

ATTENTION

If you download this RFQ from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add you to the Respondent's List, and advise you of any addenda issued for this Project.

Failure to do so may cause your submittal to be rejected as non-responsive.

To add your firm to the Respondent's List, email or fax a signed copy of **your firm's letterhead** to

Brad Huggins at hugginsb@wou.edu

or

Donna Litchfield at litchfid@wou.edu

or

Fax: 503-838-8081

Be sure to clearly identify the name and email address of a contact person within your firm.



REQUEST FOR QUALIFICATIONS (RFQ)

For

CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) SERVICES

For

THE RICHARD WOODCOCK EDUCATION CENTER BUILDING PROJECT

ISSUE DATE: MAY 1, 2014

RFQ CLOSING (DUE) DATE: 3:00 PM, PST, MAY 19, 2014

SUBMITTAL LOCATION

Western Oregon University
Planning Office
Attention: Brad Huggins
345 N Monmouth Ave
Monmouth, Oregon 97361

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I INTRODUCTION

The Oregon State Board of Higher Education, on behalf of Western Oregon University (WOU), hereafter referred to as the "Owner", is seeking Statements of Qualifications from General Contractors interested in providing CM/GC services for the New Richard Woodcock Education Center Building Project described below, hereafter referred to as "the Project". A maximum of five (5) finalists will be selected to submit proposals in the second stage of the selection process based on the Evaluation Criteria provided in Section V. The CM/GC ultimately selected for the Project will work with the Project team composed of WOU Physical Plant personnel, WOU Faculty, and the Project Architect and design team through the completion of the Project. Mahlum Architects have been selected as the design firm for this project. Respondents must not contact Mahlum in reference to this project. Any communications about this project must be directed to the WOU representatives named on the cover page of this RFQ, only.

The RFQ finalists will receive a Request for Proposal (RFP). The RFP will request each candidate to provide other pertinent data, including the following cost and scheduling information:

- Fee proposal for Preconstruction services,
- CM/GC Fee for construction services (based on a percentage of construction cost.)
- Detailed quote for General Conditions associated with the Project, and
- Project construction schedule detailing the sequence of work.

Selection of the CM/GC will be based on scoring criteria presented in the RFP. The CM/GC Fee and the quote for General Conditions will be weighted heavily. Interviews may be conducted at the sole discretion of the Owner. While interview dates are included in the CM/GC selection timetable below, the Owner reserves the option to waive the requirement.

Respondents to this RFQ must have recent experience on projects of similar size, scope, and setting. Respondents must document their experience and skill in construction methods and techniques, schedule management, cost estimating, value engineering, constructability review, and local labor market conditions. In addition, the CM/GC selected for this project must be familiar with the Oregon University System (OUS) rules for procurement and subcontractor bidding, and they must be able to communicate construction-related aspects of the Project to all team members throughout the design and construction phases. Only general contractors registered and in good standing with the Oregon Construction Contractors Board will be considered in the selection process. Statements of Qualifications from unregistered contractors will be deemed "non-responsive" and will not be evaluated or scored.

This Project is subject to BOLI prevailing wage rates and OUS General Conditions for Public Improvement Contracts. In addition, all work on the Project must comply with all Federal, State, County, and City codes, regulations, ordinances, laws, and other rules and restrictions that may apply.

II PROJECT DESCRIPTION

The New Richard Woodcock Education Center Building Project is a new, stand alone, two or three-story building of about 57,000sf which will house new classrooms, meeting areas, offices and ancillary spaces. It is expected that the building design will reflect a style similar to the other buildings located on Monmouth Avenue. It will need to comply with the Governor's Executive Order No. 12-16 which promotes the use of locally produced wood products. Therefore, it is expected to be mostly wood-framed on conventional concrete footings, and

have a flat, single-ply or built-up roof along with sloping mansards. The scope of work will include related sitework and landscaping with tie-ins to existing utilities and campus and public roads and walkways.

The estimated direct construction cost for the Project is approximately \$12.9 million (at the time of construction). Construction is scheduled to begin in the spring or summer of 2015, and will need to be substantially complete by August 1, 2016.

