



## 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.**

# OREGON STATE UNIVERSITY

## REQUEST FOR QUALIFICATIONS

### **Cascade Hall/Snell Hall/Kerr Administration Building Renovation Design**

ISSUE DATE: April 27, 2016

RFQ CLOSING (DUE) DATE: May 12, 2016, 3:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

**This RFQ is only open to those firms with a current Oregon State University (OSU)  
Retainer Contract for Professional Services.**

#### **CONTRACT ADMINISTRATOR:**

Brooke Davison, Construction Contract Officer  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave  
Corvallis, OR 97333  
Phone: (541) 737-7342  
FAX: (541) 737-5546  
Email: [brooke.davison@oregonstate.edu](mailto:brooke.davison@oregonstate.edu)

## 1.0 Introduction:

Oregon State University is seeking qualifications from integrated design teams headed by an architectural firm for the design and construction administration of interior renewal in three buildings on the Oregon State University campus in Corvallis, OR. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, plumbing, electrical and civil engineering, landscape architecture and cost estimating.

This RFQ is only open to those firms with a current Oregon State University (OSU) Retainer Contract for Professional Services. If your firm does not have a current Retainer Contract for Professional Services with Oregon State University at the time of the RFQ due date, your response will be rejected for non-responsiveness.

Scope of services will include the following phases: Program confirmation, Schematic Design, Design Development, Construction Documents, Permitting, Bidding, Construction Administration, Record Documentation and Project Closeout. Additionally, some support, in the form of graphic exhibits, models and text, may be required.

## 2.0 Project Description:

Oregon State University intends to provide a clear path toward completion of several projects in three buildings by providing design services from one design team. Cascade Hall, Snell Hall and Kerr Administration Building are in close proximity to one another, therefore the construction of many projects require careful planning and good communication. An RFQ for construction services has already been released to begin work on several smaller infrastructure projects that will support these projects, as well as the construction services for these projects.

Key components of the Project include the following:

1. Snell Hall Low Rise 2D Fine Art Studios:
  - a. Fine Art Studios for Painting, Drawing, Photography, Printmaking and Screen Printing
  - b. Collaborative Exhibit/Display Space
  - c. Centralized 3D printing
2. Cascade Hall Phase 2 – INTO OSU:
  - a. Classrooms and Computer Lab
  - b. Instructor Offices
  - c. Learning Center
  - d. Prayer/Meditation Room
  - e. Site improvements
3. Kerr Administration Building 6<sup>th</sup> floor upgrades:
  - a. Secure entrance to administrative suite
  - b. Security cameras

Key goals of the Project include:

1. INTO OSU moved into the recently renovated east side of Cascade Hall in fall of 2015, providing them with consolidated classroom and instructor space. Phase 2 will allow INTO OSU to consolidate all instructor space, expand learning center needs and provide for an appropriate prayer room. Phase 2 will also construct exterior changes including the demolition of two buildings, hardscape, landscape, enclosures and bike parking.
2. The College of Liberal Arts/School of Arts and Communications Fine Arts Studios are currently located in the west side of Cascade Hall, and need to move prior to renovation. Current studio space is undersized and lacks appropriate ventilation. Changing technologies and collaboration with other Fine Art studios is difficult due to their current location. A conceptual/schematic design has been completed.
3. The 6<sup>th</sup> floor of Kerr Administration is currently open from the elevator lobby. A new entrance from the elevator lobby to the administrative suite and cameras are needed to provide security while maintaining the administration's welcoming atmosphere.

### 3.0 Energy Efficiency:

The Cascade Hall Phase II project will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency.

### 4.0 Design and Construction Timeline

Work will commence upon execution of a contract with the selected design team. Snell Hall renovation must occur first to allow renovation of current Fine Art space in Cascade Hall. Kerr Admin is on an independent timeline, but is desired to be complete before fall term 2017.

	<b>Snell Start Date</b>	<b>Snell End Date</b>	<b>Cascade Start Date</b>	<b>Cascade End Date</b>
<b>Program Confirmation</b>	-	-	<b>05/2016</b>	<b>06/2016</b>
<b>Schematic Design</b>	<b>05/2016</b>	<b>06/2016</b>	<b>06/2016</b>	<b>07/2016</b>
<b>Design Development</b>	<b>06/2016</b>	<b>08/2016</b>	<b>08/2016</b>	<b>09/2016</b>
<b>Construction Documentation</b>	<b>08/2016</b>	<b>10/2016</b>	<b>10/2016</b>	<b>01/2017</b>
<b>Permitting/Bid</b>	<b>10/2016</b>	<b>11/2016</b>	<b>02/2017</b>	<b>03/2017</b>
<b>Construction</b>	<b>11/2016</b>	<b>06/2017</b>	<b>04/2017</b>	<b>12/2018</b>

### 5.0 Total Project Budget

The projected total project cost is approximately \$7M with a direct construction budget of approximately \$5.5M in 2016 – 2017.

