



## 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

#185773

✓ \* \* \* \* \* ✓  
**Complex for Resilient Infrastructure & Safety (CRIS) Design**  
\* \* \* \* \* ✓

ISSUE DATE: January 19, 2017

RFQ CLOSING (DUE) DATE: February 9, 2017, 3:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

**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  
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Email: [brooke.davison@oregonstate.edu](mailto:brooke.davison@oregonstate.edu)

**SOLICITATION / SELECTION PROTESTS:**

Chief Procurement Officer in care of:  
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## Complex for Resilient Infrastructure &amp; Safety (CRIS) Design

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 a new facility to be located off of Jefferson Way just west of the Hinsdale Wave Research Lab. 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, civil, landscape architecture, and cost estimating.

Scope of services will include the following: program confirmation, contract delivery method evaluation, schematic design, design development, construction documents, bidding/permitting, and construction administration. The scope of services shall also include 3D modeling and graphic exhibits at the conceptual/schematic and final design stages. The design shall meet current Oregon State University Construction Standards and the applicable City of Corvallis Codes and Standards.

The Owner intends on incorporating in-kind donations from various sources during construction. Consultant shall work with the Owner to evaluate and manage donations incorporated into the project. In addition, Consultant shall be able to identify, evaluate, and incorporate in-kind gifts into the project via work packages.

Consultant shall aid the Owner in deciding on the most appropriate construction delivery method (CM/GC or prequalified Design-Bid-Build), and therefore consulting services shall also include effort to aid the Owner in the contractor procurement process.

2.0 Project Description:

Oregon State University intends to design a 40,000 square foot (approximate) complex for resilient infrastructure and safety. While the design will include the entire 40,000 square foot (Phase 1 and 2), construction is expected to take place in two separate phases as follows:

Key components of Phase 1 (30,000 square foot) design is anticipated to include the following:

1. Building
  - a. Large-scale resilience testing lab - Strong wall and strong floor for conducting large-scale structure and materials testing (including a top-running style bridge crane)
  - b. Shake table foundation
  - c. Infrastructure materials lab
  - d. Virtual construction and transportation safety lab
  - e. Reactor systems experimental facility
  - f. Student competition workshop
  - g. Trucking research laboratory
2. On-Site Improvements
  - a. Site reclamation – The existing site has been used as a testing ground for

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driven piles, deep foundation systems, and other ground disturbing activities. Therefore, the site shall be reclaimed in order to make it suitable for the required building foundation.

- b. Site access and circulation for passenger cars and large delivery trucks
  - c. Parking
  - d. Landscaping and irrigation
  - e. Storm-water treatment and detention
  - f. Exterior lighting
  - g. Perimeter screening and security fencing
  - h. ADA improvements
3. Off-Site Improvements
- a. Lighting along the south side of Jefferson from the 35<sup>th</sup> Street intersection to the site.
  - b. ADA improvements from the site to the intersection of 35<sup>th</sup> Street and Jefferson Way.
  - c. Possible off-site parking improvements (if not fully accommodated on site).

Key components for Phase 2 (10,000 sf) to consider in the design of Phase 1 are as follows:

1. Second and third floor mezzanine offices, conference space, and restrooms
2. Lab viewing area on second floor
3. Seismic shake table
4. Elevator to access 2<sup>nd</sup> and 3<sup>rd</sup> floor mezzanines.

The site is immediately adjacent to Oak Creek, which is a designated riparian corridor and includes protected wetlands and significant vegetation identified on the City of Corvallis Natural Features Inventory. While the site is not within the 100-year FEMA floodplain, flooding has been observed near the site and the groundwater table is high. The site is also adjacent to the Hinsdale Wave Lab to the east and the OSU Challenge Course to the west. Based on the issues noted above, a detailed site survey will be needed to establish the project boundary and location of any wetlands and/or protected riparian areas (to the south and west). A new/ revised wetland delineation study will also need to be performed and coordinated with the Department of State Lands (DSL). Additionally, the site has been used as a testing ground for driven piles and other deep foundation systems. Therefore, a geotechnical study will be required in order to identify subsurface remediation/reclamation of the site. The geotechnical study will be performed by OSU and provided to the Consultant. All other work, including site surveys, will be provided by Consultant.

### 3.0 Energy Efficiency:

The project shall be designed to applicable LEED silver equivalency to the maximum extent practicable, and must meet the state building code for energy efficiency.

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Work will commence upon execution of a contract. The method of delivery will be either CM/GC or Design-Bid-Build (through pre-qualification process). Therefore, the consultant shall participate in evaluating the most appropriate delivery method. In the event the CM/GM method is selected, the CM/GC contractor will be selected through an RFQ/RFP process, and will participate in the project starting with schematic design through construction documents (pre-construction services). If adequate construction funding is in place at the conclusion of the design stage, and the contractor wishes to execute a GMP contract, OSU will award the work to the CM/GC contractor. If the pre-qualification Design-Bid-Build method is selected, the contractor will be selected through the competitive low bid process.

In the event adequate construction funding is not yet in place by the time contract documents have been completed, OSU will not award the construction work and will seek to bid out the project at a later date.

