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Thank you.

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

#197800

OSU-Cascades Academic Building 2 Design

ISSUE DATE: January 23, 2019

RFP CLOSING (DUE) DATE: February 26, 2019, 2:00 PM, Pacific Time

NO LATE PROPOSALS WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

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APPEALS:

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1.0 Introduction:

Oregon State University (OSU) is seeking Proposals from integrated design teams headed by an architectural firm for the design and construction administration of a new academic facility to be located at OSU-Cascades Campus (OSU-C) in Bend, Oregon (the “Project”). The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, plumbing, electrical, civil engineering, landscape architecture and cost estimating.

Scope of services will include the following phases: Program confirmation, schematic design, design development, construction documents, bidding (including permitting), and construction administration including record documentation and project closeout. Additionally, some support, in the form of graphic exhibits, models and text, may be required for associated public meetings.

2.0 Project Description:

OSU intends to construct a new academic building, as well as onsite and offsite infrastructure as part of their upcoming Phase 1A campus expansion as outlined in the OSU-C Long Range Development Plan (LRDP).

Key components of the Project include the following:

1. Academic Building 2 (AB2) will consist of classroom, laboratory, office and maker spaces, spread over approximately 50,000 gross square feet. A program was recently completed by BBT Architects Inc., that document can be found in Exhibit 1.
2. AB2 alternate for an additional 5000 gross square feet. See Exhibit 1.
3. AB2 alternate design that outlines the changes necessary to achieve Energy Use Intensity (EUI) no higher than 25 within the Project budget. Examples may include, but not limited to:
 - a. Open office space
 - b. Exposed ceiling and utilities
 - c. Building automation systems
 - d. Passive house concepts
4. Establish construction, design and landscape standards for all future OSU-C construction projects as funding allows.
5. Outdoor amphitheater that will connect AB2 to the future Student Success Center (SCC) and offer an outdoor gathering space.

Background:

In 2013, the Oregon Legislature allocated the first phase of capital to build an Oregon State University campus in Bend, to expand to a four-year university offering a range of undergraduate and graduate degrees. The first OSU-C building opened in fall 2016 on a 10-acre site adjacent to a former pumice mine (now owned by the university) and a former

construction demolition landfill. Through long range development planning and master planning processes over the last few years, the university has evaluated both the pumice mine and landfill for future campus development and expansion to accommodate up to 5,000 students by 2034. In April 2018, after significant planning and remediation/redevelopment investigations, the university acquired the former Deschutes County Demolition Landfill, a brownfield site, for remediation and redevelopment for future use as the university campus.

The current campus includes an academic building (Tykeson Hall), a residence hall, a dining and classroom building (Obsidian Hall) and a science education center (Bend Science Center). Remediation and reclamation work on the brownfield site will begin early in 2019 with the AB2 and adjoining campus spaces ready to begin building and site infrastructure construction in early 2020 and open for use in Mid-2021.

AB2 will serve STEAM disciplines of science, technology, engineering, arts and mathematics at OSU-Cascades' growing campus. It will create capacity for more than 500 students at OSU-Cascades, and house classrooms, laboratories, makerspace and offices. The design of AB2 will incorporate a variety of Oregon manufactured wood products, including cross-laminated timber. Funding was approved by the Oregon State Legislature in March 2018. Generous private donors have pledged toward a \$10 million match for the state funding.

AB2 will be the first building on this reclaimed land and will act as the "entrance" to the center of campus. As such, AB2 will cost effectively showcase the aesthetic and sustainability goals as set forth in the LRDP while offering occupants exceptional views of the "bowl", natural scenery and skyline. The flexible event space in AB2 should act as an entrance and/or gathering spot that pulls people into the building when not utilized for large audiences. Additionally, the flexible event space should act as a study/collaboration space and feel open to the outdoors, the amphitheater outside, the views across the "bowl", and the future SCC across the way.

OSU-C has set a goal to become a net zero energy campus, where the actual annual delivered energy is less than or equal to the on-site exported energy. AB2s designed energy signature should role model these goals. The LRDP proposed several coordinated approaches to energy management and supply (see LRDP, p. 94), including:

- Highly efficient, climate-responsive buildings with building design standards that include high-performance envelopes, operable windows, efficient equipment, and plug load management to minimize heating and cooling demand
- Geo-exchange system for thermal energy, providing heating and cooling where necessary and appropriate.
- Central utility plant with boilers fueled by either natural gas or biomass to supplement the thermal energy supplied by the geo-exchange system.

- Photovoltaic panels both on building roofs and racks on the ground to provide renewable electrical energy.

