



ATTENTION DESIGN FIRMS

If you are downloading the RFQ from the website, continue to monitor the website for addenda. Failure to incorporate any addenda into your submittal may cause your submittal to be considered non-responsive.

Thank you.

If you would like to be included in a *courtesy* Plan Holders list to be posted on the OSU Business and Bid Opportunities web site, please notify Brooke Davison via email at:

Brooke.Davison@oregonstate.edu



Cascades

OREGON STATE UNIVERSITY-CASCADES

REQUEST FOR QUALIFICATIONS

For

OSU Cascades Long Range Development Planning

ISSUE DATE: December 2, 2015

RFQ CLOSING (DUE) DATE: **December 22, 2015, 4:00 PM, Local Time**

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATIONS:

One (1) hard copies and one (1) electronic version to:

Oregon State University

Attention: Brooke Davison

Capital Projects Contract Administration

Oregon State University

3015 SW Western Blvd

Corvallis, OR 97333

With Seven (7) hard copies to:

Oregon State University-Cascades

Attn: Jane Barker, Sr. Project Manager

Cascades Hall

2600 NW College Way

Bend, Oregon 97703

SOLICITATION / SELECTION PROTESTS:

Debera Massahos

Capital Projects Contract Administration

Oregon State University

3015 SW Western Blvd

Corvallis, OR 97333

Email: debera.massahos@oregonstate.edu

OSU BUSINESS AND BID OPPORTUNITIES WEB SITE:

<http://bid.oregonstate.edu/>

1.0 Introduction:

Oregon State University - Cascades (OSU-Cascades) is seeking responses from integrated design teams headed by an architecture firm for establishing a Long Range Development Plan (LRDP) and design and building system standards for OSU-Cascades campus in Bend, Oregon. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, electrical, civil engineering, landscape architecture, and cost estimating. OSU-Cascades will contract directly with geotechnical, land use, and transportation engineers.

Scope of services will include development of a comprehensive long range development plan that incorporates the following components:

- Updated Campus Space Needs Analysis based on prior work by SRG Partnership and Academic and Research Programs identified by the OSU-Cascades Academic Programming and Student Life Advisory Groups.
- Strategy for Land Utilization based on potential 56-acre or 130-acre campus dependent on potential land acquisitions adjacent to the current 10-acre campus.
 - Student Housing strategy to achieve on-campus housing goals.
 - Student Success and Life opportunities to build a campus of innovation.
 - Plan for Landscape and Open Space to preserve significant landscape elements, restore damaged ecosystems and promote a healthy campus with a variety of outdoor functions that serve diverse campus needs.
 - Plan for Transportation, Circulation and Parking that address OSU-Cascades multimodal goals and Community expectations.
 - Plan for Campus-wide Utilities and Infrastructure that meet sustainability goals, operational demands and fiscal priorities.
 - Identify space needs for potential collaborations or community partnerships
- Comprehensive Sustainability Plan which establishes criteria to achieve net-zero energy, water and waste and design standards that address building construction, operations and landscaping.
- Develop design and building system standards to support the identified campus goals.
- Evaluate structural systems options which address identified site conditions based on site development scenarios.
- Coordinate site development with site remediation strategies and jurisdictional requirements.

2.0 Project Description:

OSU-Cascades is a branch campus of Oregon State University that provides students personalized instruction and OSU's excellence in both academics and innovative research, as well as providing the lifelong advantages of a premier research university. OSU-Cascades is the first and only campus offering baccalaureate and graduate degrees based in Central Oregon.

In 2012, plans were approved to expand Oregon State University-Cascades campus in Bend to a 4-

year university offering a range of undergraduate and graduate degrees. The long-range vision for the campus is to accommodate 3,000 to 5,000 students by 2025.

The new campus is located close to downtown on Bend's west side, and city services are available to support development. Site neighbors include residential and commercial activities which OSU-Cascades wants to fully integrate and establish a beneficial community relationship.

