

## **ATTENTION DESIGN FIRMS!**

**IF YOU DOWNLOAD THE RFP FROM THE WEBSITE, IT IS YOUR RESPONSIBILITY TO ADVISE US, VIA EMAIL, THAT YOU HAVE DONE SO** (INCLUDE YOUR FIRM NAME AND ADDRESS, CONTACT PERSON, PHONE, FAX, AND EMAIL). **THIS WILL ALLOW US TO ADD YOU TO THE PLANHOLDERS LIST AND ADVISE YOU OF ANY ADDENDUMS ISSUED. FAILURE TO DO SO MAY CAUSE YOUR SUBMITTAL TO BE NON-RESPONSIVE.**

**EMAIL: [Heather.Cooney@oregonstate.edu](mailto:Heather.Cooney@oregonstate.edu)**

# **OREGON STATE UNIVERSITY**

## **REQUEST FOR PROPOSALS**

**(168853)**

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### **SR3 Residential Housing Renovation**

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**CONTRACT ADMINISTRATOR: Oregon State University**

*Heather M. Cooney, CPPB  
Construction Contract Officer*

**Phone: (541) 737-9635**

**FAX: (541) 737-4810**

ISSUE DATE: February 18, 2014

RFP CLOSING (DUE) DATE: March 11, 2:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

### **SUBMITTAL LOCATION**

Oregon State University  
Capital Projects Contract Administration  
Attention: Heather M. Cooney, CPPB  
Construction Contract Officer  
3015 SW Western Blvd.  
Corvallis OR 97333

Introduction:

Oregon State University (OSU) is seeking a design team for the pre-design/programming through construction administration services for the SR3 Residential Housing Renovation project on the Oregon State University (OSU) campus in Corvallis, Oregon.

Background Information:

**Office of the Dean of Student Life**

The Office of the Dean of Student Life provides a wide variety of programs throughout the Corvallis campus and the larger Oregon State system dedicated to health and well-being of the OSU community. The programs operated by Student Life provide personal and professional development, sustain the OSU academic mission, and create, nurture, and sustain a campus environment that supports student success. Resources provided by Student Life are available to students, faculty, staff and the wider local community. Student Life programs and services have special focus on student development, with a commitment to building a campus community that brings learning and self-discovery to the forefront of a student's experience at Oregon State University. Programs prepare the next generation of global citizen-scholars with the ability to make positive transformation in society. The SR3 Residential Housing Renovation will provide physical space for four important programs:

*Human Services Resource Center (HSRC)*

The Human Services Resource Center provides direct service, outreach, education, and referral services to OSU students that help alleviate the effects of hunger, poverty, and other human needs so that students can pursue a quality education. The Center also encourages a dynamic learning environment in which students, faculty, and the community can learn how to meet the current pressing societal challenges facing college students. The HSRC also administers a bi-weekly food bank, providing services for students, faculty, staff and the Corvallis community.

*Childcare & Family Resources (CFR)*

Childcare & Family Resources responds to the need for quality child care, information and services for university-associated families with dependent care needs. Resources provided by Childcare & Family Resources to the OSU community includes childcare subsidies for students, staff and faculty, referral and advising services, coordination of lactation facilities, management of two short term drop-off child care centers, special events, education, outreach and collaboration across campus and in the Corvallis community.

*Child Care Center*

The campus Child Care Center provides comprehensive licensed child care and early education options for parents and their families. Child care and education includes part-time and full-time child care for children ages 6 weeks to Kindergarten aged as well as emergency/non-school day care as available.

*UHDS Scholar Housing Program*

The UHDS Scholar Housing program allows academic programs throughout campus to provide short to long term housing to scholars conducting research in their field while utilizing resources at Oregon State University. Depending on the needs of the scholar, the duration of stay will typically last from one month to a year. This program will provide spaces managed by UHDS providing a variety of single residency spaces to meet the individual needs of the scholar. Each

unit will provide a private bath to the resident and will be rented fully furnished. The distribution of bed spaces will include fully accessible units (245 square feet), typical single rooms with bath (245 square feet), or Studio Apartments (350 square feet). In addition to bed spaces, the program will require an entry lobby (120 square feet), a public lounge (300 square feet), and a community kitchen (200 square feet).

