



**Purchasing and Contract Services**  
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 541.885.1215 (fax)  
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 Snell Hall 112  
 Klamath Falls, OR 97601  
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 27500 SW Parkway Ave.  
 Wilsonville, OR 97070

**REQUEST FOR QUOTES (RFQ) #2014-09**

Issue Date: March 10, 2014

Project Name:	Campus Tunnel Replacement Engineering		
BID Due Date/Time:	March 24, 2014, 1:00 PM		
Project Coordinator:	Eric Rulofson	Phone:	541-885-1600
		Email:	<a href="mailto:Eric.Rulofson@oit.edu">Eric.Rulofson@oit.edu</a>
Contract Coordinator:	George Marlton	Phone:	503-821-1277
		Email:	<a href="mailto:George.Marlton@oit.edu">George.Marlton@oit.edu</a>

**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](mailto:PURCHASING@OIT.EDU) OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO GEORGE MARLTON**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE "RFQ #2014-09" 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 engineering design firm for the replacement of a portion of the campus tunnel system. The successful firm shall provide all necessary design services to prepare complete, bid-ready construction drawings, specifications, bid schedule, engineer’s estimate, and services during bidding and construction administration. Oregon Tech would ideally like to complete all necessary construction between **June 16, 2014** and **September 21, 2014**. To meet that objective, the selected firm will be required to quickly turn around the design and construction documents prior to **April 28, 2014** so that Oregon Tech can competitively bid the projects.

The project is to remove the existing tunnel cover/top and replace with a structurally correct replacement. Also, any existing sidewalks or stairs will need to be replaced. Finally, the project includes remounting utilities (pipes, cables and conduits) with-in the tunnels where supports have

come loose or failed. See Emergency Tunnel Repair Exhibits and Photographs dated October 9, 2013, attached as Exhibit 1. The design scope is for the areas indicated as “Emergency Repair.”

Depending on the engineer’s estimate, the scope may be expanded to include the replacement of additional tunnels, sidewalks and staircases adjacent to the Emergency Repair Areas D, C and B. This would include:

- Area D: replacement of tunnel and exterior stairway from the CU first floor level to the CU second floor level;
- Area C to Area B: replacement of approximately 200 linear foot of tunnel lid and 21 step concrete stairway;
- Area B going West which is the replacement of approximately 155 linear feet of tunnel lid to the point where the new concrete begins.
- Project includes remounting utilities (pipes, cables and conduits) with-in the tunnels where supports have come loose or failed.

Specific tasks shall include the following:

- Must comply with all Oregon Tech safety requirements which includes but is not limited to confined space permit required certification.
- Site visit to review existing conditions; kick-off meeting with Oregon Tech Project Manager representatives, and others as determined to review initial project scope, schedule, and budget.
- Inform owner of recommended building materials options based on expected life, purpose, and pros/cons based on Klamath Falls environmental conditions and building construction.
- Plan for the installation of pex-type tubing loops for future geothermal hot water ice-melt connection for any sidewalk replacements. The geothermal tubing will be included in the base bid of the specifications.
- Preparation of 95% construction documents, technical specifications, and updated construction cost estimate.
- Incorporation of final owner review comments and preparation of 100% bid-ready construction documents.
- Response to contractor questions and preparation of addenda during the bidding phase.
- Attendance at pre-bid meeting.
- Preparation of conformed construction documents incorporating addenda.
- Local agency entitlement (permit) administration (if required).
- Bid-ready construction documents shall be submitted in the following hard copy and electronic formats. Electronic files shall be submitted on a CD, and emailed to the Project Manager.
  - One set of 8 ½” x 11” print-ready (hard copy) technical specifications.
  - One set of 11” x 17” print-ready (hard copy) signed, stamped drawings.
  - Electronic copy of technical specifications in Word and PDF format.
  - Electronic copy of all stamped, signed drawings, individually saved as PDF-formatted files formatted to print on 11” x 17” paper.
  - Electronic copy of all drawings in AutoCAD format.
- Construction administration services including attendance at pre-construction meeting, review and approval of submittals, preparation of design clarifications, and review of change orders.
- Perform a sufficient number of inspections to ensure the contractor completes the project per the approved specification and drawings. Must also perform inspection at substantial completion and final inspection.