OSU desires to complete the project design within the times shown below:

	<b>Start Date</b>	<b>End Date</b>
<b>Program confirmation/Schematic Design</b>	<b>4/17/2017</b>	<b>5/31/2017</b>
<b>Design Development</b>	<b>5/31/2017</b>	<b>9/29/2017</b>
<b>Construction Documentation</b>	<b>9/29/2017</b>	<b>1/31/2018</b>
<b>Permitting/Bid</b>	<b>1/31/2018</b>	<b>4/30/2018</b>
<b>Construction</b>	<b>4/30/2018</b>	<b>9/15/2019</b>

**5.0 Total Project Budget**

The projected total project cost is approximately \$10,000,000 for Phase I, with a direct construction budget of approximately \$7,500,000.

**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 three (3) to five (5) firms will be invited to 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

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phases of the design: programming, schematic design, design development, construction documents, bidding/permitting, and construction administration (including record documentation). The construction delivery method analysis and cost estimating will be included in one or more of the phases of design. 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:**

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 higher education learning environments, meeting both research and instruction program needs, corporate, or civil project aspirations of similar size and budget as defined in this RFQ. (Weight: 20)
- 8.1.3 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed (particularly structural engineers), to be assigned to this project. Include proposed key personnel's project experience, with specific examples and identify their role in the project. Indicate current availability, proposed percentage of project involvement, and indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (Weight: 20)
- 8.1.4 Describe your firm's experience in understanding, accommodating, and prioritizing needs and requirements of students, staff and visitors with disabilities. (Weight: 15)
- 8.1.5 Describe your firm's understanding, experience, and approach for the specific scope of work of the project, including integration of work packages for in-kind donations from various sources. (Weight: 10)
- 8.1.6 Specifically identify/describe your firm's approach in incorporating the unique strong floor and strong wall components into the building design. (Weight: 15)
- 8.1.7 Workforce Diversity Plan  
Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications, if applicable for your firm and a description of your firm'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

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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 must perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the proposal, 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)

9.0 References:

In addition to responding to the evaluation criteria above, provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this project. Verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Do not include references from any firms or individuals included in your design team for this Project or any OSU personnel. OSU may check with these references and with other references associated with past work of your firm.

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.

January 19, 2017	Issue RFQ
February 9, 2017	RFQ response due 3:00 PM, Pacific Time
February 16, 2017	Notification of finalists
March 1, 2017	Interviews with Selection Committee
March 13, 2017	Fee Proposal Deadline (for Apparent Successful Respondent)/Estimated Notification of Intent to Award
April 1, 2017	Estimated Contract Execution

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

11.0 Evaluation Process:

This RFQ is the first step in a two-step process in the selection of the integrated design team. The responses to this RFQ will be evaluated by the selection committee, which will be comprised of representatives from OSU and other university personnel who do not score qualification statements or rank finalists. On the basis of this evaluation, the selection committee will make its best efforts to limit the field of finalists to at least three (3), but not more than five (5), finalists to be selected for final consideration

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through interviews of each finalist and further investigation of references. OSU will utilize this RFQ process to obtain information to enable selection of the most qualified respondent through evaluation of:

- a. The respondents' responses to evaluation criteria in section 8 of this document;
- b. Information obtained during an interview of the respondents by the selection committee; and
- c. The results of discussions with the respondents' references and others.

Each criterion in the first step of the evaluation process has been assigned a weight between 5 and 25. Each member of the evaluation committee will rate each firm in each criterion between 1 and 5 (five being the highest), and multiply that number by the weight assigned to the criterion. The evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents. The top ranked three (3) to five (5) firms will be invited to participate in on-site interviews.

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. The RFQ responses will be used in preparation for interviews of the finalists.

After all of the interviews are completed, the evaluation committee will discuss the strengths and weaknesses of the interviewed finalists. The committee will then rank the interviewed finalists in order of preference based on all information received, presented and heard during the interviews. The finalist that has the highest overall ranking will be deemed the Apparent Successful Respondent. Final ranking will be based on finalist's response to questions during the interview stage, and through that response, how well each finalist can meet the Project and University needs.

Interviews will include a 45-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 design approach that will result in the safest, most efficient, economical, and advanced structural solutions for the project.
- Specific challenges you anticipate for this project based on your past project experiences and "lessons learned" from previous projects that you will incorporate to keep the project moving forward.
- Your firm's approach to incorporating the strong wall and strong floor components of the project into the overall design of the building.



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If, during the discussion, the selection committee determines the interviewed finalists are too close to rank, the university has no recent experience working with a finalist, or if the consolidated ranking indicates a tie, the committee will check the references provided by the respondent as required by this RFQ. Information obtained from references may alter the committee's final ranking of finalists. Any alteration of final ranking will be based on committee's understanding of how well each firm can meet the needs of the Project and University.

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 **six (6)** 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 13<sup>th</sup> Ave  
Corvallis, OR 97333

Your qualification response must be contained in a document **not to exceed twenty-five**

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**(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 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, 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 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 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.

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 January 27, 2017 at 12 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 the Chief Procurement Officer in care of Brooke Davison at the address, email or fax listed in

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this document. Requests and protests must be received no later than January 24, 2017 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 the Chief Procurement Officer in care of Brooke Davison at the address given in the RFQ within three days after notification of that selection. Any such protests must be received by Ms. Davison no later than three days after the notification of selection has been made in order to be considered. The selection decision notification will be made by OSU via posting to the OSU Bid and Business Opportunities website ([bid.oregonstate.edu](http://bid.oregonstate.edu)).

**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

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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, contract delivery method evaluation, schematic design, design development, construction documents, bidding/permitting, construction administration (including 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 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