

MILLAR LIBRARY FIRE SPRINKLER UPGRADE

Solicitation #1517

Request for Proposal from General Contractors



Portland State
UNIVERSITY

March 19, 2014

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

Portland State University is preparing to upgrade the sprinkler system in Millar Library which currently serves the sub-basement through the first floor. This project shall increase coverage of the sprinklers to floors 2 through the roof. Each floor is approximately 30,000 square feet. A specification document for design/build criteria, prepared by InSite Group, Inc. is provided in Appendix 4.10.

1.2 SCOPE OF WORK

The current fire and domestic water system is combined with one (1) 6" water main entering the building. Throughout this project we will be separating the two types of service. The existing 6" main is to remain as the new fire line to serve the additional fire sprinklers for floors 2 through the roof. The contractor will need to verify that a fire pump will not be required for this project. A new 4" domestic water service shall be run from the current backflow preventer location, through the campus tunnels, to the Peter Stott Center. The contractor will need to verify that there is enough water pressure in the current system to adequately provide service to Millar Library without affecting other buildings being served from the same water main. A drawing indicating the new run for domestic water is provided in Appendix 4.10.

During the time of construction, the library will need to remain fully operational. The project will need to be completed in phases with only portions of floors being able to be under construction at a time. A schedule and phasing plan must be approved by the Owner before work can commence. No work is permitted during final weeks of any term as the library is open 24 hours. These weeks fall on June 2-14 and December 8-19, 2014. The contractor must also provide coordination with the library staff to access the construction site to retrieve books or other items. If books and/or stacks need to be moved, 2-3 week notice is must be given prior to moving items. Any items that need to be moved for the contractor to gain access must be returned to their original location.

The new sprinkler lines will be installed behind a variety of ceiling types. Drawings indicating the various ceiling types and locations are provided in Appendix 4.10. All areas where sprinkler heads penetrate the ceiling must be repaired after installation.

Base Bid

Provide 4" domestic water service to tie into existing backflow prevention device. Install sprinkler lines and heads on the second and third floors according to specifications. Include all demolition, patching and firestopping associated with this work.

Alternate #1 – Additive

Install sprinkler lines and heads for the fourth floor according to specifications. Include all demolition, patching and firestopping associated with this work.

Alternate #2 – Additive

Install sprinkler lines and heads for the fifth floor according to specifications. Include all demolition, patching and firestopping associated with this work.

Alternate #3 – Additive

Remove two (2) existing standpipes complete including all piping, pipe supports and hose cabinets. Patch floors, walls, ceilings and firestopping affected. As indicated on InSite drawings in Appendix 4.10.

Alternate #4 – Additive

Replace existing sprinkler heads with quick response sprinkler heads on the sub-basement, basement, and first floors.

Alternate #5 – Additive

Install pre-action sprinkler system in the Special Collections section of the Library. Include all demolition, patching and firestopping associated with this work.

Reference Appendix 4.10 Drawings and Specifications for details. These drawings shall be the basis for the Base Bid and for the Alternate Bids.

No billable work can proceed prior to negotiation and execution of an Agreement and the receipt of a Notice to Proceed.

1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE

The selection procedure is intended to evaluate the capabilities of interested GC firms to provide services to PSU for this Project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, the highest scoring firms may be selected for final consideration through interviews and further investigation of references.

Following the optional interview, a written recommendation and form of agreement will be forwarded to PSU’s Director of Capital Projects and Construction for review and presentation to the successful proposer for signature.

Attendance at the Mandatory Pre-Proposal Conference is required to propose on this Project. This Conference will be conducted at the time and location specified in Section 0. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Proposers who arrive more than 10 minutes after start time of the meeting (as stated in the solicitation and by the OUS representative’s watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a bid on the Project. **Note that Parking at PSU can be difficult to find. Please plan accordingly.**

RFP schedule is as follows:

March 19, 2014Advertisement of Request for Proposals

March 25, 2014 @ 10:00 amMandatory Pre-proposal Conference

Meet at the University Services Building, 2nd Floor, 617 SW
Montgomery Street, Portland.

