respondents may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to Drew Gilliland at the address, email or fax listed in this document. Such requests and protests must be received no later than 4:00 P.M. September 13, 2013. Such requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

CHANGE OR MODIFICATION:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all registered firms via email from Drew Gilliland. Addenda will also be posted on the OUS procurement website. No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

SELECTION PROTESTS:

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to at the following address within 3 business days after notification of that selection. The selection decision notification will be made by Drew Gilliland via email to all registered proposers and posted on the OUS website. Protests will be direct to V.P. of Administration Craig Morris by fax 541-552-6337 within three business days of notification of Award. Specific details as to what is being protested must be included. A decision will be made within 24 hours.

PROPRIETARY INFORMATION:

SOU will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which will be open to public inspection after responder selection and award, is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law exempts from disclosure only bone fide trade secrets, and the exception from disclosure applies only “unless the public interest requires disclosure in the particular instance”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

PROJECT TERMINATION:

SOU is seeking to award a contract for programming, schematic design, design development, construction documents, bidding, and construction phases; however SOU reserves the right to terminate the Project or architectural agreement after completion of any phase in the Project. The 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.

FORM OF AGREEMENT:

The successful proposer will be issued a supplement to their existing OUS retainer contract.

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.

INSURANCE PROVISIONS:

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

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.

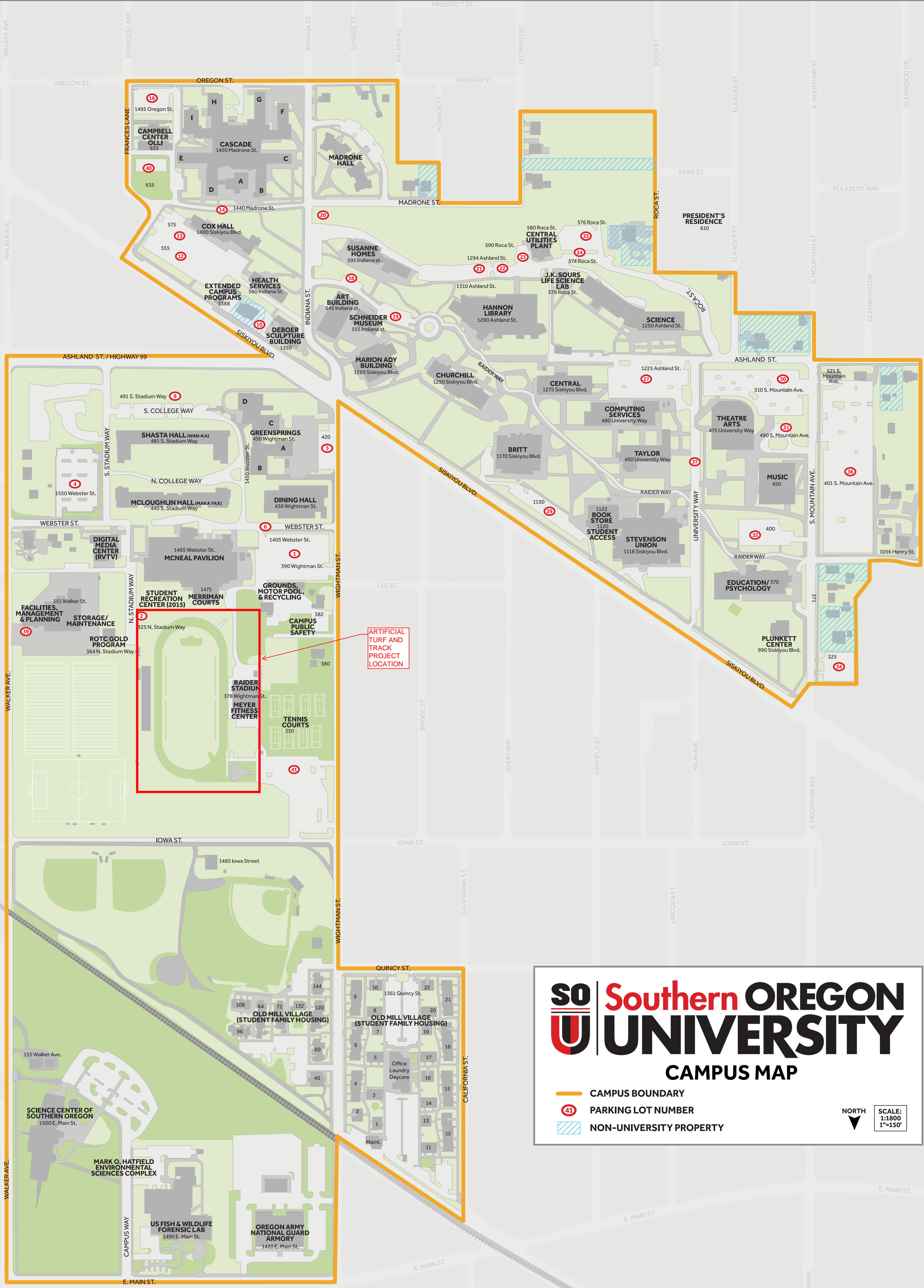
ADDITIONAL REQUIREMENTS:

Pursuant to OAR 580-061-0030, 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 policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and those proposers and their employees are required to adhere to SOU's policy prohibiting sexual harassment in their interactions with members of SOU's community.

ENCLOSURES: SOU Campus Map/Project Location




End of RFP



ARTIFICIAL TURF AND TRACK PROJECT LOCATION

SO Southern OREGON UNIVERSITY

CAMPUS MAP

-  CAMPUS BOUNDARY
-  PARKING LOT NUMBER
-  NON-UNIVERSITY PROPERTY

NORTH  SCALE: 1:1800
1"=150'