

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

#177073

East Hill Circulation Study and Plan

CONTRACT ADMINISTRATOR: Oregon State University
Brooke Davison
Construction Contracts Officer
Phone: (541) 737-7342
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ISSUE DATE: June 26, 2015
RFP CLOSING (DUE) DATE: July 30, 2015 3:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Capital Planning & Development
Capital Projects Contract Administration
Attention: Brooke Davison
Construction Contracts Officer
3015 SW Western Blvd.
Corvallis, Oregon 97333

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Introduction:

Oregon State University (OSU) is committed to providing a fully accessible campus. The East Hill area of campus, primarily due to its topography, is not fully accessible.

OSU is seeking proposals to perform a thorough analysis and develop a detailed circulation plan for the area.

The primary goal of this project is to develop a detailed plan that will help guide improvements to the project area that will provide optimal accessibility and interconnectedness with the rest of the University utilizing a holistic study and design process.

Project Description:

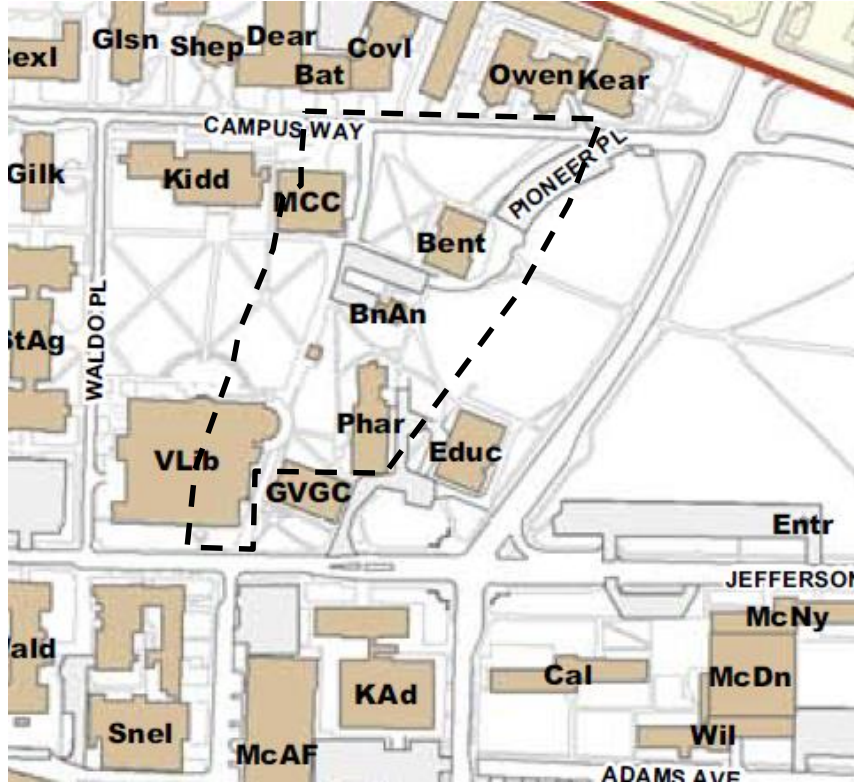
The East Hill area of Oregon State University is a portion of the original 35 acres of land that was part of the original Land Grant acquisition that was acquired in 1871. Benton Hall, completed in 1888, was the first building to be constructed on this piece of property.

Because of the topography of the area, many of the pedestrian routes are not accessible to persons with disabilities. The grades on most of the walks exceed the allowable 1:20 (5%).

OSU's Capital Planning and Development and the Office of Equity and Inclusion are seeking a qualified landscape architecture firm with campus design and planning experience and accessibility expertise to perform a thorough analysis and develop a circulation plan for the East Hill area of the Oregon State University campus.

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Project Area:



The project area is bound by Campus Way on the north, 14th/15th Street to the east, Jefferson Way on the south, and the north-south path on the east side of the Valley Library and Valley Library Quad. The project area shall also include the Kerr Administration West Lot.

