



Attention Design Firms

If you are downloading the RFP from the website, please notify us via email that you have done so (include firm name and address, contact person, phone and email).

This notification will allow us to add you to the Proposer List and advise you of any addenda issued. Failure to notify us may cause your submittal to be considered non-responsive.

Thank you.

EMAIL: jane.barker@osucascades.edu



OREGON STATE UNIVERSITY-CASCADES

REQUEST FOR PROPOSALS

New Academic Building and Phase One Site Infrastructure

CONTRACT ADMINISTRATOR: Oregon State University-Cascades
Jane Barker
Senior Project Manager
Phone: (541) 322-2056
FAX: (541) 382-7053

PROCUREMENT WEB SITE:
<http://pacs.oregonstate.edu/>

ISSUE DATE: December 10, 2013
RFP CLOSING (DUE) DATE: December 16, 2013, 4:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University-Cascades
Attention: Jane Barker
Senior Project Manager
Graduate & Research Center
650 SW Columbia Street, Suite 7250
Bend, Oregon 97702-4010
Email: jane.barker@osucascades.edu

1.0 Introduction:

Oregon State University Cascades (OSU-Cascades) is seeking proposals for integrated design teams headed by an architecture firm. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to landscape architecture, structural, mechanical, electrical, acoustical, civil engineering design, and cost estimating for the Site Planning, new Academic Building(s) and Site Infrastructure (the "Project"), located on the OSU-Cascades campus in Bend, Oregon. OSU-Cascade wants to be an integrated member with the local region and Central Oregon partnerships are strongly encouraged.

Scope of services will include the following phases: schematic design, design development, construction documents, permitting, bidding, construction administration, record documentation and project close-out.

2.0 Project Description:

OSU-Cascades is a branch campus of Oregon State University that provides students personalized instruction and OSU's excellence in both academics and innovative research, as well as the lifelong advantages of a premier research university. OSU-Cascades is the first and only branch campus in Oregon, and the only baccalaureate and graduate degree granting institution based in Central Oregon.

OSU-Cascades is creating a new four year university located in Bend, Oregon, following the endorsement by the Oregon University System in August 2012. The Oregon State Legislature approved capital funding in July 2013 that enables the branch campus to establish its own campus as it expands to offer freshman and sophomore classes. The branch campus anticipates completing the first phase of its campus development in fall 2015.

OSU-Cascades opened in the fall of 2001 with initial facilities located on the Central Oregon Community College campus. The campus currently has an enrollment of nearly 950 students. It offers undergraduate degrees in 18 programs and graduate degrees in two programs. Enrollment is projected to grow by 5 and 15% per year for the next 5 years.

OSU-Cascades wants to create a unique campus environment that inspires and engages their community by:

- providing facilities on the leading edge of current collaborative educational learning and office environments that encourages interdisciplinary dialogue among students, faculty, staff and community.
- promoting and demonstrating the importance of resource stewardship with respect for place, people and community through sustainable development and practices.
- defining an architecture that is warm and welcoming; utilizing materials that reflect and are complimentary to the resources of the central Oregon high desert environment; and exhibiting a character which supports openness and accessibility to the campus and broader community.

Phase One development will include the Site Planning, new Academic Building(s) and Site Infrastructure (including, but not limited to private roadways, parking and utility infrastructure). Concurrent with this Project, under separate contract, is development of a 300-bed Live/Learn community and dining center which will be developed in collaboration with INTO University Partnerships (IUP) LTD. Following the start of Phase One development, OSU-Cascades will begin a Campus Master Plan effort for the adjacent 47-acre property. OSU-Cascades reserves the right to increase the scope of work as reasonably related to the Project and coordinate design with the IUP design team.

The three major components of the Project include:

1. Site Planning for the Phase One 10-acre parcel in collaboration with adjacent Live/Learn development team.
2. Construction of site utility infrastructure, roadways and parking to support the development of Phase One buildings including the 45,400 GSF academic building and two residential Live/Learn communities (approximately 81,300 GSF) and support future development on the 10-acre parcel.
3. Construction of an approximate 45,400 GSF academic building which includes academic classrooms and labs, offices, and shared campus amenities including learning commons. Refer to the preliminary program definition enclosed.

