



**Oregon State
University**

Attention Firms

**If you are downloading the RFP 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 PROPOSAL

ENERGY CENTER DELTA V CONTROL SYSTEM SUPPORT RFP# 193382

ISSUE DATE: March 12, 2018

RFP CLOSING (DUE) DATE: Tuesday, March 27, 2018, 2:00 pm, Pacific Time

NO LATE PROPOSALS WILL BE ACCEPTED

This RFP is only open to those firms with a current Oregon State University Retainer Contract for Professional Consulting Services.

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333
Phone: (541) 737-7342
FAX: (541) 737-5546
Email: Brooke.Davison@oregonstate.edu

SOLICITATION / SELECTION PROTESTS:

Hanna Emerson, Construction Contract Manager
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333
Phone: (541) 737-7694
FAX: (541) 737-5546
Email: Hanna.Emerson@oregonstate.edu

1.0 Introduction:

Oregon State University (OSU) is seeking proposals from consulting firms for maintenance, engineering and support services for the Delta V Control System (Control System) located at the Energy Center on the Oregon State University, Corvallis campus.

The OSU Energy Center (Energy Center) is a 23,000 square foot building on the west end of campus. The Energy Center has one combustion gas turbine/heat recovery steam generator (HRSG) combination. Both systems have the capability of operating on natural gas, #2 diesel, biodiesel, or a blend of methane and natural gas. The combination has the capability of producing 28,000-110,000 pounds of steam per hour and 5.35 megawatts (MW) of electricity. The Energy Center has two auxiliary boilers, each producing 82,000 pounds of steam per hour and have the capability of operating on natural gas, #2 diesel, biodiesel or a blend of methane and natural gas. No solid fuels are burned in these boilers or turbine/HRSG combination. In addition, one backpressure steam turbine produces approximately 0.7 MW of electricity, utilizing steam pressure of 200 psi and reducing to 60 psi for campus use.

The Energy Center has the capability of producing 6.2MW of power, or approximately 50% of the annual electricity used by the campus. The Energy Center has reduced campus carbon footprint (CO2 emissions) by approximately 38%, compared to the previous heat plant.

Scope of services will include the following: Provide emergency and non-emergency on-call equipment maintenance, troubleshooting, software programming, engineering services and support for the Control System.

OSU intends to issue a Professional Consultant Retainer Supplement not-to-exceed \$60,000.00 for a term of two (2) years, with potential of two (2) additional one (1) year extensions thereafter for a potential total contract term of four (4) years.

This RFP is only open to those firms with a current OSU Retainer Contract for Professional Consulting Services. Interested firms must have a current OSU Retainer Contract for Professional Consulting Services prior to the RFP closing date and time as indicated in this RFP. If a proposer does not possess a current OSU Retainer Contract for Professional Consulting Services prior to the RFP closing date and time as indicated in this RFP, the proposal will be rejected for non-responsiveness.

2.0 Minimum and Preferred Qualifications

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below:

- a) Must hold current OSU Retainer Contract for Professional Consultants
- b) Seven (7) years experience programming Delta V Control Systems
- c) Seven (7) years experience troubleshooting Control System related computer

issues

- d) Ability to access Allen Bradley software
- e) Ability to provide on call services as needed to provide engineering, troubleshooting and maintenance labor for the Energy Center and the programming tasks as directed by Energy Center Manager.
- f) Ability to provide twenty-four (24) hours per day, seven (7) days per week on-call maintenance and engineering services for the Control System as needed for at least a two (2) year period, beginning with execution of a Retainer Supplement.
- g) Ability to respond to emergency service calls within four (4) hours
- h) Ability to respond to non-emergency service calls within twelve (12) hours

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- a) Certified MWBE, ESB or DBE by the State of Oregon Office for Business Inclusion and Diversity
- b) Ability to ensure Control System is operating at its optimal performance and trouble free.
- c) Past experience with set up and programming of new equipment to the Control System

3.0 Term

Work shall commence upon selection of and contract execution with the selected firm. Work shall continue for a term of two (2) years, with the potential for two (2) additional one (1) year extensions thereafter for a potential total contract term of four (4) years.

4.0 Total Project Budget

The projected total project cost is estimated to be \$60,000 for the initial two (2) year contract term. Compensation for potential additional contract extensions may be negotiated prior to the extension.

5.0 Selection Process:

This Request for Proposals selection process will be conducted pursuant to the terms of this RFP and OSU Standard 580-063-0020, relating to the selection and retention of professional consultants.

6.0 Compensation:

Compensation will be on a time and materials basis for Services and Reimbursable Expenses in accordance with the terms in the OSU Retainer Contract for Professional Consulting Services with a not-to-exceed aggregate value of \$60,000.00. Hourly rates shall be provided by proposer as required by the following section of this RFP. Those rates will be included in

resulting Supplement.

