**SAINT HELENS COURT ROOF REPLACEMENT**

**AND SEISMIC UPGRADE**

Solicitation #1513

*Directions: Save this document to your computer. Please fill in all fields by clicking on the gray area and typing the requested information.*

*Proposal Submitted By:*

Company Name: Click here to enter text.

Representative Name: Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text. Email: Click here to enter text.

**Proposals Due on** **March 17, 2014 @ 5:00 PM local time**

DELIVER TO:

Portland State University

Contracting and Procurement Services

Attn: Cate Antisdel

Saint Helens Court Roof Replacement and Seismic Upgrade RFP

1600 SW Fourth Avenue, Suite 260

Portland OR 77201

1.

Submission must include:

[ ]  Completed Proposal Template and supporting documents stapled in the corner.

Proposal must not exceed six (6) printed 8 ½ x 11 pages in length. This includes: Completed Proposal Template (not including this page), and any drawings or other relevant pages you would like to attach. Ledger size 11”x17” pages may be used. Each side of an 11”x17” page counts as two (2) pages. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page of the Proposal Template.

[ ]  One (1) CD containing a PDF (Portable Document Format) version of the written proposal.

[ ]  Five (5) paper copies of the proposal.

[ ]  Bid Form

[ ]  Bid Security (no business or personal checks).

[ ]  All items above submitted in a sealed envelope that includes contractor name and Project name.

At the Owner’s sole discretion, incomplete proposals may not be considered.

## EVALUATION CRITERIA

### 2.2.1 Relevant Firm Experience – 15 points

Describe your firm’s history. Name three projects that your firm has completed in the last five years that was on a building at least 30 years old, was occupied at time of construction, and that had a roof replacement of at least 5,000 square feet.

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What are your firm’s strengths and weaknesses along with special capabilities that may be appropriate to this Project?

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Provide the names, job titles, primary office locations and specific experience of the key personnel that you will commit to this Project. Identify their length of employment with your firm and, if less than three years, recent prior firm(s).

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### 2.2.2 Safety and Site Logistics - 15 points

Explain your proposed safety and site logistics plan for this Project. Describe how you will protect occupants of the building and those entering, exiting or passing by the building.

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### 2.2.3 Equity and Diversity–10 points

Is your firm an MWESB (Minority, Woman-Owned, or Emerging Small Business)?

[ ] Yes MWESB Cert#: MWESB Cert # [ ] No

Will you have any MWESB subcontractors, partners or suppliers on this Project? [ ] Yes [ ] No

If yes, fill out below:

Name: Name Role: Role

MWESB Cert# here: MWESB Cert # or self-certified? [ ] Yes [ ] No

Expected contract amount: $0.00

Name: Name Role: Role

MWESB Cert# here: MWESB Cert # or self-certified? [ ] Yes [ ] No

Expected contract amount: $0.00

Name: Name Role: Role

MWESB Cert# here: MWESB Cert # or self-certified? [ ] Yes [ ] No

Expected contract amount: $0.00

 ***Substitutions of these subcontractors or suppliers after award of the contract shall require PSU approval.***

What are your methods to reach out or provide opportunities to MWESBs?

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What does your firm do to increase diversity in your company and with your subcontractors and suppliers?

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List any other community programs, membership or outreach your firm is involved in.

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### 2.2.4 Base Bid – 40 points

Complete Bid Form included in Appendix 4.4 to submit a lump sum bid for the base Project. The proposer with the lowest base bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula: [1-(proposer’s bid - low proposer’s bid)/proposer’s bid] x 40 pts.

### 2.2.5 Alternates – 20 points

Complete Bid Form included in Appendix 4.4 to submit a lump sum bid for each of the Alternates in Section 2.

Only Alternates that are accepted by the Owner will be scored in the following manner:

Alternate #1 – 10 points

Alternate #2 – 5 points

Alternate #3 – 5 points

The proposer with the lowest bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula: [1-(proposer’s bid - low proposer’s bid)/proposer’s bid] x # of pts.

Any Alternates that are not accepted by the Owner will not be scored.

**2.2.6 Optional Reference Check – 5 points**

Provide three professional references from similar projects. Information from references may be utilized for the evaluation of any of the above criteria. References may be checked and scored for interviewed firms at the sole discretion of the Owner.

Reference #1:

Project Name: Click here to enter text. Company Name: Click here to enter text.

Key personnel that will also be on this Project: Click here to enter text.

Contact Name: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

Reference #2:

Project Name: Click here to enter text. Company Name: Click here to enter text.

Key personnel that will also be on this Project: Click here to enter text.

Contact Name: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

Reference #3:

Project Name: Click here to enter text. Company Name: Click here to enter text.

Key personnel that will also be on this Project: Click here to enter text.

Contact Name: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

### 2.2.7 Optional Interview – 20 points

Interviews may be conducted to allow the bidder to expand on each of the above categories at the sole discretion of the Owner. Your firm will be notified if interviews will occur.