

EAST HALL VENTILATION AND FINISHES UPGRADES

Solicitation #1523

Request for Proposal from General Contractors



Portland State
UNIVERSITY

May 13, 2014

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SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION

Portland State University (“PSU”) is installing mechanical cooling / ventilation and updating the interior building finishes at East Hall located at 632 SW Hall St. East Hall was built in 1924 as an apartment building and is a 3-story wood structure, approximately 24,000 gross square feet in size. Currently it houses faculty offices, the Office of International Affairs and the International Studies Program. The intent of this project is to improve the indoor environmental quality of the building. The architectural design was provided in house by PSU; the Mechanical, Electrical and Plumbing design was provided by MEP Consulting Engineers and the Structural engineering was provided by NBZ Consulting Engineers.

The Oregon State Board of Higher Education (“OSBHE”) on behalf of PSU is seeking construction services for the East Hall Ventilation and Finishes project.

The RFP and selection process is provided in the Oregon University System (OUS) Oregon Administrative Rules for Contractors, 580-063-0030 and Chapter 580 Division 061.

This Request for Proposals (“RFP”) does not commit the Oregon State Board of Higher Education (OSBHE) or PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right without liability to OSBHE or PSU, to cancel this RFP and to reject any proposal that does not comply with this RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

1.2 SCOPE OF WORK

Base Bid

- Provide two (2) new 5 ton roof top HVAC units w/ gas heat with associated power and fire protection requirements, including roof equipment supports, roof patching, and sheet metal flashing.
- Provide new HVAC shafts, duct work, HVAC registers and smoke fire dampers with associated power, and fire protection requirements and architectural finishes.
- Provide new pathways for low voltage wiring including HVAC controls and fire protection.
- Provide all new finishes and painting in corridors and bathrooms. See color and finish schedule.
- Provide all required asbestos abatement work and third party air monitoring.
- PSU controls team shall provide all required HVAC controls, programming, graphics and seamless transition into PSU Building Automation System.
- Reference appendix for asbestos reports and asbestos samples.

Alternate Bid Items

- Alternate #1 (Deduction) – Omit all painting except at new construction and patch work for new shafts. Omit all new tack boards specified in drawings. See color and finish schedule for details Alternate information.

- Alternate #2 (Deduction) – Omit all new finishes specified except at new construction and patch work for new shafts. See color and finish schedule for details Alternate information.

Scheduling and Logistical Requirements:

The building is to be fully functional throughout the construction of this project, close coordination with building occupants and CPC staff along with a detailed schedule will need to be provided and approved by PSU (to be completed after meeting with the tenants). The demolition and abatement required to install the HVAC shafts and HVAC units must be done off hours. Off hours are considered outside of 7:00 AM – 5:30 PM M-F. Temporary flooring/barriers will need to be provided to ensure building functionality. Installation and build back of shafts, electrical work and mechanical work may be done during normal hours. Any required abatement work associated with the updating of finishes and painting can also be done on normal hours.

For the offices and areas that are affected by the shaft construction the contractor will be required to move / relocate and protect office furniture within each office in order to complete work.

With the exception of the demolition work required for the HVAC shafts, work is to be completed in phases based on the tenants vacating and re-occupying per the schedule below:

2 nd Floor West Wing	6/24/14 – 7/7/14
2 nd Floor East Wing	7/8/14 - 7/21/14
3 rd Floor West Wing	7/22/14 – 8/4/14
3 rd Floor East Wing	8/5/14 – 8/18/14
1 st Floor West Wing	8/19/14 – 9/1/14
1 st Floor East Wing	9/2/14 – 9/15/14

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 1.3. 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:

- May 13, 2014..... Advertisement of Request for Proposals
- May 15, 2014 @ 2:00 PM local time.....Mandatory Pre-proposal Conference**
Meet at Suite 202 of the University Services Building located at 617 SW Montgomery St., Portland, OR 97201
****Note: Parking is difficult to find at PSU. Please schedule your time accordingly.**
- May 20, 2014 @ 11:00 AM local time Second bid walk
Meet at Suite 202 of the University Services Building located at 617 SW Montgomery St., Portland, OR 97201
- May 23, 2014 @ 5:00 PM local time Applicant questions due, solicitation protest deadline
- May 27, 2014 Final addendum published if needed
- May 30, 2014 @ 2:00 PM local time.....Proposals Due**Note delivery address in Section 1.4 which is different than pre-proposal conference address**

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

- June 2, 2014..... Notice of Intent to Award or notification of the most qualified applicants, and assignment of interview appointments
- June 5-6, 2014 Finalist interviews if needed (please hold these dates as finalists will be assigned a time on one of these days.)
- June 9, 2014..... Notice of Intent to Award issued to apparent successful proposer
- June 13, 2014 @ 5:00 PM local time Selection protest period ends
- June 16, 2014 PSU finalizes Agreement

Schedule Milestones

- June 24, 2014..... Begin Construction
- September 15, 2014 Substantial Completion Date
- October 15, 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 1.3. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival. **Please note different delivery address.**

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
East Hall Ventilation RFP
Market Center Building
1600 SW Fourth Avenue, Suite 260
Portland OR 97201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
East Hall Ventilation 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, as amended on April 1, 2014 Prevailing Wage Rates for Public Works Projects in Oregon, the January 1, 2014, as amended on April 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 1.3 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 1.3. 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 1.3. 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: Cate Antisdel
PROTEST – East Hall Ventilation RFP
1600 SW Fourth Avenue, Suite 260
Portland OR 77201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdel
PROTEST – East Hall Ventilation RFP
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

The written protest must be received by the date and time specified in Section 1.3. All protests will be answered directly with the proposer.

