



Purchasing and Contract Services

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REQUEST FOR QUOTES (RFQ) #2014-08

Issue Date: February 27, 2014

Project Name:	Conceptual Design Services		
BID Due Date/Time:	March 17, 2014, 1:00 PM		
Project Coordinator:	Eric Rulofson	Phone:	541-885-1600
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Contract Coordinator:	George Marlton	Phone:	503-821-1277
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NOTE: THIS OPPORUTNITY IS ONLY AVAILABLE TO FIRMS ENROLLED IN THE OREGON UNIVERSITY SYSTEM PROFESSIONAL CONSULTING SERVICES RETAINER PROGRAM

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO GEORGE MARLTON

PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "RFQ #2014-08" IN THE SUBJECT LINE

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to OAR 580-061-0050. Quotes received after the RFQ Due Date/Time may not be considered. Travel and other expense reimbursement will only be reimbursed in accordance with the OIT Contractor’s Travel Reimbursement Policy at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the OUS Procurement Gateway website (<https://secure.ous.edu/bid/>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Quotes.

2. SCOPE

The purpose of this RFQ is to hire a professional design firm with substantive higher education design experience to provide, before May 1, 2014, all labor and materials to develop conceptual designs of the below projects. The deliverable is a high level cost estimate and conceptual drawing for planning and preparation for submission as a potential capital project to the Oregon Legislature. The design will take into account input from university stakeholders that will be obtained through interviews and surveys. The buildings should be designed to achieve LEED silver certification. All buildings are located on the Klamath Falls campus.

The scope of the building remodels includes the complete removal of the building’s interior and replacement of the plumbing, electrical, HVAC, Fire Life Safety, room access control, and lighting systems, partition walls, insulation, floor; wall and window coverings, interior and exterior; glazing, doors and hardware, paint, and elevators where required (excludes the roofs unless otherwise stated).

The remodels should bring the buildings in compliance with the current; building and safety codes, American with Disabilities Act, and other pertinent regulations.

The conceptual drawings shall include a rendering of the building exteriors placed as directed on campus property.

The project scope includes two all day (8 hour) visits to Klamath Falls campus, in addition to telephone/videoconference meetings to gather data and conduct multiple meetings with university faculty and staff.

Campus Floor plans are attached as Exhibit A.

A. Cornett Hall – 3 Options:

- i. **New Building and Demo Cornett Hall.** This concept will be to build a new 101,000 sq. ft. campus building and demo the existing Cornett Hall. The new building will house engineering classrooms, labs and faculty/staff offices.
- ii. **New Building and Remodel Cornett Hall.** This concept will be to build a new 101,000 square foot campus building (as outlined in the above concept) and then to also provide for remodel of the interior and exterior (including roof) as well as seismic/structural enhancements to Cornett Hall. The seismic retrofit analysis is attached in Exhibit B.
- iii. **Second Story on Cornett Hall with First Floor Renovation:** This concept is to determine if it is possible to develop a second story to the existing Cornett Hall. If reasonably feasible, the concept would include the new floor and then remodel of the interior and exterior as well as seismic/structural enhancements to the first floor.

B. Athletic & Recreation Center – 2 Options:

- i. **New Athletic Building and Remodel the current Physical Education Building into Student Recreation Center.** This concept will be to build a new 30,000 sq. ft. athletic building and then to remodel the interior and exterior of the current 62,000 sq. ft. Physical Education Building to house the Student Recreation Center. The new building will house the new full size basketball court with at least 2,500 seating.
- ii. **New Combined Athletic and Student Recreation Building and Demo Physical Education Building.** This concept will be to build a new 65,000 sq. ft. building that will house both Athletics and the Student Recreation Center. This building would include a full size basketball court with at least 2,500 seating and an additional training basketball court.

C. **Semon Hall:** This concept is to remodel the interior and exterior of the existing 36,290 sq. ft. Semon Hall.

D. **Boivin Hall:** This concept is to remodel the interior and exterior of the existing 47,400 sq. ft. Boivin Hall.

E. **Purvine Hall.** This concept is to remodel the interior and exterior of the existing 51,000 sq. ft. Purvine Hall.

F. Learning Resource Center – 2 Options:

- i. **Remodel.** This concept is to remodel the interior and exterior of the existing 48,500 sq. ft. Learning Resource Center.
- ii. **Remodel and a New Addition.** This concept is to remodel the interior and exterior of the existing 48,500 sq. ft. Learning Resource Center and to also build a new addition to the building.

G. Facilities Management Services: Remodel and expand the interior and exterior of the existing 24,388 sq. ft. Facilities Management Services Building. This concept will include either a second story or addition to the existing building to add space for campus safety services, environmental health & safety, and parking office.

H. Student Services – 2 Options:

- i. This concept is to build a new multi-story 30,000 sq. ft. building. The new building will house enrollment services, admissions, financial aid, registrar, student receivables/cashier services, and dining service.
- ii. This concept a new multi-story 90,000 sq. ft. building. The new building will house enrollment services, admissions, financial aid, career services, registrar, student receivables/cashier services, student success center, student recreation center, and housing food service.

3. Quote

Quotes should be short and concise with a maximum of 10 pages and include the following information:

- A. Company and proposed staff experience in these types of projects;
- B. Proposal to complete the project and project timeline.
- C. Fee, on a time and material basis with a not to exceed for each concept. Based on budget constraints Oregon Tech will select which concepts to commission;
- D. References;
- E. Any additional information that OIT should take into consideration for the project or qualifications.

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, proposal and project timeline, proposed fees and not to exceed, and references.

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2014-08**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is 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. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 31% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name (Type or Print): _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

Minority: _____ Women: _____ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

Minority: _____ Women: _____ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to OIT office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by OIT serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. **NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (<https://secure.ous.edu/bid/>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.**
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by OIT in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OIT.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OIT reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon University System Retainer Program Agreement may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon University System Retainer Program Agreement (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by OIT prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to OIT Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, OIT generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will OIT generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by OIT that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** OIT reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. OIT may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. OIT reserves the right to reject any quote or to reject all quotes at any time prior to OIT's execution of a contract if it is determined to be in the best interest of OIT to do so.
- 6. METHOD OF AWARD:** OIT reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OIT.
- 7. QUOTE REJECTION:** OIT reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.