



Attention Consulting 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.

OSU Cascades Demolition Landfill Remedial Action Planning, Remediation Design and Pumice Mine Site Reclamation Design

OREGON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS (RFQ)

#194360

Demolition Landfill Remedial Action Planning, Remediation Design and Pumice Mine Site Reclamation Design

ISSUE DATE: April 26, 2018

RFQ CLOSING (DUE) DATE: May 22, 2018, 2:00 PM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

***This RFQ is only open to those firms with a current Oregon State University (OSU)
Retainer Contract for Professional Services.***

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
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Corvallis, OR 97333
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SOLICITATION / SELECTION PROTESTS:

Hanna Emerson, Construction Contracts Manager
Construction Contract Administration
Oregon State University
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Corvallis, OR 97333
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RFQ Response due Tuesday, May 22, 2018, 2:00 PM, Pacific Time

OSU Cascades Demolition Landfill Remedial Action Planning, Remediation Design and Pumice Mine Site Reclamation Design**1.0 Introduction:**

Oregon State University (OSU) is seeking qualifications from consulting teams for Demolition Landfill Remedial Action Planning, Remediation Design and Pumice Mine Site Reclamation Design for OSU Cascades (OSU-C) in Bend, Oregon. The Consultant is free to sub-contract as necessary to ensure a complete consulting team.

Scope of services will include the following phases: remedial action planning, pilot study design/oversight, remediation design, public outreach, and Request for Proposals (RFP (or RFQ)/grant drafting support. Additionally, some support, in the form of graphic exhibits, models and text, may be required for the associated public outreach program.

This RFQ 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 RFQ closing date and time as indicated in this RFQ. If a respondent does not possess a current OSU Retainer Contract for Professional Consulting Services prior to the RFQ closing date and time as indicated in this RFQ, the response will be rejected for non-responsiveness.

2.0 Project Description:

Oregon State University intends to complete the requirements of the Prospective Purchaser Agreement (PPA) for the former Deschutes County Construction and Demolition Landfill, in order to prepare for the remediation of the landfill for phased redevelopment for the expanded OSU-C Campus.

Key components of the Project include the following (these are not necessarily in chronological order):

1. Pre-Development Access and Exposure Controls Plan
2. Remedial Action Work Plan
3. Health and Safety Plan
4. Design Reports (Phase 1 Plans and Specifications)
5. Construction Quality Assurance Plan
6. Monitoring and Maintenance Plan
7. Processed Subsurface Soil Management Plan
8. Design of Materials Management Pilot Study
9. Owners-Rep Services During Materials Management Pilot Study
10. Public Meeting
11. Drafting of Phase 1 Construction RFP or RFQ
12. Support for EPA Brownfields Cleanup Grant Proposal

OSU acquired the Deschutes County Construction and Demolition Landfill (Property) in Spring 2018, following a due diligence effort that resulted in a conceptual remediation strategy, as well as significant coordination with the Oregon Department of

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Environmental Quality (DEQ). OSU entered into a Prospective Purchasers Agreement (PPA) with the DEQ, which outlines the next steps in the process and the remedial action deliverables, including several of the tasks listed above.

OSU intends to begin the pilot project in September 2018 and remediation in early spring 2019, necessitating the start of this proposed work to begin no later than July 2018.

Task 1. Pre-Development Access and Exposure Controls Plan

Evaluate current site conditions and identify necessary controls (e.g. fencing improvements, signage), if any. Define implementation schedule of the controls in the plan.

Task 2. Remedial Action Work Plan (RAP)

The RAP must be developed in conformance with the PPA SOW; and as appropriate, EPA's "Superfund Remedial Design Remedial Action Guidance," OSWER Directive 9355.0-4A, 1986; "Guidance on Expediting Remedial Design and Remedial Action," OSWER Directive 9355.5-02, 1990; and additional guidance documents as directed by DEQ. The RAP will provide specific approaches and methods for waste processing and management, capping, storm water controls, and institutional control activities, and may include additional descriptions as outlined in the PPA (See Exhibit 4. Attachment C of the PPA for the remedial action work plan requirements).

Task 3. Health and Safety Plan

A Site Health and Safety Plan will be prepared to address all field activities conducted during the remedial design and remedial action phases and will include construction hazards, chemical exposure hazards, on-site worker safety, and measurement of and protection from potential off-site impacts.

The Site Health and Safety Plan will be developed in accordance with "Standard Operating Safety Guides," EPA, Office of Emergency and Remedial Response, 1988; and applicable standards promulgated by the U.S. Occupational Safety and Health Administration including Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120; General Industry Standards, 29 CFR 1910; and the Construction Industry Standards, 29 CFR 1926.

The Site Health and Safety Plan will be submitted prior to any design-related fieldwork. The Site Health and Safety Plan submitted at this juncture need only address those activities conducted during the remedial design phase. A revised Site Health and Safety Plan will be issued with the Pre-Final Design (90%) addressing all remedial action activities.