Yost Grube Hall Architecture completed a feasibility study in 2013 for a stand-alone building located south of Dixon Recreation Center that would house the SR3 program. After the completion of the study, it was determined by the University that a stand-alone building was not the best option for the SR3 due to cost and program limitations. As a result of the study four key objectives were identified:

- Increase and ease use of the programs by students and the OSU community
- Improve upon current facility space functions, capacity, and accessibility
- Provide a facility with increased usefulness of program spaces for current activities
- Provide a facility that will be adaptable and flexible to allow changes to the current programs and able to include new programs

#### Project Description:

As a solution to the budget and lack of significant program space the Office of the Dean of Student Life partnered with University Housing and Dining Services (UHDS) to renovate three small dormitories on the east side of campus. The goal is to convert the buildings into mixed-use facilities that will house the four programs listed above plus at least an additional 1,800 SF of shell space for one or two other student or campus services will be added to the mix of tenants.

There are four buildings that make up the residential quad that is being considered for renovation. Three of the buildings, Avery, Azalea, and Dixon, are part of the base project.

Avery House is 12,299 SF with a basement, and two upper split-level floors.

Azalea House is 10,912 SF on two floors.

Dixon House is 11,514 SF on two split-level floors.

The scope of the project includes the addition of an elevator as well as other ADA upgrades to the buildings as required by Code and OSU Construction Standards, space renovations as required for the programs that will be using the buildings, exterior site improvements, parking improvements, fire sprinkler and detection system modifications/installation, security upgrades, data/telecom modifications, energy upgrades, interior finish upgrades, and other building infrastructure upgrades to meet program needs. Each building will need to meet an equivalent of a LEED Certified rating. An accessibility study was completed for each building in 2012. This study will be made available to selected proposer.

Total project funding available for the project is \$4,400,000. The project will be setup as one architectural contract with separate billing numbers for each of the three buildings. The entire project will be bid out to a select group of contractors as a single package.

The enclosures attached to this RFP provide additional information about the project.

### Preliminary Project Schedule

Programming/Schematic Design Starts – May 1, 2014  
Construction Documents Complete – November 2014  
Construction Complete – August 31, 2015

### Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and the Oregon University System's Administrative Rule OAR 580-063-0025, relating to the selection and retention of professional consultants on the OUS Retainer program.

### 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: programming/pre-design, schematic design, design development, construction documents, bidding, contract administration/services during construction and record documentation. The amount of compensation will be negotiated with the Apparent Successful Proposer. No cost proposal or price information shall be submitted with Proposals.

1. Describe your teams' local (Pacific Northwest) experience over the past five years designing higher education student activity facilities of similar size, and scope. Specifically describe at least 3 projects you feel are comparable to this project. Include information about your teams roles and the services your team provided for each project and the dates the projects were started and completed. Provide client contact information for each project. (20)
2. Identify the personnel in your firm who will be assigned to this project and give descriptions of their experience designing renovations within similar structures at higher education institutions - use specific examples, including information about the size, construction type, building uses, construction budget, and project timeline/completion date. (25)
3. Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past 5 years) experience, and their specific role in, designing renovations of similar scope in higher education facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (15)
4. Describe your processes for this project to involve a variety of constituent groups (including staff, faculty, students, and facilities services) throughout the design phases. Specifically describe the communication processes used to keep the players informed of decisions and to solicit input for decision making. (20)
5. Describe your approach to incorporating cost effective sustainability, energy efficiency, and sustainable materials into the project design. Include information on how these features have worked after they are installed and how easy they are to operate and maintain. (15)
6. Describe your firms experience designing childcare centers serving children ages six weeks through Kindergarten. Give specific examples. (15)

