



**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 PROPOSALS

### CONSTRUCTION RELATED SERVICES

**#193369**

### **Transportation Services Crack Filling, Slurry Seal and Striping**

ISSUE DATE: March 27, 2018

RFP CLOSING (DUE) DATE: Thursday April 19, 2018 2:00PM, Pacific Time

NO LATE PROPOSALS WILL BE ACCEPTED

**CONTRACT ADMINISTRATOR:**

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## I. INTRODUCTION

Oregon State University (“**OSU**”) is seeking Proposal (“Proposals”) from Slurry Seal Contractors (“**Contractor**”) interested in providing construction related services for crack filling and slurry seal, including striping in various parking lot locations throughout OSU Corvallis campus to OSU for up to three (3) years by submitting a proposal to this Request for Proposals (“**RFP**”) for the Transportation Services Crack Filling & Slurry Seal described below (the “**Project**”).

This project will be subject to Oregon Bureau of Labor and Industries Prevailing Wage Rate Law (“**PWR Law**”). The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage (“**PW**”) Rates as outlined in Sections C.1 and C.2 of the Oregon State University General Conditions for Public Improvements Contracts dated June 30, 2017 (“**General Conditions**”). In compliance with PWR Law, the following is incorporated into this RFP:

- January 1, 2018 PWR Apprenticeship Rates
- January 1, 2018 Prevailing Wage Rates for Public Works Contracts in Oregon
- January 1, 2016 Definitions of Covered Occupations for Public Works Contracts in Oregon

These PW Rates are available on line at:

[http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml)

Those rates will then apply throughout the Project.

All proposers must be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting proposals. Failure to be licensed and have the bond in place will be sufficient cause to reject proposals as non-responsive.

When selected, the Contractor will be a part of a construction team composed of OSU, the Engineer and other Project consultants through the completion of the Project. The selected Contractor shall be skilled in the services described in this RFP including Exhibit 2, developing schedules, understanding construction methods and techniques as they relate to the services described in this RFP including Exhibit 2, and coordinating construction processes. The selected Contractor must be able to communicate the construction-related aspects of the Project to all team members throughout the Project. In addition, the selected Contractor must be familiar with the local labor and sub-contracting market.

## II. PROJECT DESCRIPTION

OSU intends to refinish various parking lots on the Corvallis campus over the course of three (3) phases. Phase 1 is intended to occur during the summer of 2018. Phase 2 is intended to occur during the summer of 2019 and phase 3 is intended to occur during the summer of 2020.

Key components of the Project include the following:

- A. removing old built-up parking lot striping and ADA symbols
- B. cleaning
- C. crack sealing
- D. slurry sealing
- E. painting on clean pavement surfaces:
  1. parking lot striping layout
  2. 4-inch striping
  3. ADA symbols,
  4. stencil lettering signage,
  5. 12-inch stop bars,
  6. stencil turn arrows,
  7. 12-inch crosswalk lines
- F. Re-installing existing wheel stops

All Work will be based on a Unit Price basis, which will incorporate all Work, including but not limited to mobilization, traffic and pedestrian control, catch basin erosion control on designated parking lots, protection for manholes, catch basins, clean outs, and valve covers on designated parking lots, and parking lot cleaning prior to applying sealants, as described on the Plans. Cost escalation for phase 2 and 3 may be negotiated with OSU prior to the Work for the respective phase. If Contractor requests cost escalation, justification must be provided to OSU and generally follow the Engineering News Record Index (“ENR”) as a means for the escalation. The Work schedule shall be coordinated with the Owner’s Authorized Representative, and shall be planned to minimize parking lot closure for the Work.

Scope of services for phase 1 Work are identified in EXHIBIT 2. Scopes of Work for phases 2 and 3 will be provided by OSU each year between December and April prior to phase 2 and 3, respectively.

Each phase, including phase 1, Work may not begin prior to graduation (generally the second weekend in June) and completed by August 20.

### **III. MINIMUM QUALIFICATIONS**

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

- Licensed by the Oregon Construction Contractor’s Board.
- Proposer must have at least five (5) years’ experience in slurry sealing and crack filling.
- Proposer or Subcontractor must have five (5) years’ experience with predominantly parking lot layout and striping, especially with odd, curved or non-conventional configurations. If Proposer cannot meet this requirement, Proposer must propose a Subcontractor that can meet this minimum qualification.

- Proposer must demonstrate knowledge and proven history in the applications of all types of pavement sealants per ODOT standards.
- Proposer must demonstrate experience working in a university setting.

#### IV. PREFERRED QUALIFICATIONS

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

- Certified MWBE, ESB or DBE by the State of Oregon Office for Business Inclusion and Diversity.
- Experience with short time lines.
- Experience with moderate to high foot traffic.
- Proven experience working in a busy campus environment.
- Proven experience striping on new pavement and various surface coatings.
- Proven ability to work with and quickly respond to unpredictable schedules.

