

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES TOILET ROOM RENOVATIONS IN THREE BUILDINGS

INTRODUCTION:

Southern Oregon University (SOU) requests proposals from qualified architectural firms for the design of toilet room renovations in three buildings on the SOU campus. This project is intended to improve the accessibility, functionality and appearance of the toilet rooms. This opportunity is limited to architectural firms currently enrolled in the Oregon University System (OUS) professional consultant's retainer program.

PROJECT TIME LINE:

January 26, 2012	RFP Release Date
February 3, 2012	Pre-proposal Meeting on Site for Interested Firms at 1:00 PM
February 8, 2012	Written Questions due from Proposers by 4:00 PM
February 9, 2012	Owner's Written Response to Questions
February 13, 2012	Proposals Due by 4:00 p.m.
February 14, 2012	SOU Review of Proposals
February 15, 2012	Architect Interviews (if required)
February 15, 2012	Notice of Intent to Award
February 20, 2012	SOU issues Retainer Agreement to Successful Firm
February 21, 2012	Commence Design Phase
March 23, 2012	Complete Drawings and Specifications
March 28, 2012	Issue Documents for Contractor Bidding
April 18, 2012	Receive Contractor Bids/Award Project
April 30, 2012	Start Construction

PROPOSAL SUBMITTAL:

All Proposals must be submitted to: Southern Oregon University, c/o Drew Gilliland, Director of Facilities, 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on February 13, 2012**. It is the sole responsibility of the Architectural firm to ensure that its Proposal is received prior to the submittal deadline. Late materials will not be considered. However emails sent to Gilliland@sou.edu that arrive prior to deadline will be accepted.

PROJECT DESCRIPTION:

Toilet Room upgrades are planned for three buildings on the SOU campus:

Education/Psychology

The Men's and Women's toilet rooms on the main floor and on the lower floor are scheduled for renovation. The Ed/Psych building was constructed in 1974 and partial accessibility upgrades of these restrooms were completed approximately 10 years

ago. No change in the size of the rooms is anticipated on the main floor. Items to be addressed in this project:

- potential room ingress/egress improvements
- investigate possible reconfiguration of the hallway and unisex rooms at the lower floor to improve access
- fixture upgrades
- toilet partitions
- lavatory counter changes
- toilet accessories
- cosmetic improvements
- investigate exhaust system

The selected architect will coordinate with the Education/Psychology building manager and the Facilities department on the Ed/Psych design.

Britt Hall

The Men's and Women's toilet rooms on the main floor plus a unisex restroom at the same location are included in this project. Britt Hall was constructed in the 1950's and has been renovated many times over the years. This project will primarily involve renovating the Men's and Women's toilet rooms. The existing unisex toilet room will receive cosmetic upgrades only. No changes in room sizes are anticipated.

Items to be addressed in this project:

- potential room ingress/egress improvements
- fixture upgrades
- consider room layout modifications for Men's and Women's
- toilet partitions
- toilet accessories
- cosmetic improvements
- investigate exhaust system

The selected architect will work with the Director of Enrollment Services and a small building committee on the Britt project.

McNeal Hall

The Men's and Women's toilet rooms on the ground floor (across from Administration) are included in this project. These toilet rooms were constructed in 1964 and one fixture has been removed in each the Men's and Women's to improve accessibility. No changes in room sizes are anticipated.

Items to be addressed in this project:

- potential room ingress/egress improvements

- fixture upgrades
- toilet partitions
- toilet accessories
- cosmetic improvements including new floor finishes
- investigate exhaust system

The selected architect will coordinate with the Athletic Director, Physical Ed. representative and the Facilities department on the Ed/Psych design.

PROJECT BUDGET:

\$100,000.00 has been allocated for the design and construction of this project

SCOPE OF REQUIRED SERVICES:

1. Research Building Code requirements and restrictions.
2. Develop design options for each building. Meet with Owner's representatives to select the best options to move forward with.
3. Prepare working drawings and specifications, setting forth all necessary plans, elevations, and construction details, descriptions of materials and equipment, methods of installation, and standards of workmanship. SOU will supply basic AutoCAD floor plans for the three buildings.
4. Submit documents to the City of Ashland Building Department for plan review and permitting. Modify drawings as required to gain City approval. This project will be permitted through the SOU Master Facilities permit program.
5. SOU will furnish Division 0 and Division 1 bidding documents and will handle the bid process.
6. Furnish approved design drawings in both AutoCAD and PDF format to the Owner.
7. Provide Construction Administration Services
8. Include mechanical engineering fees in proposal

SOU may do some of the construction work in house and will contract with a General Contractor for some of the work. Competitive bids will be solicited from pre-qualified general contractors for the contracted work.

FORM OF AGREEMENT:

SOU will issue a supplement to the OUS Retainer agreement for the successful proposer. This solicitation is only available to architects currently enrolled in the OUS consultant retainer program.