III SELECTION PROCEDURE AND TIMETABLE

The responses to this RFQ will be evaluated by a committee comprised of representatives from WOU's Physical Plant staff and the College of Education Department staff, in consultation with the Project Architect. On the basis of this evaluation, a maximum of five (5) firms will be selected as finalists. Final selection of the Project's CM/GC will be based on the committee's assessment of the proposals submitted by finalists in response to the RFP, and on other information gleaned through references and other sources. Finalists will be ranked in accordance with the selection criteria provided in the RFP. Cost and scheduling information will be weighted heavily. Interviews of two or more of the finalists may be conducted at the sole discretion of the Owner.

The timetable for this RFQ/RFP process is as follows:

May 1, 2014	RFQ posted
May 19, 2014	Responses to RFQ due to WOU
May 23, 2014	Complete RFQ reviews & notify finalists.
May 30, 2014	Protest period ends; issue RFP to Finalists
June 20, 2014	RFP response due
July 2, 2014	Complete RFP reviews & notify interviewees (optional)
July 9, 2014	Protest period ends
July 11, 2014	Interview select candidates (optional)
July 14, 2014	Selection and notification of top candidate
July 21, 2014	Protest period ends; notify selected contractor

NOTE: This timetable is subject to change as necessary. Any changes will be documented as an amendment to this RFQ or in the subsequent RFP.

IV INSTRUCTIONS TO RFQ RESPONDENTS

Statements of Qualifications submitted in response to this RFQ should be contained in a tab divided, soft-bound (no three-ring binders) binder not exceeding 9 x 12 inches in size, not exceeding twenty (20) single sided pages including pictures, charts, graphs, tables and text that the firm deems appropriate to include in their response. The following items are exempt from the page limit noted above: cover letter, table of contents, completed "Form A's" (see below), front and back covers, appended resumes of key personnel, and blank section/numerical tab dividers. No fold-outs pages should be included in the document and no supplemental information to the Proposal will be allowed.

The information contained in the bound document should:

- be signed by an officer of company with the authority to commit the firm;
- acknowledge all addenda issued for this RFQ;
- follow the Evaluation Criteria format outlined below;
- use a font of a size and type that is easy to read; and,
- provide side margins of not less than one (1) inch on pages primarily containing text.

WOU may reject any submittal not in compliance with the prescribed format described above. WOU may cancel this solicitation at any time if WOU determines it is in the public interest to do so.

Please note that throughout this procurement, WOU will not accept responses or inquiries that require WOU to pay the cost of production or delivery. WOU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted submittals will not be accepted, and Responses received after the closing date and time will not be considered

V EVALUATION CRITERIA

Response to the criteria listed below will be scored to determine the finalists who will receive the RFP. Please respond to each item as it relates to your firm and your ability to perform this work. Responses should be brief and concise following the numerical order provided below.

1) Firm Background (Weight 15)

Briefly describe your firm's history and current status: years in business, office location(s), number of employees, area(s) of expertise, etc. Include information identifying the firm's annual volume and financial/bonding capacities. List any services that your company could self-perform. Identify the proportion of your company's work that is for public vs. private sector clients.

2) Workload (Weight 10)

Provide the status of your company's current and projected workload, including schedule, dollar volume, and assigned personnel for the entire proposed schedule of this project. Discuss your capability to undertake this project in relation to your bonding capacity and the workload of your key personnel.

3) **Relevant Experience** (Weight 25)

Describe your company's experience with projects of similar size, scope, setting, and schedule, particularly experience with the CM/GC project delivery method. Identify which project(s) you feel to be the closest to this project in terms of size and complexity. Include completion dates of all projects listed and note *any* recent projects (within 5 years) completed for OUS. Complete the attached "Form A" for projects referenced (one "Form A" for each project).

4) **Market Knowledge** (Weight 10)

Explain how your knowledge and experience with local subcontractors and suppliers can benefit this Project.

5) **Quality Control** (Weight 20)

Identify several examples of how your firm ensures superior quality construction and service. Also describe your approach to reviewing the documents during the various stages of the design process and how you envision working with the architect.

6) **Management Plan to Expand Opportunities for Historically Underrepresented Businesses** (Weight 10)

Include a Management Plan as required by Oregon University System's Equity Contracting and Purchasing Policy. The Management Plan should address your firm's efforts to increase the diversity of the workforce and to subcontract with or purchase from Historically Underrepresented Businesses. The Management Plan may include your firm's nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by Historically Underrepresented Businesses. It may also include a description of your firm's past performance in regards to workforce diversity and subcontracting. The Management Plan, except for any percentage goals to utilize Historically Underrepresented Businesses, shall become part of the contract that results from the RFP.