#### V. SELECTION PROCEDURE AND TIMETABLE

A mandatory pre-proposal site visit/walk-through will be held on **April 4, 2018 at 10:00AM. Meet outside of Gate G of Reser Stadium (660 SW 26th St, Corvallis, OR 97331).** A representative of each proposer's firm is required to attend. The pre-proposal site visit will be the proposers' main opportunity to discuss the Project with OSU. Proposals will not be accepted from proposers who have not had a representative attend the mandatory pre-proposal site visit/walk through. Attendance will be documented through a sign-in sheet prepared by OSU. Representatives of proposer who arrive more than five (5) minutes after the start time of the meeting (as stated in this solicitation and by the Owner's Authorized Representative's watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a proposal to this RFP.

Beginning with responses to this RFP, the selection procedure indicated in Section IX, will be used to evaluate the capabilities of interested Contractors to provide construction related services to OSU for the Project. The proposals to this RFP will be evaluated by the selection committee, which will be comprised of representatives from OSU and other university personnel who do not score proposal or rank finalists and may also include members of the design team who will not score proposals or rank finalists.

Selection timetable is approximately as follows:

March 27, 2018	Issue RFP
April 4, 2018 10:00AM	Mandatory site visit Meet at Gate G of Reser Stadium
April 19, 2018, 2:00PM, Pacific Time	Proposals submitted to OSU
April 27, 2018	Estimated Notice of Intent to Award
May 18, 2018	Estimated Contract execution for phase 1

## VI. INSTRUCTIONS TO PROPOSERS

Your proposal must be contained in a document not to exceed **ten (10) single sided pages (do not print double sided)** including pictures, charts, graphs, tables and text you deem appropriate to be part of OSU's review of your proposal. Resumes of key individuals proposed to be involved in this Project, required extended cost bid form and unit cost spreadsheet are exempted from the **ten (10)** page limit and must be appended to the end of your proposal. No supplemental information to the **ten (10)** 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 dividers will not be counted in the **ten (10)** page limit.

Present information in the same order as the following evaluation criteria in Section VII (with the exception of requirement #1, which shall be appended to the end of your proposal as stated above) and include references required by Section VIII. Your proposal must follow the format outlined below and **be signed by an officer of your firm with the authority to commit the Contractor. Make sure to include contact information including email for communication purposes.** The proposal must be submitted in a soft-bound (no three-ring binders) format with page size of 8 ½ x 11 inches. No fold-outs other than one fold out Project schedule and one site logistics plan (not to exceed 11 x 17 inches each) may be included. The basic text information of the proposal should be presented in standard business font size, and reasonable (no less than one-inch) margins.

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

Note that throughout this procurement, OSU will not accept proposals 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.

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

## VII. PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

The following questions constitute the evaluation criteria for the selection committee to score proposals. Respond to each criterion in numerical order. For ease in scoring the proposals, please provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your firm's ability and desire to perform this work.

1. Phase 1 Scope Bid

Provide a total extended cost bid for the scope of work defined for phase 1. Additionally provide unit costs for each item listed in Exhibit 4. Total extended cost bid must be provided on the form provided in Exhibit 1. (Weight 25)

2. Provide a brief description of your firm. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. (Weight 5)

3. Provide detailed information about how your firm meets the minimum qualifications listed above. (Weight 25)

4. Key Personnel

Describe the positions you would identify as “key personnel” for this project and the amount of time they will be on site during the duration of the project. There will be a “key personnel” clause in the contract. Identify your proposed key personnel and their specific experience with projects of a similar nature, using specific examples and include their role and responsibilities in the project. Describe their success in projects with similar requirements and schedules. Identify which project(s) you feel to be the closest to this project in terms of size and complexity and their specific role in each project. (Weight 20)

5. Scheduling

Propose a rough schedule (no more than one page (fold out is optional)), for this project. Assume a mid-June construction start date. Ideally construction will be completed no later than August 20. Propose a different schedule if you feel that an August 20 completion date is not feasible. Demobilization will be required at the end of each phase, address how you will phase the work. (i.e.: will you be working on multiple parking lots in a short period of time). Portions of the parking lots may be occupied during the Work. Address your firm's planning, scheduling, phasing, and project monitoring skills and processes as it pertains to this Project. Include how the Work for OSU will be coordinated with other work for which your firm is contracted. Provide examples of how your firm will coordinate complex scheduling needs that may require your firm to start and stop work for reasons such as but not limited to: other projects, events and parking lot customers. (Weight 25)

6. Proposed Site Coordination

Describe your firm's approach to the management and administration of on-site activities. Address mobilization, parking lot staging, parking lot closure communication, site access, vehicular circulation, pedestrian circulation, noise and other related factors. Demonstrate an understanding of the University's need to maintain work areas and to continue to use adjacent buildings, streets and parking areas concurrent with the Work. Identify activities required to maintain safe user access to continued operation of the adjacent spaces (Weight 20).