In 2013, OSU-Cascades invited community input on its long-range vision and plans for the campus with establishment of the Campus Expansion Advisory Committee (CEAC) and associated CEAC Task Forces. Over the past two years a series of recommendations on various aspects of campus planning were proposed and adopted for the campus development.

Construction of the 10-acre campus began in summer 2015 and includes an academic building, residence hall and dining/academic facility, along with internal streets, paths and parking.

While the initial campus development will be open in fall 2016, an overall strategic framework to support of a long-range development plan is the next step. OSU-Cascades has started to engage the community in a conversation about key elements of the campus design. Advisory groups are being established for six key topic areas:

- Academic and Research Planning
- Student Success and Life
- Arts, Culture and Enrichment
- Sustainability
- Community Integration
- Health and Wellness

Community representatives (site neighbors, Bend residents, stakeholders) were invited to participate in these groups. These advisory groups represent the broad range of technical knowledge and Bend culture required to provide valuable input sought by OSU-Cascades. A report will be produced by January 29th, 2016, that reflects the advisory groups' findings and recommendations.

OSU-Cascades wants to create a unique campus environment that inspires and engages the community by:

- Creating an integrated living, learning and working community – an **innovative campus 'with an edge'**.
- Creating an **inspiring learning environment** that engages and promotes interaction amongst students, faculty and community.
- Creating a campus that captures and enhances the nature and **spirit of Central Oregon**.
- Creating a plan at the **intersection of academia and industry** that spurs an entrepreneurial spirit in the region.

As campus long range planning begins, the following themes are emerging to guide the development of the comprehensive campus plan:

- **Global and Local:** A campus that has a global reputation for the quality of its local, place-based university experience and serves as a resource for our regional economy.
- **Value-Added:** A campus that fosters best practice, value-added teaching and learning experiences for its students and faculty.
- **Leading Edge:** A campus that functions at the leading edge of education, research, innovation, communications, technology, and more effective ways to learn, share, apply knowledge and grow.
- **Connected:** A campus that serves as an educational hub connecting higher education with business, government, neighbors, community and culture.
- **Sustainable:** A campus that embeds sustainability in every aspect of its facilities, operations, courses and lifestyles.
- **Healthy:** A campus that encourages and supports student, faculty and community health, wellness and fitness.
- **Value-Based:** A campus that fully embodies the integrity and values of the educational mission and community it serves.
- **Inclusive and Engaged:** A campus that provides a safe environment for all to participate and embraces diversity.

3.0 Sustainability:

An OSU-Cascades goal is to create a 5,000 student campus which is net-zero in utilization of energy, water and waste. Building on recommendations by the CEAC Sustainability Task Force and the LRDP Sustainability Advisory Group, the design team will consider emerging trends in energy, water, waste and transportation; establishing overall performance standards and goals; and select the evaluation criteria as it relates to operational, campus development and policy decisions to achieve the net-zero goals.

4.0 Project Timeline:

Work will commence upon selection of the design team. The design of the Project is expected to be begin in February 2016 after the agreement with the successful design team is executed and the work completed by March 2017.

Project Milestones:

February 22, 2016	Project Kick Off
March 31, 2016	SF Cost Estimate Budgets and Building Priorities
March 2017	Completion of Long Range Development Plan

5.0 Project Budget:

The estimated value for professional services ranges from \$500,000 - \$700,000.

6.0 Selection Process:

This Request for Qualifications (RFQ) selection process will be conducted pursuant to the terms of this RFQ and OSU Standard 580-063-0020, relating to the selection and retention of professional

consultants. Once the responses have been reviewed and scored, the highest scoring 2-3 firms will be invited to participate in a community feedback session which will inform responses and participation in an on-site community charrette. Specific information on the charrette format will be distributed to the short-listed firms.

7.0 Compensation:

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses. The amount of compensation will be negotiated with the firm who has submitted the best response (the Apparent Successful Respondent). No fee proposal or price information is to be submitted with responses.