3.0 Energy Efficiency:

The Academic Building(s) portion of the Project is required to be designed to applicable LEED silver equivalency and must meet the requirements for the State Energy Efficiency Design (SEED) program administered by the Oregon Department of Energy (ODOE) at a minimum. While OSU-Cascades is establishing a long range vision for the campus development, OSU-Cascades intends to be a leader among environmentally, socially and financially sustainable higher education institutions with a goal of net-zero energy consumption.

4.0 Design and Construction Timeline

The design of the Project is expected to start in January 2014 after the agreement with the successful design team is executed. Due to the expedited schedule, the design team must be available to begin work immediately and work judiciously for a preliminary construction start in July 2014 for site work infrastructure. OSU intends to use the CM/GC (Construction Manager/General Contractor) approach for the construction contract. Occupancy is planned for fall 2015.

5.0 Construction Budget

The direct construction budget for the Project is approximately \$13,400,000.

6.0 Selection Process:

This Request for Proposals (RFP) and the selection process will be conducted pursuant to the terms of this RFP and the Oregon University System's Administrative Rule OAR 580-063-0020, relating to the selection and retention of professional consultants.

7.0 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: schematic design, design development, construction documents, permitting, bidding, construction administration, cost estimating and record documentation. The amount of compensation will be negotiated with the proposer who has submitted the best proposal (the Apparent Successful Proposer). No cost proposal or price information is to be submitted with proposals.

8.0 Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability, proposed subconsultants (where applicable) and desire to perform this work. Proposals will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

- 8.1 Experience with design and construction of higher education learning environments and campus support amenities of similar program, size and budget as defined in this proposal. A minimum of five similar projects must have been completed subsequent to January 2009. Indicate specific design team members who were involved with the projects. (15)
- 8.2 Experience with sustainable design principles, LEED documentation procedures and SEED program. A minimum of LEED Silver certification should be exhibited for three of the five projects included in item 8.1. (20)
- 8.3 Experience with expedited bid packages to achieve aggressive design and construction schedules. (15)
- 8.4 Experience of key personnel including project experience and capability. Identify project experience of key personnel, including project designer and project manager along with those of sub-consultants proposed, to be assigned to this Project. Indicate current availability and proposed percentage of Project involvement per Project phase for each key person. Highlight the individuals who participated in the project examples. (30)
- 8.5 Firm’s approach to design that is reflective of OSU-Cascades unique campus environment listed above in Section 2.0. Provide a description of your firm’s approach. (20)

9.0 References:

In addition to responding to the evaluation criteria above, provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this Project. Verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Do not include references from any firms/individuals included in your design team for this Project. OSU-Cascades may check with these references and/or may **check with other references associated with past work of your design team. OSU-Cascades will evaluate this** information and any other independently obtained references that can provide background on your design team. This information will not be separately scored, but results obtained from these and any other reference checks will be assessed in determining the final ranking of proposals.

10.0 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 OSU-Cascades for this Project.

December 10, 2013	Issue RFP
December 16, 2013	RFP response due 4:00 PM
December 18, 2013	Notification of finalists and request for pricing
December 19, 2013	Interviews with Selection Committee
December 30, 2014	Submit pricing/fee proposal in a sealed envelope
January 2, 2014	Tentative Selection/Notification

Project Milestones:

February 21, 2014	Completion of Schematic Design
February 28, 2014	Submittal of Site Plan Application to City of Bend
May 16, 2014	Complete Documentation for Early Site Work/Foundation Bid Package
July 11, 2014	Complete Documentation for Core/Shell Bid Package
September 19, 2014	Complete Documentation for Interiors Package
August 21, 2014	Completion of Construction

Site Visit: No mandatory site visits are required as part of the proposal process.

11.0 Evaluation Process:

This RFP will use a two-step process to select a design team for this Project. The first step includes evaluation of written proposals submitted in response to this RFP and then short-listing of three firms, who will be invited to participate in the second step, an interview that is anticipated to be scheduled on **December 19, 2013**. Please hold this date for tentative interview.

Each of the evaluation criteria has been assigned a weight of between 10 and 30. Each member of the evaluation committee will separately rank each proposal in each of the evaluation criteria between 0 and 5, and multiply that number by the weight assigned to the evaluation criteria. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain a total score for each proposal.

The evaluation committee will meet and compare the individual evaluation committee member rankings. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee discussion will result in the consolidated ranking from which the finalists for interviews will be selected for step two of the process.

