

**REQUEST FOR PROPOSALS**  
**#2014-0127**  
**ENGINEERING SERVICES FOR GREENSPRINGS RESIDENCE HALLS -**  
**HYDRONIC HEATING & DOMESTIC WATER PIPING REPLACEMENT**

**INTRODUCTION:**

Southern Oregon University (SOU or the “Owner”) requests proposals from qualified engineering firms (“Proposer”) for engineering design and construction administration services for the Greensprings - Hydronic Heating System & Domestic Water Piping Replacement (the “Project”) on the SOU Campus.

**PROJECT DESCRIPTION:**

The Greensprings Residence Hall Complex was constructed in two phases with Units A & B built in 1967, followed by Units C & D in 1968. Units A & B are basically identical to Units C & D. Each of the Units (A, B, C & D) is a 5-story dormitory towers that are interconnected by one-story common areas. The structures are constructed primarily of cast-in-place concrete.

The dormitory rooms are heated by a hydronic hot water loop fed from the central campus low – pressure steam system. The dormitory rooms have no cooling. Each room has one baseboard type radiator. The one-story areas have multi-zone air handlers which supply ducted heat to the lounges and other common spaces.

The hydronic heating loop is steel piping and the pipes have corroded and plugged to the extent that we can no longer get heat to the upper floor of Unit D. We have had numerous leaks in both the hydronic and domestic water piping. Phase I of this project will be to replace the heating and domestic water systems in Units C & D.

SOU requests proposals from qualified firms for mechanical engineering services to renovate the hydronic system and domestic water systems for Units C & D (Phase I). SOU has considered replacing the existing radiator system with a VRF type system, but we have decided to replace the existing hydronic system with a similar design due to budget and constructability constraints.

**PROJECT TIME LINE:**

|                          |  |
|--------------------------|--|
| January 27, 2014         | RFP Release Date   |
| <b>Feb 5, 2014</b>       | <b>Optional Pre-proposal Meeting on Site. Meet at the Greensprings Lounge (450 Wightman Street) at 2:30 p.m.</b> |
| February 11, 2014        | Written Questions due from Proposers at 1:00 p.m.  |
| February 14, 2014        | Owner's Written Response to Questions by 5:00 p.m.   |
| <b>February 20, 2014</b> | <b>Proposals Due by 4:00 p.m.</b>  |
| February 24, 2014        | SOU Review and Ranking of Proposals  |
| February 27, 2014        | Engineer Interviews (if required)  |
| February 28, 2014        | Notice of Intent to Award  |

|                |  |
|----------------|--|
| March 7, 2014  | SOU to finalize Retainer Supplement with Successful Firm (unless protest delays) |
| March 10, 2014 | Commence Design Phase  |
| May 7, 2014    | Construction Documents Complete  |
| May 22, 2014   | SOU to Issue Final Documents for Contractor Bidding                              |
| Summer, 2014   | Start Construction   |

**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, 351 Walker Avenue, Ashland OR 97520 by **4:00 p.m. on February 20, 2014**. Email: <mailto:soubid@sou.edu>. It is the sole responsibility of the Proposer to ensure that its Proposal is received prior to the submittal deadline. Late submittals will not be considered.

**PROJECT INFORMATION:**

Greensprings Units C & D total approximately 45,000 square feet combined. The entire Greensprings complex is about 90,000 square feet floor area. This RFP is limited to renovation of Units C & D (Phase I).

SOU intends to contract for all phases of engineering services (Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration) through this RFP. Services for all phases will be included in the contract resulting from this RFP, but 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.

SOU intends to use the traditional Design-Bid-Build process for construction procurement. Competitive bids will be solicited from pre-qualified contractors.

**BASIC PROJECT REQUIREMENTS:**

**Design Phase**

1. Design a replacement hydronic heating system including new steam converters and related equipment. Include options for some individual room temperature control. No air conditioning to be added.
2. Perform an energy code analysis and advise SOU on options and limitations.
3. Design a replacement domestic water system including new fixtures and new water heating equipment.
4. Review existing conditions and ventilation requirements for toilet and shower rooms. Design ventilation upgrades if required.
5. Provide required design criteria for a bidder designed NFPA 13 fire sprinkler system.
6. Provide design criteria and necessary documentation for a bidder designed code fire alarm system. Include SOU requirements for mass notification in the fire alarm specifications.

7. Coordinate with SOU and the City of Ashland Building and Fire departments to satisfy applicable building code requirements.
8. Provide electrical design as necessary for new mechanical equipment.
9. Meet with Owner's representatives as required to review design options finalize design strategies.
10. Provide opinion of mechanical and electrical construction costs at Schematic design level.