7.0 Evaluation Criteria:

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

- a) Provide a brief description of your firm. List the similar controls projects your firm is currently contracted for and at what stage the projects are in terms of completion. (Weight: 5)
- b) Describe your firm's ability to satisfy 2.0 b), c), d), e) and f) above. (Weight: 25)
- c) Identify key personnel, including project manager and proposed on-site technicians 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 as well as whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (Weight: 25)
- d) **OSU requires a response time of four (4) hour for emergencies and twelve (12) hours for non-emergency on-call support.** Describe how your firm can meet this requirement and your experience with aggressive response times and your capabilities to perform the services sought. (Weight: 15)
- e) Provide schedule of charges for all services that will remain effective for the Supplement Term. The schedule of charges must include an hourly rate for each position/title that may provide Services to OSU (no ranges will be accepted). The schedule of charges may be negotiated at OSU's sole discretion during the term of the Supplement and modifications will be reflected in an Amendment to the Supplement. Schedule of charges shall be inclusive of all overhead, profit, and labor costs required to perform Services described in this RFP. (Weight: 20)
- f) 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: 15)

- g) Provide detailed information about how your firm meets the preferred qualifications listed above. (Weight: 15)

8.0 References:

In addition to responding to the evaluation criteria above, provide the names, addresses and phone numbers of three owners 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 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.

9.0 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.

March 12, 2018	Issue RFP
March 27, 2018	RFP response due 2:00 pm, Pacific Time
April 3, 2018	Estimated Notice of Intent to Award
April 17, 2018	Estimated Contract Execution

10.0 Evaluation Process:

OSU will utilize this RFP process to obtain information to enable selection of the most qualified proposer through evaluation of:

- a. The proposers' responses to evaluation criteria above;
- b. The results of discussions with the proposers' references and others.

The written response to this RFP is the only step in the selection of a firm for the Energy Center Delta V Control System Support project. The responses to this RFP will be evaluated by the selection committee, which will be comprised of representatives from OSU who score proposals, and other university personnel who serve as advisors but do not score proposals.

Each criterion has been assigned a weight between five (5) and twenty-five (25). Each member

of the selection committee will rate each firm in criterion (a) through (f) above between one (1) and five (5) (five being the highest), and multiply that number by the weight assigned to the criterion. Each member of the selection committee will then rate criterion (g) above between zero (0) and five (5) (five being the highest), and multiply that number by the weight assigned to that criterion. The selection 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 proposers. The top ranked firm will be deemed the Apparent Successful Proposer.

If, during the discussion, the selection committee determines the university has no recent experience working with your firm, or if the consolidated ranking indicates a tie, the committee will check the references provided by the proposer as required above of this RFP. Information obtained from references may alter the committee's final ranking of firms. 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.

11.0 Responsibility Evaluation:

OSU reserves the right to investigate each proposer'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 proposal constitutes the proposer'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 proposers, 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 proposal nonresponsive. Failure of a proposer to demonstrate responsibility will render it non-responsible and constitute grounds for proposal rejection.

12.0 Submission:

Submit, via email your written proposal, in a PDF format to be received by the closing date and time listed in this document to:

Brooke.Davison@oregonstate.edu

Your proposal must be contained in a document **not to exceed five (5) single sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the review of the proposal. Resumes of key individuals proposed to be involved in this project are exempted from the five (5)-page limit and should be **appended to the end of your response**.

No supplemental information to the five (5)-page proposal 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 five (5)-page limit.

Information should **be presented in the same order as the above evaluation criteria. The electronic proposal should be sized appropriately for transfer (under 8 MB).** The written response should be formatted with page size of **8 ½ x 11 inches.** The basic text information of the proposal should be presented in standard business font size, and reasonable margins.

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

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

Note that OSU will not accept proposal or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Telephone or facsimile submittals will not be accepted.

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

13.0 Questions:

All questions and contacts with the OSU regarding any information in this RFP must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in this document no later than March 19, 2018, at 5 pm, Pacific Time.

14.0 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 Hanna Emerson, Construction Contract Manager at the address, email or fax listed in this document. Requests and protests must be received no later than March 17, 2018, at 5 pm, 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.

15.0 Change or Modification:

Any change or modification to the specifications or the procurement process will be in the

form of an addendum to the RFP 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 RFP 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.

16.0 Selection Protests:

Any proposer to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing proposer may submit a written protest of the selection to Hanna Emerson, Construction Contracts Manager at the address given in the RFP within three days after notification of that selection. Any such protests must be received by Ms. Emerson 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).

17.0 Proprietary Information:

OSU will retain this RFP and an electronic copy of each proposal 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 Proposer or all proposal have been rejected. If a proposal 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 proposal 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 proposal, 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 proposal marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

18.0 Project Termination:

OSU is seeking to award a Professional Consulting Retainer Supplement to a firm for support and maintenance services; however, OSU reserves the right to terminate the project and the agreement, at any phase in the project.

19.0 Insurance Provisions:

During the term of the resulting contract, the successful proposer 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 Supplement.

20.0 Additional Requirements:

Pursuant to OSU Standard 580-061-0030, by submitting a proposal, the respondent certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OSU Standard 580-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OSU that prohibit sexual harassment and that proposers 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 Professional Consulting Retainer Supplement

End of RFP