7. Workforce Diversity Plan



Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veterans (DSV) certifications for your firm and a description of your nondiscrimination practices. Provide historical information on MBE, WBE, ESB, or DSV 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 firm's current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful bidder shall perform the Work and the Contract with respect to diversity according to the means and methods described in the 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: 15)

8. Provide detailed information about how your firm meets the preferred qualifications listed above. (Weight: 25)

### **VIII. REFERENCES**

In addition to responding to the evaluation criteria above, provide current contact information for references for each of the *key personnel* you propose for this Project. The references must represent at least one of each of the following: owners and subcontractors. These references must relate to projects of a size, scope and/or complexity comparable to this Project. The references identified must have had direct contact with your team member.

Also, provide current contact information for four owners, four sub-consultants, and four contractors to be used as references for your firm for this Project. Verify that the individuals identified have had direct contact with the referenced project. Do not include references from any firms or individuals included in your team for this Project or any references of OSU personnel.

OSU may check with these references or other references associated with past work of your firm.

### **IX. PROPOSAL EVALUATION**

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 in section VII of this document;
- b. The results of discussions with the proposers' references and others.

The written response to this RFP is the only step in the process in the selection of a Contractor for this Project. The proposals to this RFP will be evaluated by the selection committee, which will be comprised of representatives from OSU who score proposals and rank finalists and other university personnel who serve as advisors but do not score proposals or rank finalists and may also include members of the engineering team who will not score proposals or rank finalists.

Each criterion in the first step of the evaluation process has been assigned a weight between five (5) and twenty-five (25). Scoring members of the selection committee will rate each Contractor in criterion (2) through (7) above between one (1) and five (5) (five being the highest), and multiply that number by the weight assigned to the criterion. Each scoring member of the selection committee will then rate criterion (8) above between zero (0) and five (5) (five being the highest), and multiply that number by the weight assigned to that criterion. Criterion (1) will be calculated using the following formula: the lowest cost extended Bid will receive a score of five (5). All other bids will be calculated as follows:  $((\text{Lowest Cost Bid}/\text{Bid}) \times 5)^{***}$  rounded to the nearest half point. The scoring members of the selection committee 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 Contractor that has the highest overall ranking will be deemed the Apparent Successful Proposer.

If, during the discussion, the selection committee determines the Contractors are too close to rank, 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 in section VIII of this RFP. Information obtained from references may alter the committee's final ranking of Contractors. Any alteration of final ranking will be based on committee's understanding of how well each Contractor can meet the needs of the Project and University.

## **X. FINANCIAL RESPONSIBILITY**

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting Contractor's financial responsibility to perform the anticipated contract. Submission of a signed proposal shall constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU shall notify the Contractors, in writing, of any other documentation required, which may include, but need not be limited to: 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; etc. Failure to promptly provide this information shall result in rejection of the submission.

OSU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a Contractor to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for proposal

rejection.

## **XI. SUBMISSION**

Submit **four (4)** copies of your written proposal, along with an electronic version on a thumb drive, to be received by the closing date and time listed in this document to:

Kelly Oar  
Construction Contracts Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave.  
Corvallis OR 97333

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

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

## **XII. QUESTIONS**

All questions and contacts with OSU regarding any information in this RFP must be addressed either in writing, fax, or email to Kelly.oar@oregonstate.edu at the address, email or fax listed in this document no later than **April 9, 2018 at 5:00PM**. If you are unclear about any information contained in this document (project, scope, proposal format, etc.), you are urged to submit those questions for formal clarification.

## **XIII. SOLICITATION PROTESTS**

Proposers may submit a written request for change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a Contractor believes limits competition) to Hanna Emerson, Construction Contracts Manager at the address, email or fax listed in this document. Such requests for change and protests shall be received no later than **March 30, 2018 at 5:00PM**. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

## **XIV. 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 to all Contractors by publication on the OSU Bid and Business Opportunity web site (<https://bid.oregonstate.edu>). It is the responsibility of each Contractor to visit the website and download any addenda to this RFP. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information.

## **XV. SELECTION PROTESTS**

Any proposer to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing proposer shall have three (3) days after notification of that selection to submit a written protest of the selection to Hanna Emerson, Construction Contracts Manager, at [hanna.emerson@oregonstate.edu](mailto:hanna.emerson@oregonstate.edu) . Any such protests must be received by Ms. Emerson no later than three (3) days after the selection has been made.

## **XVI. PROPRIETARY INFORMATION**

OSU will retain this RFP and one copy of each original 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 shall be open to public inspection after OSU has announced its intent to award a contract. If a proposal contains any information that is considered 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 shall 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 shall accompany the proposal, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any proposal marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

## **XVII. ADDITIONAL REQUIREMENTS**

Pursuant to OSU Standard 580-061-0030, by submitting a proposal, the proposer 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 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.

**XVIII. ATTACHMENTS**

Exhibit 1: Bid Form

Exhibit 2: Project Manual

Exhibit 3: Drawings

Exhibit 4: Unit Cost Spreadsheet

END OF RFP