### 3. Quote

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

- A. Company and proposed project manager experience in these types of projects;

- B. Fee (on a time and material basis for each phase with a project total not to exceed):
  - a. Design
  - b. Construction Document Development;
  - c. Bidding Phase;
  - d. Construction Administration Phase.
- C. Project Timeline – propose the timeline for all critical events (e.g. notice to proceed, design development, construction document development, bidding phase, etc.), 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. 3 References for similar projects.

**4. Evaluation**

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, project staff experience, not-to-exceed price for the services, proposed timeline and references.

**OREGON INSTITUTE OF TECHNOLOGY  
CERTIFICATIONS  
RFQ #2014-09**

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

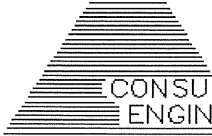
1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to OIT office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, 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.

**ADKINS**



CONSULTING  
ENGINEERING, LLC

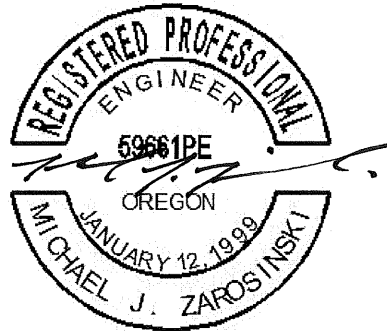
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## OREGON INSTITUTE OF TECHNOLOGY