**Note: Parking is difficult to find at PSU. Please schedule your
time accordingly.

March 27, 2014 @ 10:00 amSecond Bid Walk

Meet at the University Services Building, 2nd Floor, 617 SW
Montgomery Street, Portland.

****Note:** Parking is difficult to find at PSU. Please schedule your time accordingly.

March 31, 2014 @ 5:00 pmApplicant questions due, solicitation protest deadline

April 3, 2014Final addendum published if needed

April 8, 2014 @ 2:00 pmProposals DueNote delivery address in Section 1.4**

Delivery address for proposals is different than pre-proposal conference address.

The following are proposed timelines and are subject to change without notice:

April 14, 2014.....Notice of Intent to Award or notification of the most qualified proposers, and assignment of interview appointments

April 16-17, 2014.....Finalist interviews (please hold these dates as finalists will be assigned a time on one of these three days.)

April 18, 2014.....Notice of Intent to Award issued to apparent successful Proposer

April 24, 2014 @ 5:00 pmSelection protest period ends

April 28, 2014.....PSU finalizes Agreement

Schedule Milestones:

April 29 - June 13, 2014 Submittal and Permit Period

June 16, 2014 Begin Construction

September 22, 2014..... Substantial Completion Date

October 31, 2014 Final Completion Date

1.4 RESPONSE

To be considered for selection, written proposals must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 0. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

It is the sole responsibility of the proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other PSU location other than the address specified above. FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Proposers selected may be requested to provide additional information, either informally or via the interview process, to clarify their proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
ML Fire Sprinkler Upgrade RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
ML Fire Sprinkler Upgrade RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

1.5 FORM OF AGREEMENT AND PREVAILING WAGE RATES

PSU will use the Sample OUS Public Improvement Agreement, attached as Appendix 4.1, and the current OUS General Conditions for Public Improvement Contracts (OUS General Conditions), which are incorporated into the Sample OUS Public Improvement Agreement but separately attached to this RFP as Appendix 4.3 for ease of reference, as the basis for the final Agreement. The General Conditions, as modified by Supplemental General Conditions developed during Agreement negotiations, shall apply to the work of all subcontractors and to the work of the GC to the extent that they do not conflict with the Agreement. The current Supplemental General Conditions, subject to final negotiation as limited below are attached as Appendix 4.2.

It is the intention of PSU to enter into an Agreement with the selected Contractor.

All proposers must comply with requirements of the prevailing wage law in ORS 279C.800 through ORS 279C.870. Contractor and any subcontractors performing all or part of the Agreement must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Agreement, as determined by the Director of the State of Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled *Definitions of Covered Occupations for Public Works Contract in Oregon*. The latest prevailing wage rates for public works contracts in Oregon are contained in the following publications: The **January 1, 2014** Prevailing Wage Rates for Public Works Projects in Oregon, and the January 1, 2014 PWR Apprenticeship Rates. Such publications can be reviewed electronically at http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx and are hereby incorporated as part of the Agreement Documents.

1.6 INSURANCE AND LICENSURE REQUIREMENTS

During the term of the Agreement, Contractor shall maintain in full force, at its own expense, from companies licensed to do business in Oregon, all insurance coverage amounts stated in the OUS General Conditions for Public Improvement.

All proposers must be registered with the Construction Contractor's Board at the time of proposal submission.

1.7 ADDENDA

Although PSU encourages an open proposal process, prospective proposers need to be aware that the RFP will be modified only by documents issued as addenda by PSU. No other direction or comments received by proposers, written or oral, will serve to change the RFP.

1.8 QUESTIONS FROM PROPOSERS

Questions and requests for clarifications or changes from proposers regarding this RFP must be received in writing via email no later than the date specified in Section 0 and shall be directed to the Contracting and Procurement Services department at: proposals@pdx.edu.

All questions and requests that are timely received will be answered via addenda to the RFP. Other information and responses, written or oral, which are not contained in official written addenda to the RFP from PSU or any other source, are not binding on PSU. The final addenda, if any, will be released no later than the date specified in Section 0. Proposers are encouraged to call to check on the status of such addenda prior to submission of their written proposals.