There are five buildings located within the project area boundary including Benton Hall, Benton Annex (Women’s Center), Furman Hall (formerly Education Hall), the Pharmacy Building, and the Gladys Valley Gymnastics Center.

Scope of Work:

- Study project area to determine the optimum connections to and between buildings in and around study area. Develop a design for the study area that incorporates all of the considerations described below.
- Focus will be on pathways, vehicle routes, parking lots, service areas, circulation patterns, lighting, and bicycle parking.
- Particular emphasis and a top priority for this project shall be to provide accessible routes both within the project area as well as to the surrounding buildings, streets, and pathways. Existing and proposed accessible features, including parking, pathways and building entrances, need to be interconnected. The design will need to determine where accessible connections can be made, including the incorporation of sloped walkways and ramps, as deemed necessary.

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- Investigations should include providing connections to the Valley Library, Milne Hall, Kidder Hall, and the Library Quad to the west, Batcheller, Covell, Kearney, Merryfield, and Owen Halls north of Campus Way, the Lower Quad east of 14th/15th Street, and Kerr Administration, McAlexander Fieldhouse, and Snell Hall to the south.
- OSU is currently undertaking a Transportation Facilities Analysis of Sector C and portions of Sector D. Since this project area is within Sector C, the work of this project will be coordinated with the consultant performing the transportation analysis.
- The site is within the Oregon State University National Historic District. The master plan will take into consideration the historic characteristics of the project area as well as the surrounding area. It will also be consistent with the Campus Master Plan, and take into consideration City of Corvallis Land Development Code requirements, specifically those pertaining to the area of highly significant vegetation within the project study area.
- Consultant will be provided with the copies of the current Campus Master Plan, Historic Preservation Plan, the Campus Pedestrian Facilities ADA Assessment and Survey, recent topographical survey, existing site plan, previous studies, pertinent sections of the Land Development Code, and other reference materials to become familiar with the site.
- Consultant will seek and respond to input from the Accessible University Advisory Committee (AUAC), Campus Planning Committee, Parking Committee, Facilities Services, Transit and Parking Services, and the Office of Equity and Inclusion. The master plan will incorporate input from stakeholders into a design that compliments the historic and natural features of the study area.
- OSU currently has in place a process where the design team (architect/engineer, consultants), Capital Planning and Development project and construction managers, and building manager meet with interested members of the campus community at an “Accessibility Design Workshop.” The purpose of the workshop is to discuss and identify accessibility issues related to projects. The work of this study will include at least one (1) accessibility workshop.
- Consultant will develop a Circulation Plan that focuses on the above described elements. The Circulation Plan shall be developed through the Schematic Design phase. OSU staff will submit the Plan to the Campus Planning Committee for adoption.
- The Circulation Plan will include critical elevations to ensure that the proposed routes are feasible and will meet or exceed ADA requirements and OSU’s Best Practices. It will also include the configuration/layout of proposed parking including accessible parking spaces and critical elevations that will work with the rest of the hill design features.
- The Circulation Plan will include a cost estimate for the proposed improvements. The cost estimate should be broken down into logical phases. Consultant will work with OSU staff to determine phasing for the plan.
- The project team will include at a minimum:
 - Landscape Architect
 - Civil Engineer
 - Electrical Engineer (lighting)
 - ADA Consultant
- OSU expects the entire planning and design process to be completed within 120 calendar days of the execution of a contract.

Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and the Oregon State University Standard 580-050-0020, relating to the selection and retention of professional consultants.

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:

- Programming/Preliminary Design
- Pre-design/Schematic Design

Upon completion of the schematic design phase, proposer may be requested to submit a fee proposal for design development, construction documents, bidding and contract administration services for future construction work that may result from the East Hill Circulation Plan. Construction may be performed in phases depending upon available funding.

Instructions to Respondents:

Your response must be contained in a document not to exceed fifteen (15) single sided pages, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm’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 following evaluation criteria. Your response should follow the format outlined below. Your response 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 except one fold out project schedule, if applicable (should not exceed 11 x 17 inches each). The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

The electronic proposal should be sized appropriately for transfer (under 8 mb).

