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OREGON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

RFQ# 181758

Merrit-Truax Indoor Practice Facility Turf Replacement

CONTRACT ADMINISTRATOR: Oregon State University

Brooke Davison

Construction Contracts Officer

Construction Contract Administration

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ISSUE DATE: March 31, 2016

RFQ CLOSING (DUE) DATE: April 8, 2016, 2:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University

Procurement, Contracts & Materials Management

Construction Contract Administration

Attention: Brooke Davison

644 SW 13th Ave.

Corvallis, OR 97333

Introduction:

Oregon State University seeks qualifications from firms to provide turf replacement and installation services for the Merrit-Truax Indoor Practice Facility Turf Replacement and Installation project described below (the "Project").

Project Description:

The Project is located at Merrit-Truax Practice Facility on the campus of Oregon State University in Corvallis, Oregon. The practice facility serves many of OSU's NCAA Division 1 intercollegiate athletics teams including football, men's and women's soccer, softball and baseball. The existing turf was installed in 2004 when the facility was constructed and is approximately 200' x 400' in size. The anticipated scope for the Project consists of, but is not necessarily limited to, the removal and recycling or disposal of existing infield in-filled synthetic turf, and design and installation of a complete new in-filled synthetic turf surfacing system, including subgrade preparation for the field. (Additional information about the indoor practice facility dimensions can be obtained by contacting Lori Fulton, Project Manager at lori.fulton@oregonstate.edu.)

OSU anticipates that all work on the Project will be constructed so that the practice facility is available for use no later than June 1, 2016.

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFQ:

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates as outlined in Sections C.1 and C.2 of the General Conditions. This RFQ and the resulting Contracts are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- January 1, 2016 PWR Apprenticeship Rates
- January 1, 2016 Prevailing Wage Rates for Public Works Contracts in Oregon
- January 1, 2016 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available on line at:

http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml

All respondents shall be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting responses, unless exempt under ORS 279C.836 (4), (7), (8), or (9). **Failure to be licensed and have the bond in place will be sufficient cause to reject responses as non-responsive.** All subcontractors subsequently hired by selected contractor must also be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to any work on the project, unless exempt under ORS 279C.836 (4), (7), (8), or (9).

Selection Process:

This RFQ and the selection process will be conducted pursuant to the terms of this RFQ and the OSU Standard 580-063-0020, relating to the selection and retention of construction contractors.

Compensation:

Compensation will be based on a total lump sum amount, as set forth in the sample contract attached to this RFQ.

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. List the projects your firm is currently contracted for and at what stage you are in terms of completion. (Weight: 10)
2. Describe your firm's recent (past five years) experience with NCAA Division 1-A indoor fields and indicate specific personnel assigned to the projects. (Weight: 10)
3. Identify the personnel in your firm who would be assigned to Oregon State University projects and their previous experience in projects of similar scope, including project experience and capability. Confirm the availability of proposed team members for the duration of the project and the proposed percentage of involvement. Provide information regarding local representation and post installation support. Describe your experience with expediting projects with aggressive schedules and fixed budgets. (Weight: 20)
4. Provide detailed specifications for your product and the turf system you are proposing. Include cut sheets, performance standards, certifications, maintenance requirements and warranty terms. (Weight: 50)
5. **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 Respondent and a description of the Respondent'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 and consulting 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 successful respondent shall perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the

response, 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)

6. Provide the names, addresses and phone numbers of five owners to be used as references for this project. Owners must be NCAA Division 1 schools. 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. OSU will evaluate 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 any other reference checks will be assessed in determining the final ranking of responses. (Weight: 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 for this project.

March 31, 2016	Issue RFQ
April 8, 2016, 2:00 PM Pacific Time	RFQ response due
April 12, 2016	Tentative Selection
April 19, 2016	Fee Proposal Deadline/Estimated Notice of Intent to Award
April 26, 2016	Estimated Contract Execution

Evaluation Process:

This RFQ evaluation will include evaluation of written qualifications submitted in response to this RFQ by an evaluation committee.

Each of the evaluation criteria has been assigned a weight of between 10 and 50. 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 Apparent Successful Respondent will be identified.

The evaluation committee may then check references and adjust the scores based on the results of reference checks to determine the final ranking of respondents.

Responsibility Evaluation:

OSU will investigate each respondent's responsibility in accordance with the requirements of OSU Standard 580-061, 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 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 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 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 response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for response rejection.

Submission:

Submit **four (4)** copies of your written response along with an electric version on a thumb drive, to be received by the closing date and time listed in this document to:

Brooke Davison
Procurement, Contracts and Materials Management
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis OR 97333

Your response must be contained in a document **not to exceed fifteen (15) single sided pages** (do not print double sided), including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of the respondent's response. Specifications, cut sheets, warranty terms and performance standards for the products you intend to use for the Project are exempted from the page limit and should be **appended to the end of your response**. 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 page limit. No other supplemental information to the response will be allowed.

Information should **be presented in the same order as the above evaluation criteria**. **The 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. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer one inch) margins.

Your response must be signed by an officer of your firm with the authority to commit the firm. Make sure to include contact information including email for communication purposes.

The electronic response should be sized appropriately for transfer (under 8 MB).

OSU 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 that it is in the public interest to do so.

Please note that 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 responses will not be accepted.
Responses received after the closing date and time will not be considered.**

Questions:

All questions and contacts with the University regarding any information in this RFQ must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in this document no later than 5pm April 5, 2016. Questions or requests for clarifications received after April 5, 2016, will not be answered.

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 electronically at debera.massahos@oregonstate.edu or at 644 SW 13th Ave, Corvallis OR 97331. Requests and protests must be received no later than 10:00 a.m. Pacific Time, April 4, 2016. 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 RFQ and will be made available to all firms by publication on the OSU procurement web site (bid.oregonstate.edu). It is the responsibility of each firm to visit the website and download any addenda to this RFQ. 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.

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 electronically at debera.massahos@oregonstate.edu or at 644 SW 13th Ave, Corvallis OR 97331 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 OSU via email.

Proprietary Information:

OSU will 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 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.

Project Termination:

OSU reserves the right to terminate the agreement or any project subject to the agreement, at any time, upon ten days' written notice.

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 OUS 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.

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 attached form contract.

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Enclosures:

Sample Public Improvement Contract
Oregon State University General Conditions for Public Improvement Contracts, July 1, 2014
Sample Division 01

End of RFQ