OSU Cascades Demolition Landfill Remedial Action Planning, Remediation Design and Pumice Mine Site Reclamation Design*Task 4. Design Reports (Phase 1 Plans and Specifications)*

Development of the Property and adjacent properties owned by OSU-C is expected to occur in phases. This task includes development of the documents listed below for Phase 1 of remediation.

Construction plans and specifications and related design information, to accomplish the Remedial Action, will be submitted to DEQ for review and approval. These documents will satisfy the requirement for the Closure Plan required in the Solid Waste Permit. The results of the materials management pilot study (task 8, 9) will directly inform the design.

1. INITIAL DESIGN (30% complete)

The Initial Design Report will contain a compilation of major design items reflecting an approximate 30% completion. See Exhibit 4. Attachment C of the PPA for the minimum requirements of initial design.

2. PREFINAL DESIGN (90% complete)

The Pre-Final Design Report will incorporate revisions resulting from DEQ's review and comments on the Initial Design Report. The Pre-Final Design Report will include the elements described above, plus draft bid packages for construction contractors, as necessary.

3. FINAL DESIGN (100% complete)

The Final Design Report will incorporate revisions resulting from DEQ's review and comments on the Pre-Final Design Report.

Task 5. Construction Quality Assurance Plan

The purpose of the Construction Quality Assurance and Control (CQA/QC) Plan is to ensure, with a reasonable degree of certainty, that the project meets or exceeds all design criteria, plans, and specifications. See Exhibit 4. Attachment C of the PPA for possible elements to be included in the CQA/QC Plan.

Task 6. Monitoring and Maintenance Plan

Prepare a Monitoring and Maintenance Plan for use following redevelopment. It will be implemented in conjunction with the Processed Subsurface Soil Management Plan and the Solid Waste Permit. As to each area that has not been cleared of solid waste during redevelopment (i.e., a "Retained Area"), the monitoring and maintenance plan will satisfy the Solid Waste permit requirements and serve as the Retained Area Post-Closure Plan and will address the environmental monitoring requirements specified in the Solid Waste Permit.

Redevelopment at the Property will incorporate buildings, roads, sidewalks, landscaped areas, active open space, and other amenities included in the Property's redevelopment.

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These features will serve as caps. Normal asset maintenance activities are expected to suffice in keeping these features functioning as environmental caps. For these areas, the Monitoring and Maintenance Plan will describe steps necessary to 1) document cap conditions, and 2) list major maintenance activities. Methane monitoring in specific structures or areas will be covered in this plan if found to be warranted.

Controls to be established in the plan include:

1. Access restrictions, as required;
2. Cap maintenance, as required;
3. Vapor monitoring, including sampling and analysis and quality assurance/quality control; and
4. Recordkeeping.

Task 7. Processed Subsurface Soil Management Plan

The plan will apply to areas where 1) solid waste has been removed and residual contaminants may remain, or 2) Processed Engineered Fill has been placed on the Property and the adjacent OSU pumice mine. It will establish protocols to be followed when residually-contaminated soil and Processed Engineered Fill are exposed (e.g. utility repairs, future redevelopment alterations). See Exhibit 4. Attachment C of the PPA for more details.

Task 8. Design of Materials Management Pilot Study

The materials management pilot study proposes to refine the knowledge of the viability of materials found in the landfill for use as a soil amendment or clean backfill in reclamation of the landfill. The study will seek to determine if there are one or more routes to successfully extract, treat, and prepare materials for reuse. In particular, identification of a less vigorous screening method could reduce the organic content of the screened fines, which would reduce the blending ratio necessary to get the material to a suitable level for use as clean backfill. A lower blending ratio could result in more opportunity for reuse of the screened waste material. The pilot study will focus on Cell 2 and the lower portion of Cell 1. The results of the pilot study will directly inform the design.

Task 9. Owners-Rep Services During Materials Management Pilot Study

This task includes oversight of the contractor during the materials management pilot study, to ensure appropriate variables and methods are tested, as well as to respond to questions that may arise before, during and after the site work.

Task 10. Public Meeting

The design team will be expected to have one representative prepare for and attend a meeting with the public regarding the remediation construction design and the remedial

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action plan, with a particular focus on community safety. This will likely include preparation of a presentation and graphics or text for use on the university's website.

Task 11. Drafting of Phase 1 Construction RFP or RFQ

The RFP or RFQ for the remediation construction contractor will be directly informed by the final remediation design and specifications developed in Task 4. This task includes providing support to OSU-C in drafting the construction RFP or RFQ. OSU-C and OSU will lead the RFP or RFQ drafting and format, but this task includes support for scope of work drafting and other technical input.

Task 12. Support for EPA Brownfields Cleanup Grant Proposal

OSU-C intends to apply for an EPA Cleanup grant (or other) in the summer/fall of 2019. This task includes providing support to OSU-C in the drafting of the grant proposal, specifically in the development of the Analysis of Brownfield Cleanup Alternatives (ABCA) and other technical language.

