

ATTENTION CONSULTING FIRMS

IF YOU DOWNLOAD THE RFP, IT IS YOUR RESPONSIBILITY TO ADVISE US, VIA EMAIL, THAT YOU HAVE DONE SO (INCLUDE YOUR FIRM NAME AND ADDRESS, CONTACT PERSON, PHONE, FAX, AND EMAIL). THIS WILL ALLOW US TO ADD YOU TO THE PLANHOLDERS LIST AND ADVISE YOU OF ANY ADDENDUMS ISSUED.

EMAIL: Heather.Cooney@oregonstate.edu

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

RFP # 170444

Bexell Hall Interior Renewal A/E RFP

CONTRACT ADMINISTRATOR: Oregon State University

Heather M. Cooney, CPPB
Construction Contract Officer
Capital Projects Contract Administration
Phone: (541) 737-9635
FAX: (541) 737-4810

ISSUE DATE: May 8, 2014
RFP CLOSING (DUE) DATE: June 3, 2014, 2:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Capital Projects Contract Administration
Attention: Heather M. Cooney, CPPB
3015 SW Western Blvd.
Corvallis OR 97333

Oregon State University
Request for Proposals
Bexell Hall Interior Renewal Design

Introduction:

Oregon State University (OSU) is seeking proposals from consulting firms for provision of Schematic Design through Construction Administration services for the Bexell Hall Interior Renewal project (the Project) on the OSU campus in Corvallis, Oregon.

Bexell Hall is located at SW Campus Way & Memorial Way on the OSU Campus within the Historic District, and is designated as a contributing building. It is a 4-story building constructed of wood framing and exterior masonry.

Bexell Hall will be home to the College of Liberal Arts Administration & Support, College of Liberal Arts Advising, as well as the Schools of Public Policy, Economics, Political Science and Sociology. The project is intended to create an exciting and effective home for the new units. Interior revisions will include extensive replacement or renewal of architectural finishes and lighting as well as less extensive replacement of walls and doors, electrical service, data, plumbing and HVAC.

The selected Consultant will continue previous programming and schematic layout and locations of the departments moving in to Bexell. Floor plans are attached to this RFP.

Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and the Oregon University System's Administrative Rule OAR 580-063-0025, relating to the selection and retention of professional consultants on the OUS Retainer program.

Compensation:

Compensation will be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the following individual phases of the design: pre design/programming, schematic design, design development, construction documents, bidding, contract administration/services during construction, including record documentation. The amount of compensation will be negotiated with the Apparent Successful Proposer. No cost proposal or price information shall be submitted with Proposals.

Response Requirements/Evaluation Criteria:

Please indicate in writing the following information about your firm's ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

1. Identify the personnel in your firm who will be assigned to this project and give descriptions of their experience designing similar projects within similar historic structures at higher education institutions. Use specific examples, including information about the size, construction type, building

uses, construction budget, and project timeline/completion date. Provide email addresses for each team member. (Weight: 40)

2. Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past 5 years) experience, and their specific role in, designing projects of similar scope in higher education historic facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (Weight: 20)
3. Describe your design approach for this project. Specifically describe your approaches to provide the functionality that meets the occupant's needs and campus requirements. (Weight: 30)

4. Workforce Diversity Plan

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of the Proposer's current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The Proposer shall perform the Work and the Contract with respect to diversity according to the means and methods described in Proposer's workforce plan described in the Proposal, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight: 10)

5. In addition, please provide the names, addresses and phone numbers of three Owners, three sub-consultants, and three contractors to be used as references for this Project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. OSU may check with these references and/or may check with other references associated with past work of your firm. (0)

Selection Procedure and Timetable

Beginning with responses to this RFP, the selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

May 8, 2014	Issue RFP
May 20, 2014, 1:00 PM	Mandatory Pre-Proposal Site Visit Bexell Hall, Conference Room 202
June 3, 2014, 2:00 PM	RFP Response Due

Evaluation Process:

This Request for Proposals (RFP) is a one-step process to select a consulting team for this Project. The selection committee will score each submittal on the basis of responses to the evaluation categories. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories.

Each of the evaluation criteria has been assigned a weight between 0 and 40. Each member of the evaluation committee will separately rank each proposal in each of the evaluation criteria between 0 and 5, and multiply that number by the weight assigned to the evaluation criteria. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain a total score for each proposal.

The evaluation committee will meet and compare the individual evaluation committee member rankings. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. After all of the committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer by ranking the proposals based on all information received, presented, found and heard. OSU will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract, based on the OUS Retainer Agreement Standard Supplement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked proposer, etc.

Responsibility Evaluation:

OSU will investigate each proposer's responsibility in accordance with the requirements of Division 61 of Oregon Administrative Rules Chapter 580, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of a contract. Submission of a signed proposal constitutes the proposer's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU will notify proposers, in writing, of any financial documentation required, which may include 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 and credit information.

OSU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the proposal nonresponsive. Failure of a proposer to demonstrate responsibility will render it non-responsible and constitute grounds for proposal rejection.

Submission:

Submit **Eight (8)** copies of your written proposal, **along with an electronic version on CD**, to be received by the closing date and time listed in this document to:

Heather M. Cooney, CPPB
Capital Projects Contract Administration
Oregon State University
3015 SW Western Blvd.
Corvallis OR 97333
Phone : 541-737-9635 FAX : 541-737-4810
email : heather.cooney@oregonstate.edu

Your proposal must be contained in a document **not to exceed fifteen (15) single-sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the review of the proposer's response. Resumes of key individuals proposed to be involved in this project are exempted from the 15-page limit and should be **appended to the end of your response**. No supplemental information to the 15-page proposal will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 15-page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The proposal should be submitted in a soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8 ½ x 11 inches with no fold-outs. The basic text information of the proposal should be presented in standard business font size, and reasonable (we prefer one inch) margins.

Your proposal must be signed by an officer of your firm with the authority to commit the firm.

OSU may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause all proposals upon a finding by OSU that it is in the public interest to do so.

Please note that OSU will not accept proposals or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted proposals will not be accepted.

Proposals received after the closing date and time will not be considered.

Questions:

All questions and contacts with the University regarding any information in this RFP must be addressed in writing, fax or email to Heather Cooney at the address, email or fax listed in this document.

Solicitation Protests:

You may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications or terms that you believe limits competition) to Heather Cooney at the address, email or fax listed in this document. Requests and protests must be received no later than 10:00 a.m., May 13, 2014. Requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available by email from Heather Cooney to all prospective proposers who have notified OSU of their interest in proposing. No information published in any other manner will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

Selection Protests:

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to Debera Massahos at the Capital Projects Contract Administration address given in the RFP within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the notification of selection has been made in order to be considered. The selection decision notification will be made by Heather Cooney via email.

Proprietary Information:

OSU will retain this RFP and one copy of each original proposal 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 will be open to public inspection after OSU has announced an Apparent Successful Proposer or all proposals have been rejected. If a proposal contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each sheet containing such information with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must 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 proposal 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 proposal, material designated as confidential must accompany the proposal, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any proposal marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

Project Termination:

OSU is seeking to award a consultant's agreement to a architectural firm for the Project; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

Certification of Compliance With Tax Laws:

By submission of your proposal, the signatory (a duly authorized representative of the submitting proposer) must certify that the proposer is not, to the best of their knowledge, in violation of any Oregon tax law. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS chapters 118, 314, 316, 317, 318, 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.

Additional Requirements:

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-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and that proposers and their employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community.

Insurance Provisions:

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the attached OUS Retainer Supplement.

Enclosures:

OSU Standard Retainer Supplement

End of RFP