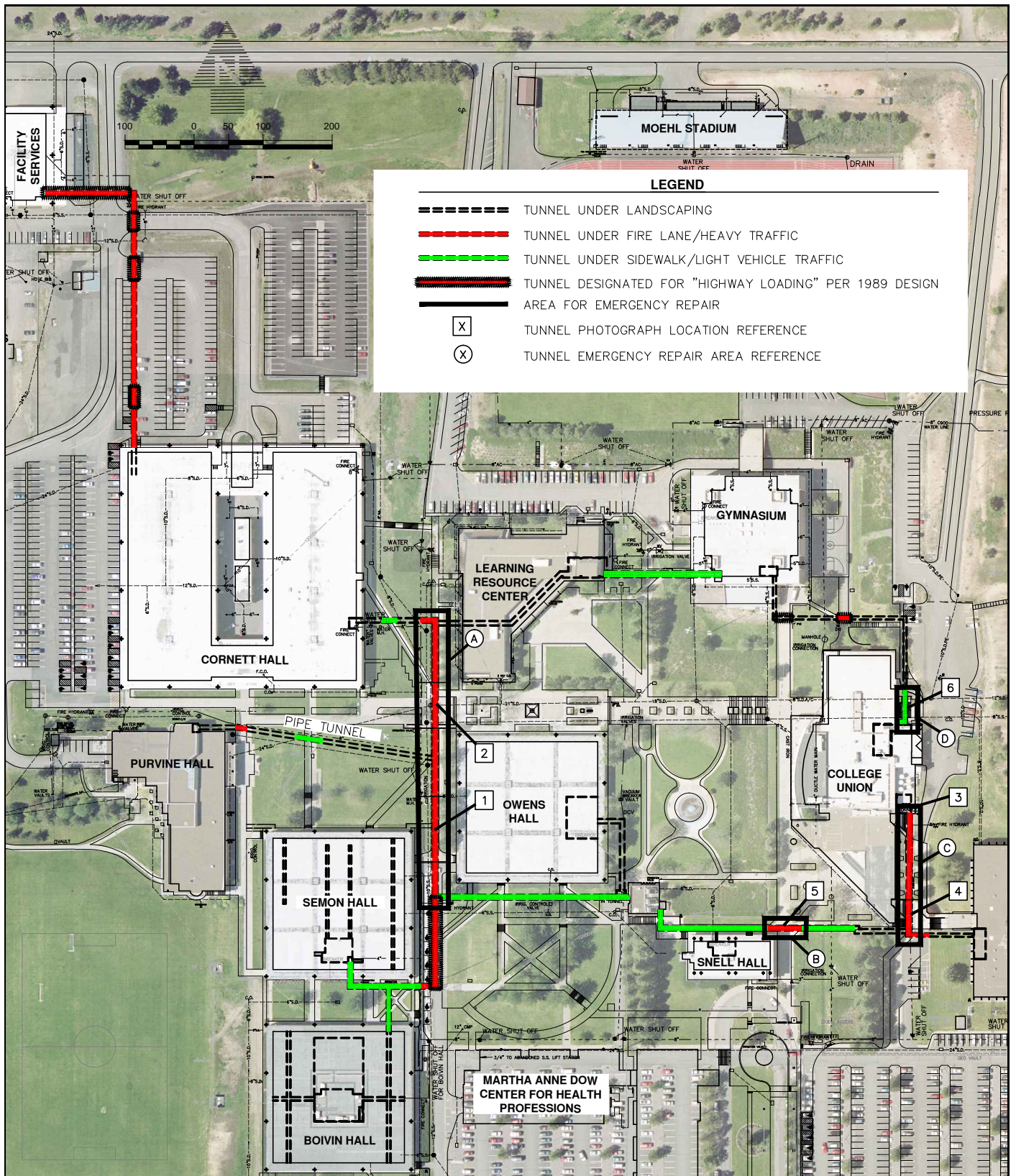
### EMERGENCY TUNNEL REPAIR

### EXHIBITS AND PHOTOGRAPHS



EXPIRES 06/30/14

OCTOBER 9, 2013



**LEGEND**

- TUNNEL UNDER LANDSCAPING
- TUNNEL UNDER FIRE LANE/HEAVY TRAFFIC
- TUNNEL UNDER SIDEWALK/LIGHT VEHICLE TRAFFIC
- TUNNEL DESIGNATED FOR "HIGHWAY LOADING" PER 1989 DESIGN
- AREA FOR EMERGENCY REPAIR
- X TUNNEL PHOTOGRAPH LOCATION REFERENCE
- X TUNNEL EMERGENCY REPAIR AREA REFERENCE

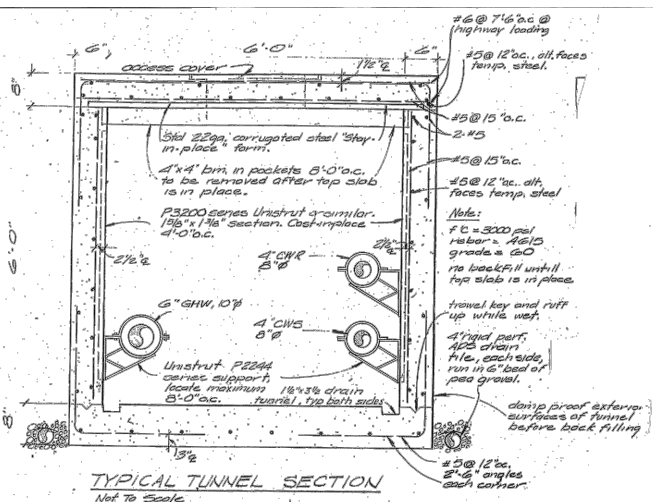
## TUNNEL EMERGENCY REPAIR MAP



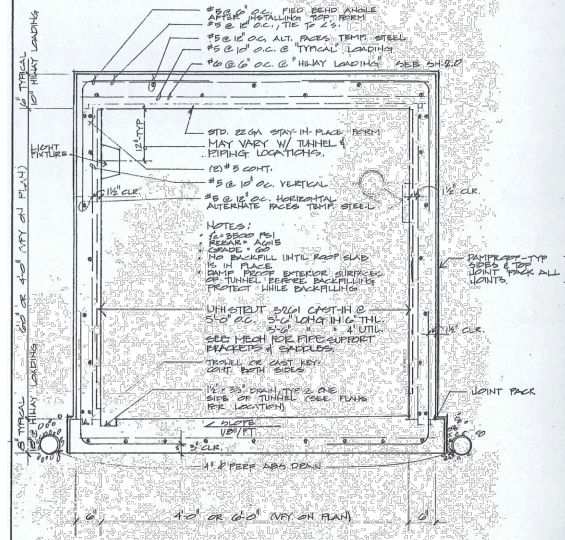
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File:	BASE
Project No:	1090-28
Scale:	AS SHOWN
Date:	10-9-13
Designed By:	
Checked By:	
Sheet:	<b>1</b>





