



## 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 #186623

### **Cordley Hall Master Renovation Design**

ISSUE DATE: January 31, 2017

RFQ CLOSING (DUE) DATE: February 27, 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  
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**SOLICITATION / SELECTION PROTESTS:**

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## 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 major renovation of Cordley Hall on the Oregon State University campus in Corvallis, OR. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, plumbing, electrical and civil engineering, landscape architecture and cost estimating.

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

## 2.0 Project Description:

Oregon State University intends to proceed with a series of major renovation improvement projects in Cordley Hall by providing design services from one design team. Cordley Hall is home to the College of Agricultural Science, and houses many research labs, offices and classrooms. Built in the 1950s, and over 235,000 square feet, it is one of the largest on campus. The building is a Contributing Resource within the OSU National Historic District and the projects may require review by the Historic Resources Commission. An RFQ for construction services will be released to begin work once design has completed and funding is secured by OSU. This work will be done in three (3) major phases, each lasting 2 years, following the State of Oregon Biennium funding schedule.

The design consultant will assist OSU in developing programming, systems assessment, life-cycle cost analysis, cost modelling and other assistance as necessary to create a renovation scope, cost model and phasing that will transform Cordley Hall into a premier science building for the next 50 years.

The first design task will be a window replacement project. In 2017, OSU will receive the funding to replace all of the exterior windows, which are starting to fail and contain hazardous materials.

The first major renovation phase will address Fire Suppression, Fire Alarm, Westside HVAC (new), Eastside HVAC (component upgrade), Hallway renovation, and Abatement. (direct construction cost ~ \$11M, expected to start 6/1/19)

The second and third phases will address the major pieces of the building renovation, including re-organization and re-purposing of building layout, seismic safety interior upgrades, lab construction, restroom renovations, lecture hall renovation, and ADA accessibility to all of the building.

OSU will seek a proposal from the selected firm for the entire project through

Construction Administration and Closeout, but will likely phase the design services contract as funding becomes available.

OSU will also require assistance in phasing and scheduling the construction work in a building that, will likely be at least partially occupied at all times.

**Key design portions of the project:**

Winter 2017- Spring 2017: Building exterior window replacement & HRC submission.

Winter 2017-Winter 2018: Schematic design of the overall building renovation.

Spring 2018 – Spring 2019: Phase 1 of Master renovation

Spring 2020-Spring 2021: Phase 2 of Master Renovation (DC ~ \$20M)

Spring 2023-Spring 2024: Phase 3 of Maters Renovation (DC ~\$20M)

3.0 Energy Efficiency:

The Cordley projects will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency. Parts of the renovation will address the high-energy usage of the building, due to old inefficient systems. The master redesign will look at the energy uses of the building as a whole and address the systems with a holistic approach.

4.0 Design and Construction Timeline

Work will commence upon execution of a contract with the selected design team. Cordley window replacement will occur first, as funding becomes available in May of 2017.

	<b>Window Design Start</b>	<b>Window Design Complete</b>
<b>Program Confirmation</b>	<b>03/2017</b>	<b>04/2017</b>
<b>Schematic Design</b>	<b>04/2017</b>	<b>05/2017</b>
<b>Design Development</b>	<b>05/2017</b>	<b>06/2017</b>
<b>Construction Documentation</b>	<b>06/2017</b>	<b>07/2017</b>
<b>Permitting/Bid</b>	<b>07/2017</b>	<b>09/2017</b>
<b>Construction</b>	<b>10/2017</b>	<b>09/2018</b>

5.0 Total Project Budget

The projected total project cost could be up to \$70M with a direct construction budget of approximately \$55M

6.0 Selection Process:

This Request for Qualifications selection process will be conducted pursuant to the

terms of this RFQ and OSU Standard 580-063-0020, relating to the selection and retention of professional consultants. Once the responses have been reviewed and scored, the top three (3) to five (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, bidding/permitting, construction administration including cost estimating and record documentation. The amount of compensation will be negotiated with the respondent who has submitted the best qualifications (the Apparent Successful Respondent). **No cost proposal or price information is to be submitted with responses.**