PROPOSAL REQUIREMENTS:

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

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

In order to be considered responsive, **three (3) copies** of your submittal must be received at the time and place identified above under "Proposal Submittal". Electronically transmitted copies will be accepted. Your submission must be **no more than 8 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 (see exception to binding under "Proprietary Information" below). The submittal must include the following, in addition to what is required to comply with the scored criteria below:

- The firm's name, address, phone number and facsimile number;
- The contact person within the firm, and their electronic mail address;
- A list of the firm's key personnel that would be assigned to this project by discipline;
- The name and Oregon registration number of the project architect who will serve as the architect of record;
- The names of additional project architect(s) and designers the firm proposes to provide services on this project, along with specific projects each of these people has worked on in the past three years;
- Descriptions of at least three (3) relevant projects completed by the firm and involving the above named individuals; and
- For the three project references required provide:
 1. size of the reference project (dollars and physical size)
 2. date of completion of the project
 3. location of the project
 4. function of the building
 5. whether the project was completed on schedule and on budget or not
 6. responsibilities of those involved who would provide services on this project
 7. name, address and current telephone number of one or two owner representatives most appropriate to discuss your firm's performance on the project.
- Submit a schedule of hourly fees for appropriate job classifications, as they will relate to this project.

Firms may, at their choice, list possible services for which they would use outside consultant firms (such as the mechanical engineering). Firms not providing this information at this time will not be penalized.

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 by Owner 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.

This proposal process will be conducted pursuant to the terms of this RFP and the Oregon Administrative Rules OAR 580 Division 62, relating to the selection and retention of professional consultants.

EVALUATION PROCESS

Initial Screening: SOU will appoint an RFP Evaluation Committee to review, score and rank the Architectural firms according to the following solicitation criteria. Proposers are encouraged to complete Proposals in a concise manner that addresses and supports the criteria listed below.

Maximum number of points to be awarded. **100 Points**

1. Experience with institutional facilities, design talent and technical competence. **20 Points**
2. Capacity and capability to perform the services within the Project Timeline as stated in this RFP. **20 Points**
3. Past record of performance on contracts with governmental agencies and private owners with respect to such factors as cost control, quality of work, ability to meet schedules and contract administration. Three (3) references must be provided, preferably similar type and size of construction projects. Examples of similar projects should be included as part of the proposal. **20 Points**
4. Availability to and familiarity with the area in which the project is located, including recent experience permitting projects through the City of Ashland and familiarity with Rogue Valley contractors and subcontractor. **10 Points**

5. Proposed Architectural and Engineering Fees, including reimbursable expenses. **20 Points**

6. Proposed cost management techniques to be employed. **5 Points**

7. Registered Emerging/Minority/Women Owned Business. **5 Points**

Following the Proposal screening and evaluation, the RFP 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 as indicated in the Project

Timeline. Firms will be given approximately 30 minutes for presentations with the remaining time allotted to questions from our selection committee.

After final selection of the successful Proposer, an appropriate SOU official shall enter into contract negotiations with the selected Proposer. If a mutually satisfactory contract cannot be agreed to, Owners may select the next highest scored architect from the remaining finalists for contract negotiations and may continue in this manner until a final contract is negotiated or this solicitation is cancelled. Owners will post a written Notice of Intent to Award for Professional Services on the OUS procurement website.

QUESTIONS FROM PROPOSERS

Questions or requests for clarification from Proposers regarding this Request for Proposals shall be directed to Jim McNamara, FMP Project Manager, 351 Walker Avenue, Ashland, OR 97520, e-mail: <mailto:mcnamaraj@sou.edu>, by 4:00 PM February 8, 2012. Any change or modification to the procurement process will be in the form of an addendum to this RFP. Addenda, if required, will be posted on the OUS website by February 9, 2012.

PROTEST PROCEDURES:

Protests regarding this Request for Proposals must be made in writing to Craig Morris, SOU Vice President of Administration and Finance at the address listed below by 4:00 P.M. PST, February 20, 2012.

Any Proposer that has submitted a Proposal as outlined in this Request for Proposals and who claims to have been adversely affected or aggrieved by the selection of a competing architectural firm shall submit a written protest of the selection to:

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

SOU shall not consider a selection protest submitted after the time period provided in this subsection. The SOU Official shall have the authority to settle or decide a written protest submitted in accordance with this section and OAR 580-061-0145. The Institutions' Official shall respond to the protesting architectural firm within five days of receipt of such written protest, in accordance with OAR 580-061-0145(8).

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.

ADDITIONAL REQUIREMENTS:

Pursuant to OAR 580-061, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, Proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and that proposers and their employees are required to adhere to SOU's policy prohibiting sexual harassment in their interactions with members of SOU's community.

End of RFP

