



## Attention Firms

**If you are downloading the RFQ from the website,  
it is your responsibility to check the OSU  
Business & Bid Opportunity website periodically  
for possible addenda.**

**Failure to check the OSU Business & Bid  
Opportunity website may cause your submittal to  
be considered non-responsive.**

**Thank you.**

# OREGON STATE UNIVERSITY

## REQUEST FOR QUALIFICATIONS

### OSU 150<sup>th</sup> Exhibit

**OSU BUSINESS & BID OPPORTUNITIES WEB SITE:**

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

ISSUE DATE: June 3, 2016

RFQ CLOSING (DUE) DATE: June 24, 2016 at 11:00 AM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

### **SUBMITTAL LOCATION**

Attention: Kelly Oar  
Construction Contract Administration  
Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis, OR 97333

**CONTRACT ADMINISTRATOR**

Kelly Oar  
Construction Contract Administration  
Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis, OR 97333  
**Phone: (541) 737-4672**  
**FAX: (541) 737-5546**  
**Email: [kelly.oar@oregonstate.edu](mailto:kelly.oar@oregonstate.edu)**

1.0 Introduction:

Oregon State University (OSU) is a leading public research university located in Corvallis, one of the safest, smartest, greenest small cities in the nation. Founded in 1868, OSU is the state's Land Grant University and is one of only two universities in the U.S. to have Sea Grant, Space Grant and Sun Grant designations. As Oregon's leading public research university, with \$308.9 million in external funding in the 2015 fiscal year, OSU's impact reaches across the state and beyond. With 11 colleges, 15 Agricultural Experiment Stations, 35 county Extension offices, the Hatfield Marine Science Center in Newport and OSU-Cascades in Bend, OSU has a presence in every one of Oregon's 36 counties, with a statewide economic footprint of \$2.232 billion.

The mission of OSU is as follows: As a land grant institution committed to teaching, research and outreach and engagement, Oregon State University promotes economic, social, cultural and environmental progress for the people of Oregon, the nation and the world.

This mission is achieved by producing graduates competitive in the global economy, supporting a continuous search for new knowledge and solutions and maintaining a rigorous focus on academic excellence, particularly in the three Signature Areas: Advancing the Science of Sustainable Earth Ecosystems, Improving Human Health and Wellness, and Promoting Economic Growth and Social Progress.

OSU is seeking qualifications from a qualified firm (Contractor) to design and construct work in support of its 150<sup>th</sup> Anniversary exhibit (Exhibit). The Exhibit will consist of a stationary exhibit (Stationary Exhibit) and a travelling exhibit (Travelling Exhibit). The Stationary Exhibit will be displayed at the Oregon Historical Society (OHS) commencing February 5, 2018 through September 9, 2018. The Exhibit will also include a smaller Travelling Exhibit that will encapsulate the same spirit of the Stationary Exhibit. The Travelling Exhibit is expected to travel around Oregon promoting the 150<sup>th</sup> anniversary of OSU.

The scope of services for the Exhibit is expected to include the design, fabrication, installation of the Stationary Exhibit at the OHS, de-installation of the Stationary Exhibit and transportation to a location yet to be determined; and the design of the Travelling Exhibit. OSU expects that all elements of the Exhibit will be built and housed at the contractor site until installation of the Stationary Exhibit occurs at OHS. The Exhibit space is shown in document Exhibit 1 attached to this RFQ.

2.0 Exhibit Description:

OSU will be displaying a 3000 square feet Exhibit at the OHS that will celebrate and highlight OSU's heritage and accomplishments as a land grant university. This Exhibit will strategically inform and engage new partners in OSU's mission and will distinguish

OSU's 21<sup>st</sup> Century land grant mission in Oregon and around the world.

**Key components of the Project include the following:**

1. Strategically develop the Exhibit by working with OSU stakeholders for direction in its creation
2. Design the Stationary Exhibit
3. Fabricate the Stationary Exhibit in Contractor's workspace
4. Install the Stationary Exhibit at OHS
5. De-install the Stationary Exhibit at OHS
6. Transport the Stationary Exhibit to and from OHS
7. Design the Travelling Exhibit

**Key project goals include the following:**

1. The Exhibit will acknowledge the past, showcase OSU's excellence, innovation and leadership today and demonstrate OSU's global contributions.
2. Celebrate and highlight OSU's heritage and accomplishments as a land grant university.
3. Strategically inform and engage new partners in OSU's mission.
4. Distinguish OSU's 21<sup>st</sup> Century land grant mission in Oregon and globally.

3.0 Design and Installation Timeline

Design work shall commence upon execution of a Consulting Agreement immediately following selection of a firm. Fabrication and installation work shall commence upon execution of a Public Improvement Contract. Tentative timeline as follows:

**September 2016**  
**October 2016 (TBD)**  
**2017**

**February 5, 2018**

**Initial meeting with selected Firm (tentative)**  
**Design begins upon execution of the design contract**  
**Exhibit construction at Contractor site upon**  
**execution of construction contract**  
**Complete Installation of Exhibit at OHS (firm date)**

4.0 Selection Process:

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

5.0 Compensation:

Compensation shall be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the design, fabrication, installation, de-installation and final transportation of the Exhibit. The amount of compensation shall be negotiated with the Contractor who has submitted the qualifications that the selection committee feels best meets the University's needs (the

Apparent Successful). No cost proposal or price information is to be submitted with qualifications. OSU intends to award two contracts to the Contractor for the separate design and fabrication/installation elements of the work. The design and fabrication budget for the components of this project is currently estimated to be between \$400K and \$1M. This budget will include all design, materials and labor costs, escalation, the contractor's fee, all reimbursable expenses, payment and performance bonds and the any contingency.