## 6.0 Selection Process:

This Request for Qualifications 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 top 3-5 firms will be invited participate in on-site interviews.

## 7.0 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, schematic design, design development, construction documents, permitting, bidding, construction administration, cost estimating and record documentation. The amount of compensation will be negotiated with the respondent who has submitted the best qualifications (the Apparent Successful Respondent). **No cost proposal or price information is to be submitted with responses.**

## 8.0 Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability 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.

- 8.1.1 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. (Weight: 5)
- 8.1.2 Describe your firm’s experience with design and construction of higher education learning environments, meeting instruction program needs, corporate, or civil project aspirations of similar size and budget as defined in this RFQ. (Weight: 15)
- 8.1.3 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed, to be assigned to this project. Include proposed key personnel’s project experience, with 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. (Weight: 25)
- 8.1.4 Describe your firm’s experience with managing multiple, phased projects, of varying scope and delivery methods. (Weight: 10)
- 8.1.5 Describe your firm’s experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities. (Weight: 10)
- 8.1.6 Identify MWESB firms participating as part of the team (Weight: 10)

## 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. Please do not include references from any firms or individuals included in your design team for this Project or any references of OSU personnel. OSU will check with these references and 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.

#### 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 for this project.

April 27, 2016	Issue RFQ
May 12, 2016	RFQ response due 3:00 PM, Pacific Time
May 16, 2016	Notification of finalists
May 23, 2016	Interviews with Selection Committee
May 31, 2016	Fee Proposal Deadline/Estimated Notice of Intent to Award
June 15, 2016	Estimated Contract Execution

Site Visit: No mandatory site visits are required as part of the selection process.

#### 11.0 Evaluation Process:

This RFQ process will take place in two-steps. The first step includes evaluation of written responses submitted in response to this RFQ and then short-listing of three to five firms, who will be invited to participate in the second step, an interview that is anticipated to be scheduled on **May 23, 2016, at Oregon State University in Corvallis, Oregon**. Please hold this date for tentative interview.

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 respondent 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 respondent.

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 interviews will be selected for step two of the process.

Interviews will include a 30-minute presentation period, immediately followed by a separate 20-minute Q&A session. Finalists should be prepared to address the following:

- Your firm's philosophy and practiced approach to design that will result in collaborative learning environments for a variety of student types.
- Specific challenges you anticipate for this project based on past project experiences and "lessons learned" from previous projects that you will incorporate to keep the project moving forward.
- Although related due to location and project phasing, each project has a different client type: international student population, fine arts studios and OSU Administration. How will you work to ensure each has their needs met?

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

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Respondent by ranking the finalists based on all information received, presented, found and heard. OSU 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 and the Apparent Successful Respondent are unable to reach agreement, OSU 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 Division 61 of OSU Standard 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 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.

#### 13.0 Submission:

Submit six (6) hard copy versions of your written response, along **with one (1)**

**electronic version on a thumb drive** to be received by the closing date and time listed in this document to:

Attention: Brooke Davison  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave  
Corvallis, OR 97333

Your response must be contained in a document **not to exceed twenty-five (25) 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. 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 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)**. The written 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 1 (one) inch) margins.

**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.**

This RFQ is only open to those firms with a current Oregon State University (OSU) Retainer Contract for Professional Services. If your firm does not have a current Retainer Contract for Professional Services with Oregon State University at the time of the RFQ due date, your response will be rejected for non-responsiveness.

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 submittals will not be accepted.**

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

#### 14.0 Questions:

All questions and contacts with the OSU 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 May 3, 2016 at 4 p.m. Pacific Time.

#### 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, email or fax listed in this document. Requests and protests must be received no later than May 2, 2016 at 3 p.m. Pacific Time. 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.

#### 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 in the form of an addendum posted to the OSU Business and Bid Opportunities (<http://bid.oregonstate.edu/>) 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 three business days after notification of that selection. Any such protests must be received by Ms. Massahos no later than three business days after the notification of selection has been made in order to be considered. The selection decision notification will be made via posting to the OSU Business and Bid Opportunities website.

#### 18.0 Proprietary Information:

OSU will retain this RFQ, one copy of each response received and an electronic copy of each 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 is seeking to award an architect's agreement to an architectural firm for program confirmation, schematic design, design development, construction documents, permitting, bidding, construction administration, record documentation and project closeout; however, OSU reserves the right to terminate the project and the agreement, at any phase in 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 Retainer Supplement

End of RFQ