A travel stipend will be provided to each short-listed team selected to advance to the feedback session/charrette stage. The stipend amount is \$2,500 per team shortlisted to cover expenses to attend the LRDP Advisory Group Feedback Session.

8.0 Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability, proposed sub-consultants (where applicable) and desire to perform this work. Responses will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

- 8.1 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. Also include your firm’s total dollar volume for each of the last five years. (5)
- 8.2 Describe your firm’s experience with sustainable design principles that includes implementation of building and district-wide infrastructure projects that address energy, water, waste, and transportation management; and related verification and/or measurement systems used to ensure targets were achieved. Identify emerging trends and potential barriers in sustainable campus design. (25)
- 8.3 Describe your firm’s experience with planning and design of higher education learning environments, meeting both research and instruction program needs, corporate, or civil project aspirations of similar size and budget as defined in this RFQ. (25)
- 8.4 Identify project experience of key personnel, including project designer and project manager along with those of sub-consultants proposed (particularly utility/infrastructure engineers) to be assigned to this project. Use specific examples and identify their roles in the projects. Indicate current availability, proposed percentage of project involvement per project phase and indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (25)
- 8.5 Describe your firm’s experience working with DOGAMI and/or reclamation of brownfield sites. Provide specific examples including information about the process you went through with the various agencies. (5)
- 8.6 Describe your firm’s experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities. (10)
- 8.7 Identify MWESB firms participating as part of the team. (5)

9.0 References:

In addition to responding to the evaluation criteria above, 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. Do not include references from any firms/individuals included in your design team for this Project.

OSU-Cascades will check with these references and may check with other references associated with past work of your design team. OSU-Cascades will evaluate this information and any other independently obtained references that can provide background on your design team. This information will not be separately scored, but results obtained from these and any other reference checks will be assessed in determining the final ranking of responses.

10.0 Selection Procedure and Timetable:

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU-Cascades for this Project.

December 2, 2015	Issue RFQ
December 22, 2015	RFQ response due 4:00 PM
January 6, 2016	Notification of finalists
January 21, 2016	LRPD Advisory Groups Feedback Session *MANDATORY*
February 4, 2016	Community-based Charrette
February 8, 2016	Tentative Selection/Notification
February 12, 2016	Fee Proposal Deadline

Site Visit: Mandatory participation at the LRDP Advisory Group feedback session AND the Community-based Charrette is required for the finalists as part of the solicitation process.

11.0 Evaluation Process:

This RFQ process will take place in two-steps. The first step includes evaluation of written qualifications submitted in response to this RFQ and then short-listing of two to three firms, who will be invited to participate in the second step, which includes attending a feedback session with the Long Range Development Plan Advisory groups on January 21, 2016, and participation in a community-based charrette that is anticipated to be scheduled on **February 4, 2016**. Please hold these dates for tentative charrette.

Each of the RFQ evaluation criteria has been assigned a weight between 5 and 25. Each member of the evaluation committee will separately rank each response 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 response.

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 discussion will result in the consolidated ranking from which the finalists for participation in the advisory group feedback session and community-based charrette will be selected.

Specific information for the content of the community charrette will be distributed to the short-listed firms. The 90-minute charrette will include a 60-minute presentation on your proposed process for engagement of the Land Range Development Planning and preliminary analysis on how to address the goals and visions for OSU-Cascades as defined in earlier processes and discussed at the LRDP Advisory Group Feedback session. The presentation should include an additional 30 minutes for Community Engagement Q&A session.

OSU-Cascades will use the information presented during the charrette to further evaluate the respondent's qualifications and abilities and develop the final ranking of the short-listed firms, in order of preference.