**6.0 Evaluation Criteria:**

Please indicate in writing the following information about your firm's ability and desire to perform this work. Responses shall be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

6.1 Describe your firm's experience working with higher education institutions and museums. (Weight: 25)

6.2 Describe your firm's recent (past 5 years) experience with exhibits using specific examples. Include information about the process used to identify the storyline and graphic theme, type of graphics installed (static, interactive, etc.), and project timeline/completion dates. (Weight: 20)

6.3 Describe your firm's experience working to meet firm deadlines and how you were able to meet those dates. (Weight: 20)

6.4 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: 10)

**6.5 Workforce Diversity Plan.**

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for your firm and a description of your nondiscrimination practices. Provide historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm 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 contractor will perform the Work with respect to diversity according to the means and methods described in the 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)

6.6 Identify project experience of key personnel, including project designer and project manager along with those of sub-consultants and sub-contractors intended for installation proposed, 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. Describe whether your firm provides in-house production and installation services. (An Oregon CCB license shall be required for some types of installation.) (Weight: 15)

6.7 Describe your firm's experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities. (Weight: 10)

#### 7.0 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/individuals included in your design team for this Project. OSU will 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.

#### 8.0 Selection Procedure and Timetable:

The selection procedure described below shall be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

<b>June 3, 2016</b>	<b>RFQ Issued</b>
<b>June 24, 2016</b>	<b>RFQ response due by 11:00am</b>
<b>July 15, 2016</b>	<b>Notifications to the finalists</b>
<b>August 15, 2016</b>	<b>Interviews with selection Committee</b>
<b>August 19, 2016</b>	<b>Notification to the finalist (Tentative Selection)</b>

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

#### 9.0 Evaluation Process:

This RFQ process shall take place in two steps. The first step includes evaluation of written qualifications 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 RFQ response/interview that is anticipated to be scheduled on **August 15, 2016**. Please hold this date for tentative interview.

Each of the RFQ evaluation criteria has been assigned a weight between 10 and 25. Each member of the evaluation committee shall 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 interviews will be selected for step two of the process.

Interviews shall include a 60-minute presentation period, and then a separate 30-minute Q&A session. Finalists should be prepared to address the following:

- Your firm's philosophy and practiced approach to graphic design that is reflective of the unique aspects of creative and unique storytelling in support of OSU 150<sup>th</sup> Anniversary Exhibits. Provide two to three examples of installations you feel best showcased your creativity and storytelling.
- Specific project challenges you anticipate for this project based on past experiences, and "lessons learned" from those past project experiences.
- Your firm's demonstrated experience with project and budget management and how you would apply that experience in the context of a university and its stakeholders.

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 shall select the Apparent Successful Respondent by ranking the responses 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 Consultant's Agreement attached to this RFQ. If OSU and the Apparent Successful Respondent are unable to reach agreement, OSU may negotiate with the second-ranked respondent, etc.

#### 10.0 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.

### 11.0 Submission:

Submit **thirteen (13)** hard copies and **one (1)** electronic version on a thumb drive ( no email submissions accepted) of your response to be received by the closing date and time listed in this document to:

Attention: Kelly Oar  
Construction Contract Administration, Procurement, Contracts & Materials Management  
Oregon State University  
644 SW 13th Ave.  
Corvallis, OR 97333

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 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) and should be submitted on a thumb drive.**

**Your response must be signed by an officer of your firm with the authority to commit the firm and contain appropriate contact information including email address(s) for communication purposes.**

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.**

12.0 Questions:

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing to the address listed in "Submission" section above, fax to 541-737-5546, or email to Kelly Oar at [kelly.oar@oregonstate.edu](mailto:kelly.oar@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 June 15, 2016 12:00 PM Pacific Time to be given full consideration.

13.0 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 or fax listed in this document, or via email at [Debera.massahos@oregonstate.edu](mailto:Debera.massahos@oregonstate.edu). Such requests for change and protests shall be received no later than 5:00 PM Pacific Time, June 10, 2016. 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.

14.0 Change or Modification:

Any change or modification to the specifications or the procurement process shall be in the form of an addendum to the RFQ and shall be made available to all firms on the OSU Business & Bid Opportunities website listed on the first page of this RFQ. It is the responsibility of each firm to ensure information provided in any addendum is incorporated into your RFQ 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 RFQ in any way, regardless of the source of the information.

15.0 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 shall be made by Ms. Massahos via email.

16.0 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.

17.0 Project Termination:

OSU is seeking to award a Consultant's Agreement for design and a Public Improvement Contract for fabrication and installation of the Exhibits; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

18.0 Insurance Provisions:

During the term of the resulting contracts, the successful respondent shall 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 sample agreements.

19.0 Prevailing Wage Requirements:

Installation of graphics will be subject to Prevailing Wage Rate Law ("PWR Law"). In compliance with the Oregon Prevailing Wage Law, the following is incorporated into this Solicitation:

**Oregon State University RFQ for OSU 150<sup>th</sup> Exhibit**

All subcontractors performing on-site installation activities shall be licensed with the Oregon Construction Contractors Board prior to the Respondent submitting a response. All subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates. This RFQ and the resulting Contract are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- [April 1, 2016 PWR Apprenticeship Rates](#)
- [April 1, 2016 PWR Amendments](#)
- [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](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml)**

The work will take place in Multnomah County, Oregon.

**20.0 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 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.

**Enclosures:**

Exhibit 1 – OHS Space Layout

OSU Standard Consultant's Agreement

OSU Public Improvement Contract

OSU General Conditions for Public Improvement Contracts, date July 1, 2014

Supplemental General Conditions

Division 01 Specifications

End of RFQ