

ATTENTION FIRMS!

IF YOU DOWNLOAD THE RFQ FROM THE WEBSITE, IT IS YOUR RESPONSIBILITY TO ADVISE US, VIA EMAIL, THAT YOU HAVE DONE SO (INCLUDE YOUR FIRM NAME AND MAILING 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

OREGON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

Goss Stadium Locker Room Addition

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
RFQ CLOSING (DUE) DATE: March 6, 2014, 2:00PM 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

REQUEST FOR QUALIFICATIONS (“RFQ”)

GENERAL CONTRACTOR (“GC”) SERVICES

**for the
Goss Stadium Locker Room Addition
Project**

at

OREGON STATE UNIVERSITY

February 18, 2014

Capital Projects Contract Administration
Oregon State University
3015 SW Western Blvd.
Corvallis, OR 97333

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I. INTRODUCTION

The Oregon State Board of Higher Education, on behalf of Oregon State University (“OSU” or the “Owner”) is seeking Qualifications from general construction (GC) firms for the Goss Stadium Locker Room Addition project described below (the “Project”).

All Respondents must be registered with the Oregon Construction Contractors Board prior to submitting Qualifications. Failure to be registered will be sufficient cause to reject Qualifications as non-responsive.

When selected, the GC firm will be a part of a construction team composed of OSU, the Architect and other Project consultants through the completion of the Project. The GC firm shall be skilled in actual construction, developing schedules, understanding construction methods and techniques, coordinating construction processes, and be experienced at working in a building that is occupied during the construction period. The GC must be able to communicate the construction-related aspects of the project to all team members throughout the construction phases. In addition, the GC must be familiar with the local labor and sub-contracting market.

II. PROJECT DESCRIPTION

Goss Stadium is home to the 2006 & 2007 NCAA World Series Champion Oregon State University Beavers. The brick, block, and concrete facility was re-constructed in 1999, and an expansion completed in 2008. OSU intends to build a new locker room facility on the 3rd base line. The space will be approximately 3500 square feet, with an outdoor concourse on top. The interior space will include new locker and shower rooms, coaches offices, reception area, and treatment room. OSU is looking to start construction June 2014 and complete construction by September 2014. The facility will be occupied by the Corvallis Knights during the summer construction period.

III. SELECTION PROCEDURE AND TIMETABLE

Beginning with responses to this RFQ, the selection procedure will be used to evaluate the capabilities of interested General Contracting firms to provide construction services to OSU for this Project. The responses to this RFQ will be evaluated by the Selection Committee, which will be comprised of voting and non-voting representatives from OSU Athletics staff, OSU Facilities Services staff, Contract Administration staff, and the project Design Team. On the basis of this evaluation, not more than five to seven firms will be selected for final consideration and issued bid documents. OSU will issue standard Project documents (plans and specifications) as part of the Invitation to Bid, which will be advertised in the Portland DJC, Corvallis Gazette-Times, and Contracts & Careers publications. A lump sum bid based upon the project documents will be basis of award. A contract for construction services will be issued to the successful firm based upon their lump sum bid.

Estimated timetable for RFQ process:

February 18, 2014	Issue RFQ
March 6, 2014, 2:00PM Local Time	Response Submittal Deadline (to OSU)
March 2014	Short-list selection
April 2014 (approximate)	Issuance of Invitation to Bid*
April 2014 (approximate)	Mandatory Site Visit and Walk-Through*.
May 2014	Bid Closing*

*Subject to change

IV. INSTRUCTIONS TO RESPONDENTS

Your response must be contained in a document **not to exceed ten (10) 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 10-page limit and should be **appended to the end of your response**. No supplemental information to the 10 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 10 page limit.

Information should **be presented in the same order as the following evaluation criteria**. Your response should follow the format outlined below and be signed by an officer of your firm with the authority to commit the firm. **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 except one fold out project schedule and one site logistics plan (should not exceed 11 x 17 inches each). The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

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.

V. RESPONSE REQUIREMENTS/EVALUATION CRITERIA

The following questions constitute the evaluation criteria for the Selection Committee to score responses. **You must respond to each criterion in numerical order.** For ease in scoring the responses, please provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your firm's ability and desire to perform this work.