1.10 INCURRED COSTS

Portland State University is not liable for any costs incurred by the proposers 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:

- Completed Proposal Template and supporting documents stapled in the corner.
Proposal must not exceed ten (10) printed 8 ½ x 11 pages in length. This includes: Completed Proposal Template (not including this page), and any drawings or other relevant pages you would like to attach. Ledger size 11"x17" pages may be used. Each side of an 11"x17" page counts as two (2) pages. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page of the Proposal Template.
- One (1) CD containing a PDF (Portable Document Format) version of the written proposal.
- Four (4) paper copies of the proposal.
- Bid Form
- Bid Security (no business or personal checks).
- All items above submitted in a sealed envelope that includes contractor name and Project name.

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

2.2 EVALUATION CRITERIA

2.2.1 Relevant Firm Experience – 15 points

Describe your firm's history. Name three projects that your firm has completed in the last five years that was on a building at least 50 years old, was occupied at time of construction, and that had a gross square footage of at least 20,000.

What are your firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project?

Provide the names, job titles, primary office locations and specific experience of the key personnel that you will commit to this Project. Identify their length of employment with your firm and, if less than three years, recent prior firm(s).

2.2.2 Safety and Site Logistics –15 points

Explain your proposed safety and site logistics plan for this Project. Include information in the Scheduling and Logistical Requirements referenced in the Scope of Work, Section 1.2. Describe how you will protect occupants of the building and those entering, exiting or passing by the building.

2.2.3 Schedule –10 points

Prepare a detailed schedule, including procurement, submittal, equipment and material lead times and installation (by each trade) and testing activities. Include information in the Scheduling and Logistical Requirements referenced in the Scope of Work, Section 1.2.

2.2.4 Equity and Diversity Plan –10 points

List MWESB (Minority, Woman-Owned, or Emerging Small Business) State Certification numbers for yourself or any MWESB subcontractors, partners, or suppliers that you will

utilize on this Project team. Please include their specific role on the Project and the anticipated contract value. Substitutions of these subcontractors or suppliers after award of the bid shall require PSU approval.

What are your methods to reach out to or provide opportunities to MWESBs?

What does your firm do to increase diversity in your company and with your subcontractors and suppliers?

List any other community programs, membership or outreach your firm is involved in.

2.2.5 Base Bid – 40 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: $[1 - (\text{proposer's bid} - \text{low proposer's bid}) / \text{proposer's bid}] \times 40 \text{ pts}$.

2.2.6 Alternates – 10 points (5 points each)

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 following manner:

The proposer with the lowest bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula: $[1 - (\text{proposer's bid} - \text{low proposer's bid}) / \text{proposer's bid}] \times 5 \text{ points}$.

Any Alternates that are not accepted by the Owner will not be scored.

2.2.7 Optional Reference Check – 5 points

Provide three (3) professional references from similar projects, including the project name, 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 may be checked and scored for interviewed firms at the sole discretion of the Owner.

2.2.8 Optional Interview – 20 points

Interviews may be conducted to allow the bidder to expand on each of the above categories at the sole discretion of the Owner. Your firm will be notified if interviews will occur.

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 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	Relevant Firm Experience – 15 points	Selection Committee
2.2.2	Safety and Site Logistics –15 points	Selection Committee
2.2.4	Schedule –10 points	Selection Committee
2.2.5	Equity and Diversity Plan –10 points	MWESB Committee
2.2.6	Base Bid – 40 points	Calculation
2.2.6	Alternates – 10 points	Calculation
Total available for written proposals – 100 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– 125 points		

3.3 SELECTION PROCESS

The proposal package will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2, Proposal Requirements. 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, item 2.2.8.
- D. At this point, references may be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.2, item 2.2.7.
- E. A Notice of Intent to Award shall be issued to the proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.8).

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
- 4.8 PERFORMANCE BOND (TO BE SUBMITTED UPON CONTRACT AWARD)
- 4.9 PAYMENT BOND (TO BE SUBMITTED UPON CONTRACT AWARD)
- 4.10 ASBESTOS SURVEY
- 4.11 ARCHITECTURAL DRAWINGS
- 4.12 STRUCTURAL DRAWINGS
- 4.13 STRUCTURAL CALCULATIONS
- 4.14 MECHANICAL AND ELECTRICAL DRAWINGS