



**Oregon State  
University**

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**OREGON STATE UNIVERSITY**

**REQUEST FOR QUALIFICATIONS**  
**#195057**

**Oregon State University**  
**Presidential Residence**  
**Design-Builder RFQ**

ISSUE DATE: June 14, 2018

RFQ CLOSING (DUE) DATE: July 10, 2018, 10:30 AM, Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

**CONTRACT ADMINISTRATOR:**

Brooke Davison, Construction Contract Officer  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave  
Corvallis, OR 97333  
Phone: (541) 737-7342  
Email: [brooke.davison@oregonstate.edu](mailto:brooke.davison@oregonstate.edu)

**SOLICITATION / SELECTION PROTESTS:**

Hanna Emerson, Construction Contracts Manager  
Construction Contract Administration  
Oregon State University  
644 SW 13<sup>th</sup> Ave  
Corvallis, OR 97333  
Phone: (541) 737-7694  
Email: [hanna.emerson@oregonstate.edu](mailto:hanna.emerson@oregonstate.edu)

**Introduction:**

Oregon State University (“OSU”) is seeking qualifications from a Design-Builder (“Design-Builder”) to provide both design and construction services for the **OSU Presidential Residence** (the “Project”).

Services include, but are not limited to: Design and construction of an approximately 5,000 square foot (sq.) single family residence with interior and exterior community/entertaining spaces. The Scope includes an access drive to the building site, all utilities and landscaping. Design and construction processes must allow for the OSU Steering Committee to review and approve progress. See attached Program Narrative and Site Specifications document for more detail.

Final design approval is anticipated **December 2018**. Final completion is anticipated for **April 2020**.

The Design-Builder will be responsible for both design and construction of the project, the coordination of schedules for both aspects, and for working within the budgeted direct construction costs for the Project.

In the performance of Design-Build services, the Design-Builder will be responsible for coordinating with the architects, if any, and other design consultants, as well as their staff and subcontractors.

**Selection Process:**

This RFQ and the selection process will be conducted pursuant to the terms of this RFQ and OSU Standard 580-063. Once the qualification responses have been reviewed and scored, the top three (3) to five (5) firms will be invited participate in on-site interviews.

**Compensation:**

Compensation will be based on the specifications outlined in the sample agreement attached to this RFQ. The amount of compensation will be negotiated with the respondent who has submitted the best qualifications (the Apparent Successful Respondent). **No cost proposal or price information is to be submitted with qualification responses.**

**Prevailing Wages:**

Construction services are subject to Prevailing Wages. As such, in compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFQ:

The Consultant and all sub-consultants shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates. The prevailing rate of wage will be determined as of the first date that Design-Builder enters into an amendment for construction work subject to prevailing wage requirements.

Prior to execution of a Contract, the Consultant shall file with the Construction Contractor's Board, and maintain in full force and effect, the separate public works bond required by Oregon Laws 2005, Chapter 350 and OAR 839-025-015, unless otherwise exempt under those provisions. The Consultant shall also include in every subcontract a provision requiring the Sub-Consultant to have a public works bond filed with the Construction Contractor's Board before starting services, unless otherwise exempt, and shall verify that the Sub-Consultant has filed a public works bond before permitting any Sub-Consultant performing services to start Work.

**Response Requirements/Evaluation Criteria:**

Respondents shall indicate in writing the following information about the firm's ability and desire to complete the Project. Points will be awarded up to the maximum points allowable for each criteria, as noted in the parentheses at the end of each criteria below.