The LRDP also includes conceptual water, wastewater and storm water system plans and ideas, with a focus on reducing the demand for potable water. While the university plans to be connected to the City of Bend's water and sewer systems, innovative systems will be designed and implemented to drive down potable water demand, while also reducing discharge of sewage effluent into the municipal sewer. AB2 design should cost effectively utilize some water reuse strategies working towards the goal of being net-zero within our watershed as outlined in the LRDP.

Related design efforts:

OSU-C will be working with consultants to plan our Central Utility Plant (CUP) in the near future. The results of this energy system analysis will inform some portions of the AB2 system design. Another design contract will include new campus infrastructure including internal roads, curb, gutter, and utilities that will serve AB2 and other future buildings. OSU-C may consult the AB2 design team during the selection process to hire a civil firm for the site infrastructure design, and the two firms shall work collaboratively on interrelated aspects of their respective designs.

Key goals of the Project include:

1. AB2, as the signature building onsite, will showcase:
 - a. Views of the campus, natural topography, and skyline across the bowl.
 - b. A design that draws on design themes discussed in the LRDP and coordinates with existing campus buildings.
 - c. An integrated flexible event space that also functions as a study and gathering space and offers views outside the building.
 - d. Warm, open, and inviting collaboration spaces where users forget to leave.
 - e. Mass timber in some aspect of the building that exposes the design and structural elements of mass timber to users of the building. Increased use of timber products including but not limited to cross laminated timber, mass timber, and other innovative wood products is welcomed throughout AB2 but should be balanced with programmatic needs and budget.
 - f. Innovative, cost effective building design that results in AB2 EUI no higher than 41 and water re-use concepts that align to our net-zero in our watershed goals.
2. Develop a landscaping plan for AB2 that:
 - a. Includes an outdoor amphitheater that will connect AB2 with the future SCC across the way.
 - b. Visually incorporates water saving ideas and native plant choices that will be used throughout the campus.
 - c. Welcomes visitors and encourages them to take in the view of the campus.
3. A design development process that manages cost requirements as well as collaborative design review sessions with the campus community (consisting of

students, faculty, staff, and community members) to affect necessary changes and requirements.

4. Collaborate with OSU-C and CUP designers as necessary during AB2 and site infrastructure design in the pursuit of the best overall systems development for AB2 and the rest of the campus.
5. Follow LRDP Campus Development Guidelines, City of Bend Development Codes and agreements, as well as OSU IT and accessibility compliance (ADA) standards in developing the look, and feel of the built campus.
6. Building structure that:
 - a. For future academic buildings, is repeatable and scalable with adaptations for site and architecture.
 - b. Reduces cost of future renovations and building space adjustments. (i.e....use of modular walls and/or intelligent column placement)

3.0 Energy Efficiency:

The project will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency. In addition, AB2 shall be designed with EUI not higher than 41 and shall cost effectively work towards net-zero water goals as outlined in the LRDP.

4.0 Design and Construction Timeline

Work will commence upon selection of the design team. The construction delivery method will be construction manager/general contractor (CM/GC). OSU-C desires to construct the entire scope of work at one time, with a target opening date of May 1, 2021.

	Start Date	End Date
Program confirmation/Schematic Design	05/13/2019	06/21/2019
Design Development	06/24/2019	09/20/2019
City Site Plan application	08/26/2019	1/17/2020
Construction Documentation	09/23/2019	12/20/2019
Permitting/Bid	09/23/2019	12/20/2019
Construction	01/20/2020	04/30/2021

5.0 Total Project Budget

The direct construction budget is not to exceed \$21.4M including construction, general conditions, profit, and overhead.

6.0 Selection Process:

This Request for Proposals selection process will be conducted pursuant to the terms of this RFP and OSU Standards. Once the Proposals have been reviewed and scored, the top three (3) to five (5) firms will be invited participate in on-site interviews.

7.0 Compensation:

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: programming confirmation, schematic design, design development, construction documents, bidding including permitting, construction administration including record documentation. Cost estimating may be required in one or more phases of design. The amount of compensation will be negotiated with the Proposer who has submitted the best Proposals (the Apparent Successful Proposer). **No cost proposal or price information is to be submitted with Proposals.**

8.0 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.

