



November 6, 2013

Subject: Request for Qualifications (RFQ) for Allan Price Science Commons and Research Library Remodel and Expansion

Dear Prospective Consultant:

The University of Oregon (the "University") is soliciting qualifications from architecture firms for architectural services related to the Science Commons and Research Library Remodel and Expansion (the "Project"). This letter contains the information required to respond to this RFQ. I know how much work is involved in developing a submittal of this type, and I would like to thank you in advance for taking time to respond.

### **PROJECT SUMMARY**

The Science Commons and Research Library will significantly enhance the quality of the educational experience for those students who intend to earn a bachelor's degree in the science disciplines, and also will provide important outreach and support services for students at the community colleges and K-12. The existing science library, built in the 1960's, is reflective of another era. Today's scientific problems are very much interdisciplinary, requiring extensive use of advanced computing capabilities, access to the most detailed and current data, and facilities that encourage and support collaboration with teams of researchers on campus and throughout the global scholarly community. Our vision is to create a facility that takes advantage of these newer capabilities. Emphasis will be placed on expanded access to digital content including scientific data, emerging information systems, web technologies, data mining, visualization, and instructional services that support the use of these tools.

The program recommendations include the following:

- Double the total seating capacity from 252 to 520 seats to address a 71% increase in science majors since 2001. The existing Science Library has experienced double-digit annual growth in use as students take advantage of the collections, technology, expertise, and an environment that supports their intellectual pursuits.
- Double the space for classes, seminars, and group study from 72 to 158 student stations.
- Add network and power capacity to address growing demand for connectivity.
- Add a new Digital Technology Lab, approximately 20 seats.
- Create newly-configured instructional spaces to support collaborative work and problem-based learning. Flexible study spaces, e.g., movable elements and furniture that can be reconfigured easily to accommodate teaching/learning requirements.

- Add two to three discipline-specific rooms with resources to support discovery and learning. The model is the highly successful anatomy resource room in the current library, which is used heavily by students studying human physiology.
- Create additional spaces for student advising, in collaboration with the College of Arts and Sciences and the science departments. Expanding these services into the Science Commons and Research Library improves visibility and access and encourages persistence to degree in these demanding disciplines.
- Provide new technologies to support data-intensive disciplines including visualization capabilities.
- Provide new teleconferencing services to support distance instruction and to enable better researcher connections with the global scholarly community.

Location: Because proximity to the science disciplines and labs is essential, the Project will be a total remodel and expansion of the existing facility. Currently the Science Library occupies a total area of approximately 28,900 sq. ft. below grade beneath the Onyx Green plaza, including areas in adjacent buildings Onyx Bridge, Klamath Hall, and Cascade Hall. The expansion is projected to be a modest 3,000–3,500 sq. ft. The ultimate design should improve visibility, physical access, as well as access to natural light.

Funding: The total estimated cost of the renovation and expansion Project is \$16,750,000. The Project is fully funded through gifts and bonds to be issued by the State of Oregon.

Planning: The UO Libraries commissioned a vision statement by Shepley Bulfinch Architects completed in May 2011 and a Conceptual Design Study completed in June 2013 by Pivot Architects. These documents are accessible through the following web site link: [http://pages.uoregon.edu/uplan/projects/Project%20Sums%20for%20Web/PriceScienceCommons/PriceSciCommons\\_proj.htm](http://pages.uoregon.edu/uplan/projects/Project%20Sums%20for%20Web/PriceScienceCommons/PriceSciCommons_proj.htm)

The Project will start as soon as an architect agreement is executed, anticipated to be early January 2014. The selected firm will work collaboratively with a Project User Group. The selected firm must be ready to commit key personnel to the Project immediately following selection and must be able to perform the work within the projected schedule.

The University will use the Construction Manager/General Contractor (CM/GC) project-delivery method for this Project. It is anticipated that the CM/GC will be hired during or shortly after the selection of the architect and will participate with the University and the architect in an integrated design team throughout the design process.

#### **BASIS FOR EVALUATING QUALIFICATIONS.**

*Firms must be licensed or have an application in process to practice architecture in Oregon.* Additionally the selected firm must maintain an office within Oregon and perform the work within Oregon. This firm will have primary responsibility for the work.