1. Provide a description of your firm, including how long you have been in business, your staffing and organization, if you have experience working in Benton County, etc. List the projects your firm is currently contracted for and what stage you are in terms of completion. (Weight: 15)
2. Key Staff: Identify the key personnel who will be assigned to this project, their certifications and responsibilities on previous projects, and specific responsibilities for this project. (Weight: 15)
3. Project Samples: Describe three (3) projects you feel are comparable to this Project, which have been completed within the last 5 years and managed by the project manager proposed for this Project. Include a description of the project type, location, size, duration and objectives; a list of key project staff and subcontractors and their roles; tasks performed by the Respondent to fulfill the project objectives; the project budget, and whether the schedule and budget were met. (Weight: 15)
4. Identify any sub-consultants and the key personnel of the sub-consultants that and sub-contractors you propose to use on this project. Describe their recent (past 5 years) experience and the key personnel's specific role in commissioning of similar this projects. Identify your firm's role in each of these projects (if applicable). (Weight: 10)
5. Workforce Diversity Plan: OSU is committed to providing work opportunities for underrepresented groups. Provide a description and identification of any Minority Business Enterprise (MBE), Women Business Enterprise (WBE), or Emerging Small Business (ESB) or Disabled Service Veterans certifications for the firm, sub-consultants or subcontractors and a description of the firm's nondiscrimination practices.

Provide a narrative description of the Respondent'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 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)

### **References:**

In addition to responding to the evaluation criteria above, provide current contact information for references for each of the *key personnel/subcontractors* you propose for this Project. The references must include at least one "owner". 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 three owners, three sub-consultants, and three sub-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.

### **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 the Project.

June 14, 2018	Issue RFQ
June 20, 2018, 1:30 PM Pacific Time	Optional site visit Meet at Oak Creek Building, Room 201
July 10, 2018, 10:30 AM, Pacific Time	RFQ response due
July 13, 2018	Notification of finalists
July 19, 2018	Interviews with Selection Committee
August 3, 2018	Fee Proposal Deadline (for Apparent Successful Respondent/Estimated Notice of Intent to Award
August 31, 2018	Estimated Contract Execution

Site Visit: An optional pre-response site visit/walk-through will be held on June 20, 2018 at 1:30 PM, Pacific Time. Meet at the Oak Creek Building, Room 201 (3015 SW Western Blvd., Corvallis, OR). The pre-response site visit will be the respondents' main opportunity to discuss the Project with OSU. After a short discussion, the group will travel to the selected

site. Transportation to the site will be provided by OSU.

**Evaluation Process:**

This RFQ is the first step in a two-step process in the selection of a Design-Builder. The responses to this RFQ will be evaluated by the selection committee, which will be comprised of university and non-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 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 the Response Requirements/Evaluation Criteria section 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 fifteen (15). Each member of the selection 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 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 respondents. The top ranked three (3) to five (5) firms will be invited to participate in on-site interviews.

The selection committee will meet and compare the individual selection committee member rankings. The committee will discuss firm strengths and weaknesses and the individual selection committee member scorings. The selection 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 selection 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 for designing and constructing high-end residences for ambitious clients.
- 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.
- Describe what your firm offers that sets it above other firms and why you are interested in taking this project on.

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 the Design-Builder Sample 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.

**Responsibility Evaluation:**

OSU will investigate each respondent's responsibility in accordance with the requirements of Division 61 of Oregon State University 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.

**Submission:**

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

Brooke Davison  
Construction Contracts 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 ten (10) 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 page limit and should be **appended to the end of your response**. No supplemental information to the 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, and example commissioning plan, will not be counted in the page limit.

Information should be **presented in the same order as the above evaluation criteria**. **The 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.

**The electronic response should be sized appropriately for transfer (under 8 mb).**

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

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 proposals upon a finding by OSU that it is in the public interest to do so.

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 responses will not be accepted.**

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

**Questions:**

All questions and contacts with OSU regarding any information in this RFQ must be



addressed in writing or email to Brooke Davison at the address or email listed in this document no later than June 29, 2018 at 5:00 PM, Pacific Time. Questions or requests for clarifications received after this deadline will not be answered.

### **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 [hanna.emerson@oregonstate.edu](mailto:hanna.emerson@oregonstate.edu). Requests and protests must be received no later than June 19, 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.

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

### **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 (<https://bid.oregonstate.edu>).

### **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 shall be open to public inspection after OSU has announced its intent to award a contract. If a response 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 192.345(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 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 shall accompany the response, 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 response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

**Project Termination:**

OSU is seeking to award a Design Build contract for the Project; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

**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 attached sample contract.

**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 Design-Build Agreement  
Ariel Site Photo  
Design Program and Specification Narrative

End of RFQ