



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 **#185081**

Magruder Expansion and Renovation Design

ISSUE DATE: October 5, 2016

RFQ CLOSING (DUE) DATE: October 26, 2016, 3:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

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SOLICITATION / SELECTION PROTESTS:

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RFQ Response due October 26, 2016 by 3:00 PM

Email: debera.massahos@oregonstate.edu

1.0 Introduction:

Oregon State University (OSU) is seeking qualifications from integrated design teams headed by an architectural firm for the design and construction administration of building expansion and interior renewal for Magruder Hall on the Oregon State University campus in Corvallis, Oregon. 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, veterinary medical planning and cost estimating.

Scope of services will include the following phases:

Pre-Design, Programming, Fundraising Support, Schematic Design, Design Development, Construction Documents, Bidding (including permitting), Construction Administration (including record documentation and project closeout). Support, in the form of graphic exhibits, models and text, will be required for associated public outreach and fundraising.

2.0 Project Description:

Since the Small Animal Veterinary Teaching Hospital (VTH) opened ten years ago, the caseload has increased annually at a rate higher than initially predicted. In the last four years the, the caseload has grown by 15 percent per year. The increased caseload provides excellent experiential learning opportunities for veterinary students, provides services for pet and livestock owners in Oregon, and generates additional revenue to fund the program. With this rapid increase in caseload, the Small Animal VTH, completed in 2005, quickly outgrew its space. The lack of available teaching hospital space is creating bottlenecks in service, requiring the hospital to turn away potential clients, and inhibiting the addition of needed specialty services, such as radiation oncology. The hospital currently has 45 to 70 people working in a hospital area of less than 6,000 square feet. This number does not include owners, dogs (average of 32 visits per day), cats (average of 5 visits per day), and hospitalized animals.

This project supports an expansion of Magruder Hall and the Small Animal VTH, along with remodeling some instructional spaces in Magruder. Preliminary design confirms that the instructional needs can be met within the existing footprint of Magruder Hall. The expanded instructional space would support an annual class size of 72, providing an additional 16 students per year the opportunity to study at OSU. The addition of approximately 6,600 square feet for the hospital would enable increased revenue, services, and educational experiences for students. This includes expanded space for additional exam rooms, kennels, and wards, along with space to move cardiology and oncology out of the current space and into a new wing. The new oncology space will have room to house a linear accelerator, which is necessary equipment for providing radiation therapy for cancer patients. This service is not reliably available anywhere on the west coast between Seattle, Washington and Davis, California.

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Key components of the Project include the following:

1. Small Animal Veterinary Teaching Hospital:
 - a. New Clinic Space
 - b. New Oncology Unit
2. Magruder Instructional Space Renovation:
 - a. New Large Lecture Hall
 - b. Junior Surgery Lab/Suite
 - c. Administrative/Office Space to support additional faculty and staff

Key goals of the Project include:

1. This project will directly improve the educational experience of veterinary students by providing improved instructional space, including laboratories for learning subjects such as anatomy and surgery skills. In the professional program, the entire fourth year and part of the third year is committed to experiential learning in the Veterinary Teaching Hospital where students learn and practice skills including medical and surgical skills, along with as client communication skills. The increased space provided in the VTH would expand the numbers and types of cases that students would participate in, providing better training for the practice of their profession. With this project, graduating veterinarians would have also received training in and exposure to new and advanced treatment modalities, such as radiation oncology.
2. Additional space in the Veterinary Teaching Hospital will allow faculty, house officers, and graduate students the opportunity to expand research in the form of clinical trials and other types of clinical studies, in addition to providing clinical research opportunities for veterinary students. The project will generate income that will allow the College to hire six to eight new faculty that could represent specialty areas currently lacking in the program. Increasing the Veterinary Teaching Hospital's space will allow for expansion of several services that are currently space-limited. For example, the oncology program could increase available services, such as radiation oncology for cancer cases and clinical trials for testing the efficacy of new cancer treatments
3. Expansion of our student numbers could provide additional opportunities for underrepresented and other students (including greater numbers from rural areas) to become veterinarians, while limiting the need for tuition increases for all veterinary students in our program.

3.0 Energy Efficiency:

The Magruder Hall 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 selection of the design team with initial predesign and

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programming to be completed to assist with donor outreach. The project is desired to be complete before spring term 2019.

	Start Date	End Date
Program Confirmation	December 2016	January 2017
Schematic Design	January 2017	March 2017
Design Development	April 2017	July 2017
Construction Documents	August 2017	December 2017
Permitting/Bid	December 2017	January 2017
Construction	January 2017	January 2018
Move In/Occupancy	February 2019	April 2019

5.0 Total Project Budget

The projected total project cost is approximately \$10M with a direct construction budget of approximately \$7.5M 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 qualification 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, cost estimating bidding (including permitting), construction administration (including record documentation and project closeout). 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 qualification responses.**

8.0 Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability and desire to perform this work. Qualification 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 veterinary medicine hospitals and clinics, 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 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 (10)

9.0 References:

In addition to responding to the evaluation criteria above and within your response to this RFQ, 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 qualification 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.

October 5, 2016	Issue RFQ
October 26, 2016	RFQ response due 3:00 PM, Pacific Time
November 2, 2016	Notification of finalists
November 10, 2016	Interviews with Selection Committee
December 1, 2016	Fee Proposal Deadline/Notice of Intent to Award
December 15, 2016	Estimated Contract Execution

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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 qualification 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 **November 10, 2016 at Oregon State University in Corvallis, Oregon**. Please hold these dates 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 40-minute presentation period, immediately followed by a separate 30-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.
- Innovative approaches to the teaching hospital and clinic environment in advanced veterinary treatment modalities.

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 qualification 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 qualification response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for qualification response rejection.

13.0 Submission:

Submit eight (8) hard copy versions of your written qualification 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 13th Ave
Corvallis, OR 97333

Your qualification 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 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 qualification 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, will not be counted in the 25-page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The electronic qualification 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 qualification 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 may reject any qualification response not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause all qualification responses upon a finding by OSU that it is in the public interest to do so.

Please note that OSU will not accept qualification 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.

Qualification 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 October 17, 2016 at 5 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 October 12, 2016 at 12 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 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 OSU's notice of intent to award a contract to the website.

18.0 Proprietary Information:

OSU will retain this RFQ, one copy of each qualification response received and an electronic copy of each qualification 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 qualification responses have been rejected. If a qualification 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 qualification 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 qualification response, material designated as confidential must accompany the qualification 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 qualification 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

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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 qualification 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

End of RFQ