1.9 PROTESTS

1.9.1 Solicitation Questions, Requests for Clarification or Change, and Protests

Prospective respondents may submit questions, requests for clarification, or requests for change or protest of particular solicitation provisions and specifications and conditions, (including comments on any specifications that a firm believes limits competition) in writing via email to proposals@pdx.edu.

These must be in writing and must be received by PSU prior to the date specified in Section 0. Such requests for clarification or change must include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

Questions and requests for clarification and change that are timely received will be answered via addenda. Protests will be answered directly with the protesting proposer. **Failure to raise an issue with solicitation provisions and specifications and conditions during this period may preclude a selection protest based upon such issue.** Any changes arising from questions, requests for change or protests will be made only via addenda to the RFP. Responses from PSU not contained in an official addendum to the RFP are not binding on PSU. Proposers are encouraged to check on the status of such addenda prior to submission of their proposals.

1.9.2 Selection Protests

Any proposer who responds to this RFP and claims to have been adversely affected or aggrieved by the selection of competing proposer shall have the opportunity to submit a written protest to the address below. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - ML Fire Sprinkler Upgrade RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Darin Matthews
PROTEST - ML Fire Sprinkler Upgrade RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

1.10 INCURRED COSTS

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their proposals.

1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

By submitting a proposal package, the proposer certifies conformance to the applicable federal,

state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to PSU upon request for purposes of investigation to ascertain compliance with the foregoing.

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 580-061-0040, proposers are hereby notified that the OSBHE has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees are required to adhere to PSU's policy prohibiting sexual harassment in their interactions with members of PSU's community.

1.12 EQUITY AND DIVERSITY

PSU is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Minority, Women and Emerging Small Businesses (MWESB). Therefore, PSU strongly encourages its consultants and contractors to utilize MWESB firms in providing services and materials for PSU contracts and projects.

1.13 PUBLIC RECORDS

PSU will keep this RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of any Agreement, as part of file or record that is open to public inspection . If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret must be marked 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 may apply “unless the public interest requires disclosure in the particular instance” (ORS 192.501). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

END OF SECTION 1

SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

Submission must include:

1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal.
2. Four (4) paper copies of the proposal.
3. Bid Form
4. Bid Security (no business or personal checks).
5. All items above submitted in a sealed envelope that includes contractor name and Project name.

Proposals must:

1. Include responses to the requested information in Section **Error! Reference source not found.** in the same order and headings as in that section.
2. Include name, address, email and phone number for the main proposal contact person.
3. Include page numbers and firm name on each page.
4. Not exceed ten (10) double-sided 8 ½" x 11" pages in length for a total of twenty (20) pages including covers or letters but not including the bid form or bid security. Ledger size 11"x17" pages may be used. Each side of an 11"x17" page counts as two (2) pages. Page count includes *all* sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page.
5. Be in a readable font size such as Times New Roman 11 or Arial 10 point or larger.
6. Be stapled in the corner and printed on recycled paper.

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

2.2 EVALUATION CRITERIA

2.2.1 Proposed Safety and Logistics Plan - 15 Points

Prepare a proposed safety and logistics plan. The library will need to remain open during the construction.

2.2.2 Proposed Project Schedule and Sequencing Plan – 25 points

Prepare a proposed Project schedule that identifies milestones and duration of each proposed activity. Any schedule will need to be approved by a library representative as only portions of floors will be able to be taken out of service at a time. Also include a proposed sequencing plan as whole floors cannot be taken offline for construction. Indicate in which order you would propose to take portions of floors out of service for construction and the duration each would be expected to be out of service.

2.2.3 Previous Work – 20 Points

Include three (3) examples of previous work which included modifications to water and firewater systems in occupied building that are similar in scope and magnitude.

2.2.4 Equity and Diversity – 15 Points

PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB).

MWESB utilization: List State of Oregon MWESB certification numbers for your company or any MWESB subcontractors, partners, or suppliers that you will utilize on this Project team, as well as any self-identified firms. Please include their specific role on the Project and give the anticipated percentage of MWESB utilization on Project. Substitutions of these subcontractors or suppliers after award of the contract shall require PSU approval. The selected contractor will be required to report actual utilization to PSU.