Interviews will include a 30-minute presentation period to allow the proposers to highlight their proposal as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate 20-minute Q&A session. OSU-Cascades will use the information presented during the interview to further evaluate the proposer's qualifications and abilities and develop a tentative ranking. The evaluation committee may then check references (See

Section 9) and adjust the scores based on the results of reference checks to determine final ranking of proposals.

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer by ranking the proposals based on all information received, presented, found and heard. OSU-Cascades will then send out a Tentative Selection/Notification and will open the Apparent Successful Proposer's sealed fee proposal. OSU-Cascades will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract, consistent with OSU's Standard Architect's Agreement attached to this RFP. If OSU-Cascades and the Apparent Successful Proposer are unable to reach agreement, OSU-Cascades will negotiate with the second-ranked proposer, etc.

12.0 Responsibility Evaluation:

OSU-Cascades will investigate each 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 a contract. Submission of a signed proposal constitutes the proposer's approval for OSU-Cascades to obtain any information OSU-Cascades deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU-Cascades will notify proposers, in writing, of any financial documentation required, which may include 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.

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

13.0 Submission:

Submit one version of your proposal (electronic version is preferred) by the closing date and time listed in this document to:

Jane Barker
Oregon State University-Cascades
Graduate & Research Center
650 SW Columbia Street, Suite 7250
Bend, OR 97702-4010
Phone : 541-322-2056 FAX : 541-382-7053
Email : jane.barker@osucascades.edu

Your proposal must be contained in a document **not to exceed twenty-five (25) single sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the review of the proposer's response. Resumes of key individuals proposed to be involved in this Project are exempted from the 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25 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 25 page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The electronic proposal should be sized appropriately for transfer (under 8 mb)**.

Your proposal must be signed by an officer of your firm with the authority to commit the firm.

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

Please note that OSU-Cascades will not accept proposals or queries that require OSU-Cascades to pay the cost of production or delivery.

OSU-Cascades is an AA/EEO employer.

Proposals received after the closing date and time will not be considered.

14.0 Questions:

All questions and contacts with the OSU-Cascades regarding any information in this RFP must be addressed in writing, fax or email to Jane Barker at the address, email or fax listed in this document no later than December 13, 2013 at 12 p.m.

15.0 Solicitation Protests:

You 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 or terms that you believe limits competition) to Debera Massahos at the address or email listed in this document. Requests and protests must be received no later than 12:00 p.m., December 13, 2013. 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.

Debera Massahos, Construction Contracts Supervisor
Construction Contracts
Oregon State University
Oak Creek Building
3015 SW Western Boulevard
Corvallis, OR 97333
Email: debera.massahos@oregonstate.edu

16.0 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 by email from Debera Massahos to all prospective proposers who have notified OSU-Cascades of their interest in proposing. No information published in any other manner 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 not received by the date and time stated in the addendum will not be considered.

17.0 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 Debera Massahos at the Procurement and Contract Services address given in the RFP within five days after notification of the Tentative Selection/Notification. Any such protests must be received by Ms. Massahos no later than five days after the notification of Tentative Selection/Notification has been made in order to be considered. The Tentative Selection decision notification will be made by Jane Barker via email.

Debera Massahos, Construction Contracts Supervisor
Construction Contracts
Oregon State University
Oak Creek Building
3015 SW Western Boulevard
Corvallis, OR 97333
Email: debera.massahos@oregonstate.edu

18.0 Proprietary Information:

OSU-Cascades will retain this RFP and one copy of each proposal received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which will be open to public inspection after OSU has announced an Apparent Successful Proposer or all proposals have been rejected. If a proposal contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each sheet containing such information 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 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 proposal 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 proposal, material designated as confidential must accompany the proposal, 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 proposal marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

19.0 Project Termination:

OSU-Cascades is seeking to award an architect's agreement to an architectural firm for schematic design, design development, construction documents, bidding, and construction phases; however, OSU reserves the right to terminate the Project and the agreement, after completion of any phase in the Project.

20.0 Certification Of Compliance With Tax Laws:

By submission of your qualifications, 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 purposes 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 Department of Revenue under ORS 305.620.

21.0 Insurance Provisions:

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the Agreement.

22.0 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-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 OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community.

Enclosures:

- OSU Standard Architect's Agreement
- Vicinity Map of proposed campus
- Site Identity and Topography
- Preliminary Site Development Layout
- Preliminary Program Distribution

End of RFP