Your RFP response must be signed by an officer of your firm with the authority to commit the firm and contain appropriate contract information, including email for communication purposes.

Provide *sealed* price proposal for services proposed in RFP response. DO NOT provide price proposal in RFP response. Price proposal shall include “not-to-exceed” maximum amount for services, “not-to-exceed” maximum amount for reimbursable expenses and hourly rates for position titles of Key Personnel described in RFP response. Services shall be broken out by phase of design described in the “Compensation” section above. The price proposal shall also be signed by an officer of your firm with the authority to commit the firm.

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

Please note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

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

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

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 parentheses at the end of each statement below.

1. Provide a brief description of your firm. Identify specific people who will work on the project and their respective areas of expertise. (15)
2. Identify any sub-consultants you propose to use and their area(s) of expertise. Tell us if you've worked together before, and if so, in what capacity. (10)
3. Describe your availability to perform the work. Confirm the availability of the team members for the duration of the project. (15)
4. Describe your interest in this project. Describe your experience in providing similar services to what will be required for this project. Indicate why you feel you are the most qualified firm to perform the required services. (35)
5. Provide a proposed project plan and schedule including key meetings and milestones. (15)
6. **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 your 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. (10)

7. In addition, 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)

Proposal Evaluation:

This Request for Proposals (RFP) is a single-step process in the selection of a Consultant 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. On the basis of this evaluation, the selection committee will determine one apparent successful proposer. The selection committee will open the price proposal submitted by the apparent successful proposer. As this is an RFP process, the sealed price proposal will not be opened publicly.

OSU will utilize this RFP process to obtain information to enable selection of the most qualified bidders through evaluation of:

- a. The Respondents' responses to questions contained in this document; and
- b. The results of discussions with the Proposers' references and others.

Each criterion has been assigned a weight between 0 and 25. Each member of the evaluation committee will rate each firm in each criterion between 0 and 5 (five being the highest), and multiply that number by the weight assigned to the criterion. The evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFP also requires reference information for your firm. OSU will utilize this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other criteria and in the final ranking.

After all of the response evaluations are completed, the evaluation committee will select the apparent successful proposer by ranking the Respondents based on all information received, presented, found and heard.

Financial Responsibility:

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

OSU 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-responsible and shall constitute grounds for response rejection.

Submission:

Submit four (4) copies of your written response, along with an electronic version on a thumb drive, to be

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received by the closing date and time listed in this document to:

Brooke Davison
Capital Projects Contract Administration
Oregon State University
3015 SW Western Blvd.
Corvallis OR 97333

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

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

Questions :

All questions and contacts with OSU regarding any information in this RFP must be addressed either in writing to the address listed in "Submission" section above, fax to 541-737-4810, or email to Brooke Davison at brooke.davison@oregonstate.edu. If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions for formal clarification. Questions must be received before July 23, 2015 5:00 PM Pacific Time to be given full consideration.

Solicitation Protests:

Respondents may submit a written request for change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to Debera Massahos at the address, email or fax listed in this document. Such requests for change and protests shall be received no later than 5:00 PM Pacific Time, July 1, 2015. Such requests for change and protests shall include the reasons for the request 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 to all firms by email. It is the responsibility of each firm to ensure information provided in any addendum is incorporated into your RFP response, as applicable. Failure to do so may render the firm's submission non-responsive. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information.

Selection Protests:

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have five days after notification of that selection to submit a written protest of the selection to Debera Massahos, Capital Projects Contract Administration, at 3015 SW Western Blvd., Corvallis, OR 97333. Any such protests must be received by Ms. Massahos no later than 5 days after the selection has been made.

Proprietary Information:

OSU shall retain this RFP 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

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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 shall be rejected.

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 contract.

Additional Requirements:

Pursuant to OSU Standard 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 OSU Standard 580-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OSU 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.

Enclosures:

OSU Consultant’s Retainer Contract Supplement

End of RFP