7. Provide a proposed design schedule, assuming a May 1, 2014 start date, to complete the design within OSU's required timeline. Describe the management processes your firm will utilize to ensure the design milestones and package completion dates are attained. (10)
8. Describe your approach for this project related to quality control and checking procedures to prevent design oversights, coordination issues, and installation problems and to ensure constructability. Specifically address the processes that your firm will utilize on this project to ensure timely and proper inter-disciplinary coordination. (10)
9. Describe how you propose to manage the construction administration phase of this project. Include information on site visits, managing shop drawings, RFI, and responding to other construction related issues. (20)
10. Describe the processes that your firm will utilize on this project to control the project cost and budget. These processes must include working with a qualified General Contractor to validate costs associated with a lump sum bid. Specifically address: (15)
  1. Budget validation/estimate reviews
  2. Value Engineering
  3. Life Cycle Analysis
11. Describe your experience and design process to not only meet but exceed the requirements of the 2010 ADA standards. In addition, explain how you verify that your designs are properly constructed in the field. (10)
12. **Workforce Diversity Plan**

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of the Proposer's current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The Proposer shall perform the Work and the Contract with respect to diversity according to the means and methods described in Proposer's workforce plan described in the Proposal, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight 20)
13. In addition, please provide the names, addresses and phone numbers of three owners, three architects, and three contractors to be used as references for this Project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. OSU may check with these references and/or may check with other references associated with past work of your firm. (0)

### Selection Procedure and Timetable

Beginning with responses to this RFP, the selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

#### Timetable for RFP process:

February 18, 2014	Issue RFP to OUS Retainer List
March 11, 2014	RFP response due
March 18, 2014	Shortlist for interview
March 25, 2014	Interviews with Selection Committee
March 28, 2014	Tentative Selection/Notification

#### 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 from three to five firms, who will be invited to participate in the second step, an interview that is anticipated to be scheduled on March 25, 2014 (times will be drawn at random).

Each of the evaluation criteria has been assigned a weight between 0 and 25. 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. This will NOT be a cumulative ranking combined with the RFQ response ranking.

Interviews will include a 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 Q&A session. OSU will use the information presented during the interview to further evaluate the proposer's qualifications and abilities and develop the final ranking.

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 will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract, based on the OSU Standard Architect's Agreement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked proposer, etc.

Responsibility Evaluation:

OSU 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 to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU 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 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.

Submission:

Submit **Nine (9)** copies of your written proposal, **along with an electronic version on CD**, to be received by the closing date and time listed in this document to:

Heather M. Cooney, CPPB  
Capital Projects Contract Administration  
Oregon State University  
3015 SW Western Blvd.  
Corvallis OR 97333  
Phone : 541-737-9635 FAX : 541-737-4810  
email : heather.cooney@oregonstate.edu

Your response must be contained in a document **not to exceed twenty (20) 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 20-page limit and should be **appended to the end of your response**. No supplemental information to the 20-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 20 page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The response should be submitted in a soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8 ½ x 11 inches with no fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins. Your response must be signed by an officer of your firm with the authority to commit the firm.



OSU 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 OSU that it is in the public interest to do so.

Please note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery. OSU 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 Heather Cooney at the address, email or fax listed in this document.

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 Heather Cooney at the address, email or fax listed in this document. Requests and protests must be received no later than 3:00PM, February 21, 2014. 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 by email from Heather Cooney to all prospective proposers who have notified OSU 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.

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 Capital Project Contract Administration address given in the RFP within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the notification of selection has been made in order to be considered. The selection decision notification will be made by Heather Cooney via email.

Proprietary Information:

OSU will retain this RFP and one copy of each original 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.

#### Project Termination:

OSU is seeking to award a consultant's agreement to a special inspection and testing firm for the Project; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

#### Architect's Agreement:

The successful proposer will be required to execute a supplement to the OUS Retainer Agreement substantially similar to the sample Supplement attached to this RFP. The attached Supplement further describes the services that will be required.

#### Certification of Compliance With Tax Laws:

By submission of your proposal, the signatory (a duly authorized representative of the submitting proposer) must certify that the proposer 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.

#### 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.

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 attached OUS Retainer Supplement.

Enclosures:

1. OSU Sample Retainer Supplement
2. Student Resource SR3 Building Feasibility Study
3. Campus map
4. Avery House book plans
5. Azalea House book plans
6. Dixon House book plans

End of RFP