The University will select firms to interview based on the factors identified below in addition to the licensure criteria. Your submittal should respond as well to the following criteria:

1. Demonstrating overall design skill and ability to create buildings and landscapes that would be excellent additions to the University campus—in particular, experience that showcases skill and ability with remodel and expansion projects that breathe new life into old buildings, provide excellent energy-efficient enhancements, and creative yet sound results that will benefit the University through the development of a safe and maintainable building for decades to come.
2. Creating and renovating buildings, systems, and spaces likely to be found in this Project, including:
  - a. Open, flexible learning and research environments ranging from informal individual and group study areas to versatile classroom space;
  - b. High technology-infused environments for both individual and group use;
  - c. Effective, creative design using daylight, in particular providing daylight in challenging locations;
  - d. Creation of a building center—a building hearth—providing connection to entry, to programs, and to adjacent structures; and
  - e. Renovations, remodels, and /or additions with difficult space design and construction constraints.
3. Designing exterior environments likely to be found in this Project, including specifically:
  - a. Landscapes that rejuvenate existing conditions that currently don't attract use;
  - b. Broad, complex site considerations that include multiple building entries, bike and pedestrian corridors, area pathway links, view corridors, and gateways; and
  - c. Building design in adjacency or connected to buildings with widely differing architectural styles.
4. Designing buildings meeting the standards similar to those of the institution and the State of Oregon, including:
  - a. Highly sustainable projects that push the envelope for sustainable design in ways that maximize environmental performance without excessive cost:
    - Policies similar to the University of Oregon Model for Sustainable Development (OMSD) as described in *Campus Plan* Policy 10 (<http://uplan.uoregon.edu/plandoc/CampusPlan/CampusPlan.html>); and
    - Experience with the State of Oregon Energy-Efficient Design (SEED) program, and experience with LEED-certifiable at Gold level or higher.
  - b. Projects designed within the framework of the University's *Campus Plan* or similar requirements.
5. Demonstrating experience with the processes expected to be followed by this Project, including specifically:
  - a. Creating design concepts through a high level of involvement of a large number of diverse users, in particular through user groups as customarily practiced at the University (described in *Campus Plan* Policy 1, pages 16 and 19);

- b. Exhibiting the ability to listen to user needs and communicate effectively with a broad spectrum of communities using a wide range of media—written, graphic, and oral;
  - c) Designing projects with multiple construction phases and partially occupied space;
  - d) Practicing creative and effective project, schedule, and cost management techniques to accurately predict total building costs within the local area and to ensure that the University's resources are used most effectively without compromising the core values of the Project; and
  - e) Working collaboratively using integrated design principles with an owner, contractor (preferably in a CM/GC situation), and others to create the best possible project within an owner's budget and schedule.
6. Including in the submittal a one-page essay describing how site and building design can effectively create a intellectual, social, and cultural heart for the Lokey Science complex attracting researchers, undergraduate students, graduate students, and visitors from off-campus. **The essay should not be specific to the Allan Price Science Commons and Science Library Project, but rather to the challenges posed by this type of project.**

If submitting with another architecture firm, provide the information requested above regarding the experience of each firm and also provide the experience of both firms in working in association with other architecture firms.

#### **SUBMISSION REQUIREMENTS AND PROCEDURES.**

To be considered responsive, twelve (12) copies plus one digital copy in pdf format of your submittal must be received in the Campus Planning and Real Estate office by **4:00 P.M. PST, Tuesday, November 19, 2013**. Faxed or exclusively electronically transmitted copies will not be accepted. The U. S. mailing address is Campus Planning and Real Estate, 1276 University of Oregon, Eugene, OR 97403-1276. Delivery services should deliver to 1295 Franklin Boulevard, Eugene, OR 97403.

**Your submission of qualifications must be no more than twenty (20) pages of materials** (including cover letter, not including covers, dividers, or blank pages devoid of meaningful content), bound or stapled in an 8-1/2" x 11" format (see exception to binding under "Proprietary Information" below). Foldouts up to 11" x 17" are permitted. The University may, at its option, remove excess pages. The submittal must include the following:

- the firm's responses to the criteria in the "Basis for Evaluating Qualifications" section;
- the submitting firm's name, address, phone number, and facsimile number (must be an Oregon firm as described in "Basis for Evaluating Qualifications" above);
- the contact person within the firm and that person's electronic mail address;
- a list of the firm's personnel by discipline who will be available to provide the capacity and capability to perform the required services for the Project;
- the name and Oregon registration number of the Project architect who would serve as the architect of record;
- illustrations or photographs of at least three relevant projects; and

- at least three appropriate (similar size and scope) project references, each including:
  - a. size of the referenced project (dollars and/or physical size);
  - b. date of project completion;
  - c. location of the project;
  - d. whether or not the project was completed on schedule and on budget;
  - e. responsibilities and qualifications of those who would work on our Project; and
  - f. current name, address, and telephone number of one or two people most appropriate to discuss your firm's performance on the project, preferably including building occupants.

Firms may, at their choice, list possible services in addition to design consultants for which they would use outside consultant firms (such as mechanical and structural engineers) and also may list consultant firms they might select to work on this Project. Firms not providing this information at this time will not be penalized. While other consultants will be a part of the consultant's design team, the University expects to be involved in the selection of all consultants.

