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OREGON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

(#181866)

HECKART LODGE DESIGN | BUILD SERVICES

CONTRACT ADMINISTRATOR: Oregon State University

Brooke Davison

Construction Contracts Officer

Email: Brooke.Davison@oregonstate.edu

Phone: (541) 737-7342

ISSUE DATE: August 19, 2016

RFQ CLOSING (DUE) DATE: September 9, 2016 3:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University

Construction Contracts Administration

Attention: Brooke Davison

Construction Contracts Officer

644 SW 13th Ave

Corvallis OR 97333

Introduction

Oregon State University (“OSU”) is soliciting the services of a Design|Build Team (“Consultant”) to provide both design and construction Services for a tenant improvement build out at Heckart Lodge (the “Project”).

Services include, but are not limited to:

- Design of a tenant improvement project for two floors of Heckart Lodge;
- Plans and specifications;
- Coordination of and obtaining all appropriate permits;
- Bidding and Negotiating all subcontracts for the Project;
- Management of all subcontractor and sub-consultant contracts, schedule and coordination of work;
- Budget and schedule management;
- Start-up and testing of building systems;
- Operation and maintenance (“O&M”) manuals; and
- Training of OSU staff.

OSU will renovate the first and second floors of Heckart Lodge for the new home of the Graduate School Student Center. Construction is anticipated to begin fall 2016. The Project will consist of the following:

- **Heckart Lodge**
The first and second floors of Heckart Lodge, used for the past 3-4 years as a classroom building, was recently vacated. The third floor of the building is currently used, and will be occupied throughout construction, as a testing facility. Entrance and egress will need to be maintained for use. Tenant improvement of the space will involve opening up classroom space for use as open offices, enclosure of several private offices, the expansion of space to become a larger classroom, and upgrades to reception space to address security concerns.

Final completion of the tenant improvements is anticipated for spring 2017.

The Design|Build team will be responsible for both design and construction of the project, the coordination of schedules for both aspects, and for working within the budgeted direct construction costs for the Project.

In the performance of Design|Build services, the Consultant will be responsible for coordinating with the architects, their staff, and consultants, and the contractors and their staff and subcontractors.

Selection Process:

This RFQ and the selection process will be conducted pursuant to the terms of this RFQ and OSU Standard 580-063.

Compensation:

Oregon State University
Heckart Lodge Design/Build RFQ

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the Phase I, Initial Basic Services as described in the sample agreement attached as an exhibit to this RFQ.

Prevailing Wages:

Construction services are subject to Prevailing Wages. As such, in compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFQ:

The Consultant and all sub-consultants 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
- August 9, 2016 Correction to Prevailing Wage 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

Prior to execution of a Contract, the Consultant shall file with the Construction Contractor’s Board, and maintain in full force and effect, the separate public works bond required by Oregon Laws 2005, Chapter 350 and OAR 839-025-015, unless otherwise exempt under those provisions. The Consultant shall also include in every subcontract a provision requiring the Sub-Consultant to have a public works bond filed with the Construction Contractor’s Board before starting services, unless otherwise exempt, and shall verify that the Sub-Consultant has filed a public works bond before permitting any Sub-Consultant performing services to start Work.

Response Requirements/Evaluation Criteria:

Respondents shall indicate in writing the following information about the firm’s ability and desire to complete the Project. Points will be awarded up to the maximum points allowable for each criteria, as noted in the parentheses at the end of each criteria below.

1. Provide a description of your firm. Include your firm's organizational chart (not the "project's" organizational chart). List the projects your firm is currently contracted for and what stage you are in terms of completion. (weight 10)
2. Project Samples: Describe three (3) projects you feel are comparable to this Project, which have been completed within the last 5 years and managed by the project manager proposed for this Project.
 - a. Describe the relevance of the example projects to the Project and Services included in this solicitation, including descriptions of how many outstanding issues and project constraints were addressed and resolved. (weight 15)

- b. Include a description of project type, location, size, duration and objectives; a list of key project staff and their roles; tasks performed by the Respondent to fulfill the project objectives; the project budget, and whether the schedule and budget were met. (weight 15)
3. Key Staff: Identify the key personnel in your firm who will be assigned to this project, their certifications and responsibilities on previous projects, and specific responsibilities for this project. (weight 20)
4. Identify any sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past 5 years) experience and the key personnel's specific role in commissioning of similar projects. Identify your firm's role in each of these projects (if applicable). (weight 10)
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 the Respondent's 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 Respondent shall perform the Work and the Contract with respect to diversity according to the means and methods described in Respondent's 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 20)
6. Provide the names, addresses and phone numbers of three clients for whom your firm has provided Design|Build services within the past five (5) years. These references should be from projects that have relevance to the project identified in this solicitation. 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. (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 the Project.

August 19, 2016

Issue RFQ

Oregon State University
Heckart Lodge Design/Build RFQ

September 9, 2016 3:00 PM, PST	RFQ response due
September 19, 2016	Initial evaluation complete
September 27, 2016	Interviews with Selection Committee
October 3, 2016	Fee Proposal Deadline for Apparent Successful Respondent
October 13, 2016	Tentative Notice of Intent to Award

Evaluation Process:

This Request for Qualifications (RFQ) is the first step in a two-step process in the selection of a Consultant for this Project. The two-step selection process includes evaluation of the written responses to the Request for Qualifications and then short-listing three to five firms, who will be invited to participate in an on-site interview (the second step) that is scheduled for **September 27, 2016** (times will be assigned at random). The selection committee will score each submittal on the basis of responses to the evaluation criteria. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the item.

Each criterion has been assigned a weight between 0 and 15. Each member of the evaluation committee will rank each firm in each category between 0 and 5, and multiply that number by the weight assigned to the criterion. The committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total submittal score will be used to rank all respondents and identify the top ranked Respondent.

Interviews will include a presentation period for the Respondents to highlight their responses as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate Q&A session.

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

The evaluation committee will meet and use the committee member rankings in their discussion. The discussion of the responses will include firm strengths and weaknesses and the committee member scorings. After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Respondent by ranking the respondents 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 the sample contract 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.

Responsibility Evaluation:

OSU will investigate each respondent's responsibility in accordance with the requirements of Division 61 of Oregon State University 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.

Submission:

Submit Six (6) copies of your written response, along with an electronic version on a thumb drive, to be received by the closing date and time listed in this document to:

Brooke Davison
Construction Contracts Administration
Oregon State University
644 SW 13th Ave
Corvallis OR 97333

Your response must be contained in a document not to **exceed ten (10) 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 page limit and should be **appended to the end of your response**. No supplemental information to the 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, and example commissioning plan, will not be counted in the page limit.

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.

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 appropriate contract information for communication purposes, including email

addresses.

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 proposals 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 OSU regarding any information in this RFQ must be addressed in writing or email to Brooke Davison at the address or email listed in this document no later than 5 p.m. August 31, 2016. Questions or requests for clarifications received after this deadline 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 at debera.massahos@oregonstate.edu. Requests and protests must be received no later than 5:00 p.m., September 2, 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 posted to the OSU Business and Bid Opportunity 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.

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 Construction Contracts Administration 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 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 the protest period concluding five (5) days after OSU has announced the Notice of Intent to Award 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 proposal, 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 is seeking to award a contract for the Project; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

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.

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 sample contract.

Enclosures:
OSU sample contract

End of RFQ