Provide examples of your firm's past performance with regards to MWESB utilization and subcontracting plans. Please include number and dollar amount of subcontracts awarded, and any utilization percentages or other performance indicators. (5 points)

Workforce diversity and community involvement: State your firms' nondiscrimination policies and practices, hiring strategies, workforce diversity plans, and outreach plans that ensure a diverse workforce. Include the diversity of your current workforce and what steps are taken to provide employment and promotional opportunities for women and minorities. Include any community activities that promote workforce diversity, such as job fairs and youth outreach events. (5 points)

2.2.5 Base Bid - 50 Points

Complete Bid Form included in Appendix 4.6 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: $[1-(\text{proposer's bid} - \text{low proposer's bid})/\text{proposer's bid}] \times 50 \text{ pts.}$

2.2.6 Alternates - 25 Points

Complete Bid Form included in Appendix 4.6 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 manner below. Any Alternates that are not accepted by the Owner will not be scored.

Alternates #1, #2, and #5 – 7 points

Alternates #3 and #4 – 2 points

The proposer with the lowest bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula: $[1-(\text{proposer's bid} - \text{low proposer's bid})/\text{proposer's bid}] \times \# \text{ of pts.}$

2.2.7 Optional Reference Check – 5 Points

Provide three (3) professional references from similar projects, including the project name, the name of the design team, key personnel for whom this reference is relevant, and contact name and phone number. Information from references may be utilized for the evaluation of any of the above criteria. References shall only be checked and scored for interviewed firms. References to be scored for short-listed firms only.

2.2.8 Optional Interview – 20 Points

For short-listed firms, interviews may be conducted to allow the proposer to expand on each of the above categories.

END OF SECTION 2

SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 SELECTION COMMITTEE

Proposals will be evaluated by a qualified Selection Committee. Selection Committee members will not be announced prior to interviews.

3.2 EVALUATION CRITERIA

The Selection Committee will evaluate each applicant’s qualifications, background and experience to determine if, in the judgment of the Committee, the organization is adequately qualified to perform the Work.

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.2:

Item	Criteria and Points	Evaluated By
2.2.1	Proposed Safety and Logistics Plan - 15 Points	Selection Committee
2.2.2	Proposed Project Schedule and Sequencing Plan – 25 points	Selection Committee
2.2.3	Previous Work – 20 Points	MWESB Committee
2.2.4	Equity and Diversity – 15 Points	Calculation
2.2.5	Base Bid - 50 Points	Calculation
2.2.6	Alternates - 25 Points	
Total available for written proposals – 150 points		
2.2.7	Optional Reference Check – 5 Points	Selection Committee Designee
2.2.8	Optional Interview – 20 Points	Selection Committee
Total available for short-listed firms – 25 points		
Total possible– 175 points		

3.3 SELECTION PROCESS

The proposal packages will be evaluated as follows:

- A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals which do not include all required elements may be rejected as non-responsive at Owner’s discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.2, items 2.2.1 through 2.2.6.
- C. At Owner’s sole discretion the proposers submitting the proposal packages who receive the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be assigned using the criteria specified in Section 2.2, item 2.2.8.
- D. At this point, references shall be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.2, item 2.2.7.
- E. The Proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.8) shall be issued a Notice of Intent to Award.

END OF SECTION 3

APPENDICES

- 4.1 SAMPLE OUS PUBLIC IMPROVEMENT AGREEMENT
- 4.2 SUPPLEMENTAL GENERAL CONDITIONS
- 4.3 OUS GENERAL CONDITIONS FOR PUBLIC IMPROVEMENT
- 4.4 PSU CAMPUS MAP
- 4.5 DIVISION 1
- 4.6 BID FORM
- 4.7 BID BOND
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- 4.13 MILLAR LIBRARY AS-BUILT PLUMBING PLANS AND TUNNELS TO PSC AND WHP
- 4.14 PREVIOUS SPRINKLER/HYDRANT TEST REPORTS