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

Please note that throughout this procurement process, the University will not accept submissions or inquiries that require the University to pay the cost of production or delivery or any other costs.

#### **SELECTION AND CONTRACTING PROCESS.**

The Oregon Administrative Rule (OAR) 580-063-0020 and -0030 enumerate the University's rules and procedures for contracting with professional consultants.

From the firms responding to this RFQ the University will select the responsive, responsible firms it believes best meet the criteria listed above under "Basis for Evaluating Qualifications" and the information submitted under "Submission Requirements and Procedures"; the University will invite those firms to interview and will furnish them with an interview packet containing additional programmatic information and requirements. The University may also include a form of design competition as a part of the interview process for those firms selected to interview. If a design competition is pursued, firms selected for interviews may or may not be compensated for expenses related to participating in the design competition.

Firms selected for interviews will be notified by telephone and letter no later than ten days in advance of the interviews, tentatively planned for **December 9, 2013**. Interview times will be based on the order in which the submittals were received in Campus Planning and Real Estate, with the earliest received having first choice.

After interviewing the finalist firms, the University may schedule additional interviews with firms selected from the finalists. The University will select the firm it believes best meets the criteria identified in this RFQ and will enter into negotiations with that firm. If

the negotiations are successful, the University will enter into an agreement substantially similar to the attached standard architect's agreement. If the negotiations are not successful, the University reserves the right to enter into negotiations with another of the remaining firms.

#### **CONTRACT.**

The University uses a standard contract form for architect agreements (see Attachment 3: Standard Architect Agreement). Before submitting your firm's qualifications to the University, please carefully review this contract, which will form the basis of contract negotiations with the selected firm.

#### **PROTESTS.**

Protests regarding the solicitation and Request for Qualifications must be made in writing to Gene Mowery at the above address by November 12, 2013.

Protests regarding the selection of firms to interview must be made in writing to Gene Mowery at the above address no later than five calendar days after the date of notification of the interview list.

Protests regarding the selection of the firm for the Project from the interview list must be made in writing and received by Gene Mowery at the above address no later than five calendar days after the date of the notification of that firm.

Protests must comply with the requirements of and will be addressed as provided in the OUS Administrative Rules in OAR 580, Division 61.

#### **PROPRIETARY INFORMATION.**

The University shall retain this RFQ, one copy of each submittal received in response to it, and copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which shall be open to public inspections after a firm is selected and award is announced. If a submission contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: "This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

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

In order to facilitate public inspection of the non-confidential portions of the submittal, material designated as confidential shall accompany the submittal, but shall be readily separable from it, **although such pages will be included within the overall page limitation.** Prices, makes, models, or catalog numbers of items offered, scheduled delivery dates, and terms of payment may be publicly available regardless of any designations to

the contrary. Any submittal marked as a trade secret in its entirety shall be considered non-responsive and will be rejected.

**EQUAL EMPLOYMENT COMPLIANCE; SEXUAL HARASSMENT.**

By submitting qualifications, the submitter certifies conformance to the applicable federal, state, and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinances, and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal, Oregon State, or local Governments having responsibility for the enforcement of the foregoing shall be supplied to the University upon request for purposes of investigation to ascertain compliance with the foregoing.

The University is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and the University strongly encourages its contractors to use these businesses in providing services and materials for University contracts and projects.

Pursuant to OAR 580-061-0030, by submitting qualifications, the submitter certifies that the submitter has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, submitters are hereby notified that the Oregon State Board of Higher Education has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees and agents, and subcontractors and their employees and agents, are required to adhere to the University's policies prohibiting sexual harassment in their interactions with members of the University's community.

**TAX CERTIFICATION.**

By submission of your qualifications the signatory certifies under penalty of perjury that the signatory is authorized to act on behalf of the submitter and that the submitter is, to the best of the signatory's knowledge, not in violation of any Oregon tax laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and ORS 403.200 to 403.250 and ORS Chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

**ADDITIONAL INFORMATION.**

A non-mandatory tour of the Project site will take place on **Monday, November 11, 2013 between 11:00 A.M.–noon**. The group will meet at the plaza-level entry to the Science Library in the Onyx Bridge building. This tour is entirely optional, and participation will not be considered when the qualifications of those submitting are reviewed. Firms participating will not be advantaged, and those not participating will not be disadvantaged.

Questions should be directed to:  
Gene Mowery  
Campus Planning and Real Estate  
1276 University of Oregon  
Eugene, OR 97403-1276  
Telephone: (541) 346-5593  
E-mail: gmowery@uoregon.edu

Sincerely,

Gene Mowery, Planning Associate  
Campus Planning and Real Estate

Attachments:

- Attachment 1: Project Site Location Map
- Attachment 2: Existing Science Library Floor Plan
- Attachment 3: Draft Architect's Agreement