TYPICAL TUNNEL SECTION  
Not To Scale



11 TYPICAL TUNNEL SECTION

**CIRCA 1979**

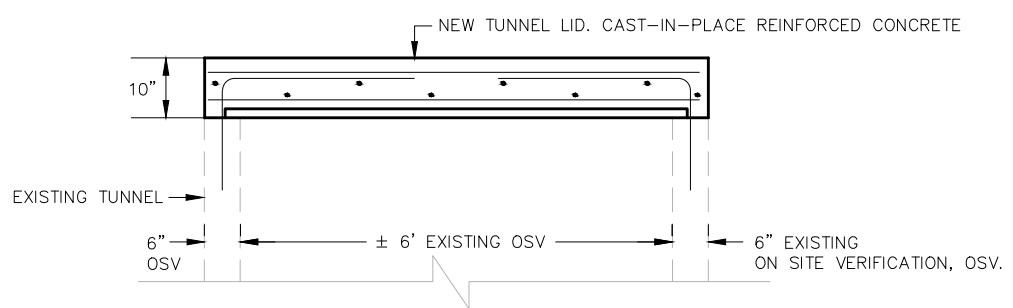
- TUNNELS:  
 1.) CU TO MECHANICAL  
 2.) MECHANICAL TO INSTRUCTIONAL HALL CORRIDOR

**CIRCA 1989**

- TUNNELS:  
 1.) FACILITY TO CORNETT  
 2.) GYM TO CU  
 3.) OWENS TIE-IN  
 4.) SEMON & BOVIN TIE-IN  
 5.) CORNETT TIE-IN

**EXISTING TUNNEL X-SECTIONS**

N.T.S.



**TUNNEL LID REPLACEMENT DETAIL**

N.T.S.

- (A) INSTRUCTIONAL HALL FIRE ACCESS CORRIDOR 4,100 SF, 586 LF
- (B) SNELL HALL FIRE ACCESS 175 SF, 25 LF
- (C) COLLEGE UNION FIRE ACCESS 1,475 SF, 210 LF
- (D) COLLEGE UNION STAIR REPAIR 125 SF, 25 LF

NOTE:  
 AREAS FOR EMERGENCY REPAIR ARE EITHER IN A FAILURE CONDITION STATE OR INADEQUATE FOR EMERGENCY ACCESS. ADDITIONAL AREAS OF DETERIORATION & WEAR SUPPORT WERE OBSERVED AND ARE OF CONCERN, BUT ARE NOT CONSIDERED AN IMMEDIATE THREAT TO PUBLIC SAFETY.

**TUNNEL EMERGENCY REPAIR MAP**



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## **INSTRUCTIONAL HALL FIRE ACCESS CORRDROR**

SLAB DEPTH ±6", FLUTE = 1" (AT HATCH, NO COVER)  
TRANSVERSE REINFORCEMENT UNCONFIRMED



**1** ROOF CORROSION



**2** CRACKING AND FAILURE AT SURFACE

SLAB DEPTH ±6", FLUTE = 1" (AT FAILURE, NO COVER)  
TRANSVERSE REINFORCEMENT #5(?) AT 12" O.C.



**2** LID FAILURE



**2** LID FAILURE IN TUNNEL

## **TUNNEL EMERGENCY REPAIR MAP**



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## **COLLEGE UNION FIRE ACCESS**

SLAB DEPTH  $\pm 8 \frac{1}{2}$ " , FLUTE =  $1\frac{1}{4}$ " (AT HATCH, NO COVER)  
 TRANSVERSE REINFORCEMENT #5(?) AT 12" O.C.



**3** GENERAL CONDITION STATE



**4** AT BLD'G FOOTING ( $\pm 125'$  S OF ENTRANCE)



**4** AT GEOTHERMAL STATION NEAR KTEC



**4** SPALLED CONCRETE ON FLOOR



**4** AT BLD'G FOOTING ( $\pm 155'$  S OF ENTRANCE)



**4** AT HATCH OPENING

## **TUNNEL EMERGENCY REPAIR MAP**



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**SNELL HALL FIRE ACCESS**

SLAB DEPTH ±10", FLUTE = 1¼" (AT HATCH, 12" COVER)  
 TRANSVERSE REINFORCEMENT UNCONFIRMED



5 HATCH ±50' EAST OF FIRE ACCESS

5 END PANEL CORROSION ± AT FIRE ACCESS

5 LOCALIZED CORROSION ± AT FIRE ACCESS

**COLLEGE UNION STAIR REPAIR**

SLAB DEPTH ±5", FLUTE = 1½" (AT HATCH, 12" COVER)  
 TRANSVERSE REINFORCEMENT UNCONFIRMED



6 AT SURFACE

6 IN TUNNEL

**TUNNEL EMERGENCY REPAIR MAP**



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