#### 8.0 Evaluation Criteria:

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

- 8.1.1 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. Also, include your firm’s total dollar volume for each of the last five years. (Weight: 5)
- 8.1.2 Describe your firm’s experience with programming, design and construction of higher education learning environments, lab research spaces, research offices, and large sized (100,000+ square foot) integrated research/teaching facility. (Weight: 25)
- 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: 20)
- 8.1.4 Describe your firm’s experience with managing multiple, long term phased projects, of varying scope and delivery methods. (Weight: 25)
- 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 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 selected firm will provide the services 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)

#### 9.0 References:

In addition to responding to the evaluation criteria above, please provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Please do not include references from any firms or individuals included in your design team for this Project. 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.

January 31, 2017	Issue RFQ
February 27, 2017	RFQ response due 3:00 PM, Pacific Time
March 7, 2017	Notification of finalists
March 13, 2017	Interviews with Selection Committee
March 31, 2017	Fee Proposal Deadline/Estimated Notice of Intent to Award
April 15, 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 qualifications 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 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 five (5) and twenty-five (25). Each member of the evaluation committee will rate each firm in each criterion between one (1) and five (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 30-minute presentation period, immediately followed by a separate 20-minute Q&A session. Finalists should be prepared to address the following:

- Your firm's philosophy and practiced approach to design that will result in collaborative learning environments for a variety of student types.
- Discuss the future of science buildings and how to modify the building to meet the needs of interdisciplinary, experiential and team based learning.
- What do you see as potential modifications that keep the spaces flexible to prolong the useful life of the building?
- Discuss how training and teaching will evolve over the life of this remodel.
- How can we repurpose this building to prepare for the changes ahead for the field of Science?

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 response constitutes the respondent's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU will notify respondents, in writing, of any financial documentation required, which may include recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information.

OSU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for response rejection.

### 13.0 Submission:

Submit eight (8) hard copy versions of your written response, along **with one (1) electronic version on a thumb drive** to be received by the closing date and time listed in this document to:

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

Your response must be contained in a document **not to exceed twenty-five (25) single sided pages (do not print double sided)**, including pictures, charts, graphs, tables and



text the respondent deems appropriate to be part of the review of the respondent's response. Resumes of key individuals proposed to be involved in this project are exempted from the 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25-page response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 25-page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The electronic response should be sized appropriately for transfer (under 8 MB)**. The written response should be submitted in a **soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of **8 ½ x 11 inches** with no fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable margins.

**Your response must be signed by an officer of your firm with the authority to commit the firm and contain contract information including email for communication purposes.**

OSU may reject any response not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause all responses upon a finding by OSU that it is in the public interest to do so.

Please note that OSU will not accept responses or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

**Telephone, facsimile, or electronically transmitted submittals will not be accepted.**

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

#### 14.0 Questions:

All questions and contacts with the OSU regarding any information in this RFQ must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in this document no later than February 15, 2017 at 4 p.m. Pacific Time.

#### 15.0 Solicitation Protests:

You may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications or terms that you believe limits competition) to the Chief Procurement Officer in care of Brooke Davison at the address, email or fax listed in this document. Requests and protests must be received no later than February 5, 2017 at 3 p.m. Pacific Time. Requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and

**RFQ Response due February 27, 2017 by 3:00 PM**

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 business days after notification of that selection. Any such protests must be received by Ms. Davison no later than three business days after the notification of selection has been made in order to be considered. The selection decision notification will be made via posting to the OSU Business and Bid Opportunities website.

#### 18.0 Proprietary Information:

OSU will retain this RFQ, one copy of each response received and an electronic copy of each response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which will be open to public inspection after OSU has announced an Apparent Successful Respondent or all responses have been rejected. If a response contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each trade secret with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance."

Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

### 19.0 Project Termination:

OSU is seeking to award an architect's agreement to an architectural firm for program confirmation, schematic design, design development, construction documents, 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 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