After the advisory group feedback session and committee discussions are completed, the evaluation committee will select the Apparent Successful Respondent by ranking the responses based on all information received, presented, found and heard. OSU-Cascades will then negotiate with the Apparent Successful Respondent the price and specific statement of work of a contract, consistent with OSU's Standard Architect's Agreement attached to this RFQ. If OSU-Cascades and the Apparent Successful Respondent are unable to reach agreement, OSU-Cascades will negotiate with the second-ranked respondent, etc.

12.0 Responsibility Evaluation:

OSU will investigate each respondent's responsibility in accordance with the requirements of OSU Standard 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 response constitutes the respondent's approval for OSU-Cascades to obtain any information OSU-Cascades deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU-Cascades will notify respondents, 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-Cascades 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 respondent to demonstrate responsibility will render it non-responsible and constitute grounds for response rejection.

13.0 Submission:

Submit your proposal to be received by the closing date and time listed in this document to:

One (1) hard copy and one (1) electronic version on a thumb drive to:

Oregon State University

Attention: Brooke Davison

Capital Projects Contract Administration

Oregon State University

3015 SW Western Blvd

Corvallis, OR 97333

With seven (7) hard copies to:

Oregon State University-Cascades

Attn: Jane Barker, Sr. Project Manager

Cascades Hall

2600 NW College Way

Bend, Oregon 97703

Your response must be contained in a document **not to exceed twenty-five (25) single sided pages**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of the response. Resumes of key individuals proposed to be involved in this Project are exempted from the 25-page limit and should be **appended to the end of your response**. No other supplemental information to the 25 page response 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 25 page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The electronic response should be sized appropriately for transfer (under 8 MB)**.

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

OSU-Cascades may reject any response 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-Cascades that it is in the public interest to do so.

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

OSU-Cascades is an AA/EEO employer.

The Corvallis submittal location shall be the official timekeeper for this RFQ. Any responses received after the closing date and time at both submittal locations, will not be considered.

14.0 Questions:

All questions and contacts with the OSU-Cascades regarding any information in this RFQ must be addressed in writing, fax or email to Jane Barker at the address, email or fax listed in this document no later than December 8, 2015 at 12 p.m.

15.0 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 Debera Massahos at the address or email listed in this document. Requests and protests must be received no later than 12:00 p.m., December 8, 2015. 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.

Capital Projects Contract Administration
Oregon State University
3015 SW Western Blvd
Corvallis, OR 97333
FAX: (541) 737-4810
Email: debera.massahos@oregonstate.edu

16.0 Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available on the OSU procurement website. No information published in any other manner will serve to change the RFQ 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.

17.0 Selection Protests:

Any respondent to this RFQ 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 address given in the RFQ 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 Ms. Massahos via posting to the website.

18.0 Proprietary Information:

OSU will retain this RFQ and one copy of each electronic 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 will be open to public inspection after OSU has announced an Apparent Successful Respondent or all responses have been rejected. If a response contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each trade secret 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 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 must accompany the response, 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 response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

19.0 Project Termination:

OSU-Cascades is seeking to award an architect's agreement to an architectural firm for campus long range development planning; however, OSU reserves the right to terminate the Project and the agreement at any time during the duration of the Project.

20.0 Insurance Provisions:

During the term of the resulting contract, the successful respondent 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 Agreement.

21.0 Additional Requirements:

Pursuant to OSU Standard 580-061-0030, by submitting a response, the respondent certifies that the respondent has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OSU Standard 580-061-0040, respondents are hereby notified that policies applicable to consultants and contractors have been adopted by OSU that prohibit sexual harassment and that respondents 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 Sample Architect's Agreement
- Vicinity Map of proposed campus
- Space Needs Analysis (SRG 5/15/13)
- 46-Acre 4-Year Campus Visioning (12/12/13)
- 46-Acre Slope Stability Analysis (Carlson 5/21/14)
- 46-Acre Preliminary Geotechnical Report (Carlson 7/25/14)
- 76-Acre Mitigation Evaluation (Apex 6/4/14)
- Site Plan of 10-acre Campus

End of RFQ