Key goals of the Project include:

1. Continued successful coordination with DEQ and other state agencies (e.g. Dept of Ag) to fulfill the requirements of the PPA.
2. Refine the Conceptual Remediation Strategy to maximize reuse of landfill soil onsite.
3. Prepare university to begin construction by Spring 2019

4.0 Timeline

Work will commence upon contract execution with the Apparent Successful Respondent. Work shall continue through April 2019.

5.0 Total Project Budget

The projected total project cost is approximately \$9.0M.

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.

7.0 Compensation:

Compensation will be based on a total "not-to-exceed" amount for services and reimbursable expenses. The amount of compensation will be negotiated with the respondent who has submitted the best qualifications (the Apparent Successful

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Respondent). **No cost proposal or price information is to be submitted with qualification responses.**

8.0 Evaluation Criteria:

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

- 8.1.1 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. Also include your firm's total dollar volume for each of the last five years. (Weight: 10)
- 8.1.2 Describe your firm's experience with design of remediation procedures and large scale earthwork projects. (Weight: 20)
- 8.1.3 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed, to be assigned to this project. Include proposed key personnel's project experience, with specific examples and identify their roles in the projects. Indicate current availability, proposed percentage of project involvement per project phase and indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (Weight: 25)
- 8.1.4 Describe your firm's experience with remedial action planning and designing successful brownfield remediation strategies. Provide specific examples. Include information about the approval processes you went through with various agencies to have the planning and design approved. Include creative strategies you've employed for brownfield remediation designs. (Weight: 25)
- 8.1.5 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

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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. 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, nor any references from OSU or OSU-C 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.

April 26, 2018	Issue RFQ
May 8, 2018	Optional Information Session, 1:00PM, Pacific Time, meet in room 207 of the Dining Building, OSU Cascades Campus, 1500 SW Chandler Ave, Bend, OR 97702
May 22, 2018	RFQ response due 2:00 PM, Pacific Time
May 31, 2018	Notification of Finalists (estimated)
June 8, 2018	Interviews with Selection Committee
June 22, 2018	Fee Proposal Deadline (for Apparent Successful Respondent)/Estimated Notice of Intent to Award
July 6, 2018	Estimated Contract Execution

Site Visit: No mandatory site visits are required as part of the selection process. However, an **optional** information session with OSU Cascades staff will be held on Tuesday, May 8 at 1 p.m. local time in room 207 of the Dining building, OSU Cascades Campus, 1500 SW Chandler Avenue, Bend, OR 97702.

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 university personnel who score qualification statements and rank finalists and another group of university personnel who serve as advisors but do not score qualifications 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

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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 ten (10) 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 thirty (30) minute presentation period, immediately followed by a separate thirty (30) minute Q&A session. Finalists should be prepared to address the following:

- Your firm's philosophy and practiced approach to design that will result in the safest, most cost effective remediation and earthwork solutions.
- Specific challenges you anticipate for this project based on past project experiences and "lessons learned" from previous projects that you will incorporate to keep the project moving forward.
- OSU anticipates the need to conduct extensive geo-technical investigations and analysis as part of the scope of work. Are there other, similar analyses that should be considered?
- OSU anticipates (and welcomes) public review and scrutiny as the design

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moves forward. How would you incorporate a review process into the design without adding to the overall project completion schedule?

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. The sample agreement may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU.

12.0 Responsibility Evaluation:

OSU reserves the right to 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 one (1) hard copy version 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:

RFQ Response due Tuesday, May 22, 2018, 2:00 PM, Pacific Time

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Attention: Brooke Davison
Construction Contract Administration
Oregon State University
644 SW 13th Ave SE
Corvallis, OR 97333

Your qualification response must be contained in a document **not to exceed twenty-five (25) single sided pages**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of the respondent's response. Resumes of key individuals proposed to be involved in this project are exempted from the twenty-five (25) page limit and should be **appended to the end of your response**. No supplemental information to the twenty-five (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 twenty-five (25) page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The electronic qualification response should be sized appropriately for transfer (under 8 MB)**. The written response should be submitted in a **soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of **8 ½ x 11 inches** with no fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

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

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

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

OSU is an AA/EEO employer.

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

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

14.0 Questions:

All questions and contacts with the OSU regarding any information in this RFQ must be addressed in writing, fax or email to Brooke Davison at the address, email or fax listed in

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this document no later than May 11, 2018, at 4:00 PM, 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 Hanna Emerson at the address, email or fax listed in this document. Requests and protests must be received no later than May 1, 2018, at 5:00 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.

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 Hanna Emerson, Construction Contracts Manager at the address given in the RFQ 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).

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,

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and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance."

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

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

19.0 Project Termination:

OSU is seeking to award a professional consultant retainer supplement to a firm for consulting services as described in this RFQ; 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:

Exhibit 1: OSU Sample Professional Consulting Retainer Supplement

Exhibit 2: Landfill Final Report Engineering Due Diligence

Exhibit 3: Deschutes County Pilot Study Report 2016

Exhibit 4: Prospective Purchaser Agreement – Attachment C

End of RFQ

RFQ Response due Tuesday, May 22, 2018, 2:00 PM, Pacific Time