7) **Scope Interpretation and Response Presentation** (Weight 10)

No materials or information should be submitted by Responders in regards to this evaluation criteria. This is a reflection of the Responder's clear understanding of the required scope of services and overall presentation of the response materials.

8) **References** (Not Scored)

Provide the names, addresses and phone numbers of three current or former client/project owners that may be contacted as references for your company. Verify that the contact information is current and that the individuals identified had direct involvement with the referenced project. References should be of projects currently underway or completed within the last five years.

VI EVALUATION PROCESS

Proposals will be scored on the basis of responses to the criteria described above. Each item will be scored between 0 and 5 (five being the highest), and multiplied by the "weight" assigned to the criterion.

The weighted scores will yield the total score for each firm. (A total of 500 points are possible.) The total score will determine the final ranking of all the candidate firms. From the top ranked firms, at least three (3), but not more than five (5), will be selected to submit a proposal and supporting documentation as described in the RFP.

The reference information will not be separately scored, but information obtained from these

and/or other reference checks may be utilized in evaluating and scoring the other criteria. Final selection of short-listed candidates will be based on all available information.

VII FINANCIAL RESPONSIBILITY

WOU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial ability to perform the anticipated contract. Submission of a signed response shall constitute approval for WOU to obtain any credit report information WOU deems necessary to conduct the evaluation. WOU 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; credit information; etc. Failure to promptly provide this information may result in rejection of the submission.

WOU 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-responsive and shall constitute grounds for response rejection.

VIII SUBMISSION DEADLINE

Responses must be received by: 3:00 PM, May 19, 2014. NO LATE RESPONSES WILL BE ACCEPTED. (*See below)

Submit **six (6)** copies of your Statement of Qualifications to:

Brad Huggins
Construction Manager
Western Oregon University
345 N. Monmouth Ave
Monmouth, OR 97361

(*NOTE: If respondent relies on a commercial delivery service, e.g. UPS or FedEx, and their delivery is late, due to no fault of the respondent, proof of this contracted delivery must be provided and an electronic version of the submittal must be provided **prior to the closing date and time**, and all hard copies must be delivered before noon of the following day. If these steps are not taken, there is no other recourse for a late proposal and the proposal will be rejected.)

IX CONTACT INFORMATION

All questions and/or comments regarding this RFQ should be directed to the WOU staff identified below. You may not contact other WOU representatives or staff in regards to this project.

Brad Huggins
Ph: 503-838-8180
Fax: 503-838-8081
E-mail: hugginsb@wou.edu
or
Donna Litchfield
Ph: 503-838-8903
Fax: 503-838-8081
E-mail: litchfid@wou.edu

X CLARIFICATIONS AND CHANGES

If the information contained in the RFQ packet is unclear, incomplete, or contradictory, a written request for clarification or for a change should be submitted to the contacts listed above or on the RFQ cover page by May 6, 2014. A formal response, if appropriate, will follow to address the issues in question.

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and WOU will make a reasonable attempt to provide the amendment to any contractor who formally notified WOU's Planning Office with their request to be included on the Respondent's List (per instructions on cover page of this RFQ). It is the responsibility of each respondent to visit the OUS bidding opportunities website regularly and download any addenda to this RFQ. **Failure to do so may render that contractor's submission as non-responsive.** No information received in any manner other than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

XI 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 seven calendar days after selection notification to submit a written protest of the selection. Protests should be addressed to: Eric Yahnke, Vice President for Business and Finance, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361.

XII PROPRIETARY INFORMATION

WOU 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 may be rejected.

XIII CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By submission of a Proposal, the undersigned 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.

XIV APPENDIX

The following appendix is included in this RFQ:

Form "A"

END OF RFQ

REQUEST FOR STATEMENTS OF QUALIFICATIONS
RICHARD WOODCOCK EDUCATION CENTER
WESTERN OREGON UNIVERSITY

FORM A

Project Name: _____

Location: _____

Owner: _____

Contact: _____ **Phone:** _____

Architect: _____

Contact: _____ **Phone:** _____

Contractor's Personnel

Project Manager: _____

Superintendent: _____

Specific similarities to the Richard Woodcock Education Center Building & Description of Project (125 Word Maximum):

Original Construction Cost: _____

Total Cost of Change Orders: _____

of RFI's: _____

Project Start Date: _____
mm/dd/yy

Project Completion Date: _____
mm/dd/yy