1) Experience

Describe your company's/team's experience with renovation projects in buildings that are occupied during construction. Identify the firm's success in constructing projects with similar design and schedule requirements. Identify which project(s) you feel to be the closest to this project in terms of size and complexity. Include the completion date for each project. (Weight 20)

2) Firm Background/Key Personnel

Describe your firm's history. Identify your firm's principal office location. Include information identifying the firm's annual volume, financial/bonding capacities. List any services the firm self performs. Identify the proportion of clients that are public sector and private sector. Identify the proportion of your work that is low bid and CM/GC. Identify your proposed key personnel and their specific role/position with projects of similar scope. Identify their success in constructing projects with similar requirements and schedules. (Weight 30)

3) Proposed Site Coordination

The site and buildings will be occupied during construction of this addition. Describe your firm's approach to the management and administration of on-site construction activities. Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, and other related factors. During the time frame of this construction 15th street will closed as the city is reconstructing 15th street this summer, so give special attention to deliveries and other like activities. (Weight 25)

4) Management Techniques

Describe your firm's process for managing this specific project, including how you will manage construction teams in order to ensure that the project is completed safely, on schedule, within the contract amount, and quality requirements. In addition provide a description of your process for managing changes, including efforts made to minimize change orders and claims. (Weight 20)

5) 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 your current workforce diversity program/plan, and the plan for obtaining subcontracting 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 successful proposer shall perform the work and the contract with respect to diversity according to the means and methods described in its 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)

6) References

In addition, please provide the names, addresses, and phone numbers for three client project owners to be used as references for this Project. Please verify that the individuals identified have had direct contact with the reference 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. (Weight 0)

VI. PROPOSAL EVALUATION

This Request for Qualifications (RFQ) is the first step in a two-step process in the selection of a pre-qualified pool of General Contractors for bidding on this Project. The selection committee will score each submittal on the basis of responses to the evaluation categories. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories. On the basis of this evaluation, the selection committee will limit the field of finalists to at least five (5) but not more than seven (7), firms to be selected to participate in the Invitation to Bid.

OSU will utilize this RFQ process to obtain information to enable selection of the most qualified bidders through evaluation of:

- a. The Respondents' responses to questions contained in this document; and
- b. The results of discussions with the Proposers' references and others.

Each criterion has been assigned a weight between 0 and 25. Each member of the evaluation committee will rate each firm in each criterion between 0 and 5 (five being the highest), and multiply that number by the weight assigned to the criterion. The evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFQ also requires reference information for your firm. OSU will utilize this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other criteria and in the final ranking.

After all of the response evaluations are completed, the evaluation committee will select the short-listed firms by ranking the Respondents based on all information received, presented, found and heard.

VII. FINANCIAL RESPONSIBILITY

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed response shall constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU shall notify the firms, in writing, of any other documentation required, which may include, but need not be limited to: 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; etc. Failure to promptly provide this information shall result in rejection of the submission.

OSU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for response rejection.

VIII. SUBMISSION

Submit **four (4) copies** of your written response, 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 97333-4238
Phone : 541-737-9635 FAX : 541-737-4810
email : Heather.Cooney@oregonstate.edu

Telephone, facsimile, or electronically transmitted submittals will not be accepted.

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

IX. QUESTIONS

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing, fax, or email to Heather Cooney at the address, email or fax listed in Section X. If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions for formal clarification.

X. SOLICITATION PROTESTS

Respondents may submit a written request for change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to Heather Cooney at the address, email or fax listed in this document. Such requests for change and protests shall be received no later than 3:00PM March

10, 2014. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

XI. CHANGE OR MODIFICATION

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available to all firms by publication on the OUS web site (<https://secure.ous.edu/bid/>). It is the responsibility of each firm to visit the website and download any addendums to this RFQ. **Failure to do so may render the firm's submission non-responsive.** No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

XII. SELECTION PROTESTS

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have five days after notification of that selection to submit a written protest of the selection to Debera Massahos at 3015 SW Western Blvd., Corvallis, OR 97333. Any such protests must be received by Ms. Massahos no later than 5 days after the selection has been made.

XIII. PROPRIETARY INFORMATION

OSU shall retain this RFQ and one copy of each original response 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 shall be open to public inspection after responder selection and award is announced. If a response 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 portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

XIV. CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By submission of the Proposal, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned'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 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 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.

END OF RFQ