### **Construction Documents Phase**

1. Finalize design calculations and utility coordination.
2. Provide drawings, details and specifications to fully document the work. SOU has basic 2-D AutoCAD floor plans available (attached as Exhibit A). The selected firm will be required to field verify all dimensions and existing conditions. SOU has scanned as-built drawings available for the original construction.
3. Provide energy code compliance data and forms as required by the City.
4. Provide complete drawings and specifications for competitive contractor bidding.
5. SOU will furnish Division 0 and Division 1 bid documents.
6. Provide 2 sets sealed drawings and specifications for the City plan review and building permits. SOU will coordinate the submittal process with the City.

### **Bid Phase**

1. Review and respond to substitution requests during the bid phase.
2. Respond to design clarification requests and assist Owner with drafting addenda.

### **Construction Administration**

1. Attend pre-construction meeting with Owner and selected contractor.
2. Attend construction meetings every two weeks (at a minimum) while active construction is underway on site.
3. Review contractor submittals and shop drawings.
4. Respond to contractor RFI's. Provide clarification drawings and details where required. Issue change directives when necessary.
5. Review contractor pay requests.
6. Provide a comprehensive punch list at substantial completion.

### **Closeout**

1. Review and comment on contractor's as-built drawings.
2. Review and comment on contractor furnished O&M manuals.
3. Review and comment on test and balance reports.
4. Final inspection at completion of all work.

### **Exclusions**

1. Architectural services
2. Structural engineering services
3. LEED certification
4. Air and Water Balancing
5. Commissioning

6. Acoustical services
7. Engineering for site utilities outside the buildings.

All services, including drawings, plans, specifications, and other documents prepared by Proposer and Proposer's consultants and sub-consultants, shall be performed or prepared in accordance with the generally accepted standard of care for the profession in the Pacific Northwest and in accordance with all applicable codes, regulations, and laws. The consultant shall incorporate SOU design standards into the project.

### **PROPOSAL REQUIREMENTS:**

Proposers must be in compliance with all licensing and legal requirements for the practice of 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, three (3) *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 10 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 engineering company proposed for this 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 points)
- 2) Relevant Project Experience. Describe your firm's recent experience designing similar renovation projects for education institutions and commercial clients. Provide specific information for a minimum of three (3) comparable projects that your firm has designed within the last 7 years. Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (30 points)
- 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 renovation 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. (35 points)
- 4) Local Knowledge & Experience. Describe your team's knowledge and experience with the contractors and building conditions in the Rogue Valley. Briefly discuss your recent experience (last 5 years) with the City of Ashland Building and Fire departments. (15 points)
- 5) Fee Proposal. Provide a fee proposal for engineering services. Provide a Not-To-Exceed

fee for the entire project along with hourly billing rates for all of the consultant's personnel. Break down the fee proposal into sub categories (mechanical, plumbing, fire protection, etc.) Indicate any services that would be excluded from the proposal. (50 points)

- 6) MWESB: Registered Minority, Women, Emerging Small Business firms will be given up to an additional 5 points per category.
- 7) 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 completed projects. (0 points)

## **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 engineer'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.

## **QUESTIONS FROM PROPOSERS**

Questions or requests for clarification from Proposers regarding this RFP shall be directed to Drew Gilliland, SOU Facilities Director, 351 Walker Avenue, Ashland, OR 97520, e-mail: <mailto:soubid@sou.edu> by 1:00 PM February 11, 2014. 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 at <http://www.ous.edu/about/bid> by February 14, 2014 at 5:00 p.m.

## **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 addresses listed below by 4:00 P.M. March 7, 2014.

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 firm, and unless a different deadline is specified in the Notice of Intent to Contract for Professional Services, shall:

Have seven (7) calendar days after receiving the Notice of Intent to Contract to 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 580-050-0020(7). The SOU Official shall respond to the protesting firm within ten days of receipt of such written protest, in accordance with OAR 580-050-0020(6).

## **PROPRIETARY INFORMATION:**

Owners shall retain this RFP, one copy of each submittal received in response to this RFP, 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 conditionally exempts from disclosure only trade secrets meeting the requirements set forth in the statute identified above, 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 Proposer marked as a trade secret in its entirety shall be considered non-responsive and will be rejected.

**INSURANCE PROVISIONS:**

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

**PROJECT TERMINATION:**

SOU reserves the right to terminate the Project or services contract after completion of any phase in the Project.

**FORM OF AGREEMENT:**

The successful Proposer will be issued a supplement to their existing OUS retainer agreement.

**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.

**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, 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 proposer and their employees are required to adhere to SOU's policy prohibiting sexual harassment in their interactions with members of SOU's community.

**ATTACHMENT:**  
Greensprings Drawings

End of RFP