- 8.1.1 Provide artistic renderings of AB2 including the large interior flexible event space, the outdoor amphitheater, and a conceptual layout of each floor. Provide a narrative description of your design concept, covering at least the following: the signature importance of AB2 on the campus; synergy between the programming provided, current campus buildings, LRDP Development Guidelines and mass timber use; outdoor amphitheater features and design considerations. Provide sight lines from locations within AB2, flexible event space, and outdoor amphitheater. (Weight: 20)
- 8.1.2 Provide elevations of each side of AB2 showing how the building fits into the current campus while retaining prominence as a signature building; exterior features that enhance the cohabitation of the built and natural environments while assisting with net-zero goals. (Weight: 15)
- 8.1.3 Provide a list of cost effective innovative design solutions that align to the LRDP Development Guidelines. Specifically outline innovative and cost effective ideas for reducing energy and water usage and reusing effluent to achieve net zero within our watershed goals. (Weight: 10)
- 8.1.4 Describe your firm’s experience incorporating the built environment into the surrounding high desert flora and fauna; utilizing locally sourced building materials from the Pacific NW; and using timber such as cross laminated or other mass timber in projects. (Weight: 5)
- 8.1.5 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are

- in terms of completion. Also include your firm's total dollar volume for each of the last five years. (Weight: 5)
- 8.1.6 Describe your firm's experience collaborating with outside civil and engineering firm's for concurrent work illustrating how the collaboration lead to the building, grounds, structure, roads and utilities seamlessly working together in form, function, schedule and budget. (Weight: 10)
- 8.1.7 Describe your firm's experience with design and construction of higher education learning environments, meeting both research and instruction program needs, corporate, or civil project aspirations of similar size and budget as defined in this RFP. Explain your approach to working with owner stakeholders while targeting the construction budget. (Weight: 15)
- 8.1.8 Provide a description of your firm's approach to total project cost control (design and construction) when working with a fixed budget for a public entity. Cite at least one other project for which construction has been completed and explain how your approach worked. (Weight: 15)
- 8.1.9 Identify key personnel, including project designer and project manager along with those of sub-consultants proposed (particularly structural engineers), 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: 10)
- 8.1.10 Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veteran (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 eight (8) 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 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)

9.0 References:

In addition to responding to the evaluation criteria above, 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 or any 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.

January 23, 2019	Issue RFP
January 31, 2019	Optional Information Session, 3:00 PM, Local Time Via phone/web conference
February 26, 2019	RFP Proposal due 2:00 PM, Pacific Time
March 11, 2019	Notification of finalists
March 18, 2019	Interviews with Selection Committee
March 20, 2019	Estimated Notice of Intent to Award
April 13, 2019	Estimated Contract Execution

Site Visit: No mandatory site visits are required as part of the selection process, however, an *optional* pre-Proposal information session will be held on January 31, 2019 at 3:00 PM, local time via phone/web conference. Proposers who wish to participate must request the web conference information from the **Contract Administrator** listed in this document no later than **one hour** prior to the meeting time. Finalists invited to participate in interviews will be provided an opportunity for a site visit at that time. No other site visit will be offered.

11.0 Evaluation Process:

This RFP is the first step in a two-step process in the selection of the integrated design team. The Proposals to this RFP will be evaluated by the selection committee, which will be comprised of university personnel who score proposals and rank finalists and another group of university personnel who serve as advisors but do not score proposals 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 RFP process to obtain information to enable selection of the most qualified Proposer through evaluation of:

- a. The Proposals to evaluation criteria in section 8 of this document;
- b. Information obtained during an interview of the Proposers by the selection

committee; and

- c. The results of discussions with the Proposers' references and others.

Each criterion in the first step of the evaluation process has been assigned a weight between five (5) and twenty (20). 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 Proposers. 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 Proposals 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 Proposer. 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 ninety (90)-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 AB2 encompassing innovative water and energy management features while not compromising aesthetics, schedule, or budget.
- 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-C anticipates and welcomes public review and scrutiny as the design moves forward. How would you incorporate a review process into the design without adding to the overall project completion schedule?
- Your firm's approach to collaborative occupant feedback in design review with specific regard to a higher education facility users (Faculty, Students).

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 Proposer as required by this RFP. 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 Proposer *the price and specific statement of work* of a Contract, consistent with OSU's Standard Architect's Agreement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked Proposer, 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 Proposer's responsibility in accordance with the requirements OSU standards, 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.

13.0 Submission:

Submit one **(1)** hard copy versions of your written Proposal, along **with one (1) electronic version on a thumb drive** to be received by the closing date and time listed in this document to the **Contract Administrator** as stated in this RFP.

Your Proposal must be contained in a document **not to exceed thirty (30) 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 thirty (30) page limit and should be **appended to the end of your Proposal**. No supplemental information to the thirty (30) 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 thirty (30) 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 Proposal 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 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 Proposals upon a finding by OSU that it is in the best interest of OSU to do so.

Note that 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 Proposals will not be accepted.

Proposals 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 RFP must be addressed in writing, fax or email to the **Contract Administrator** at the address, email or fax listed in this document no later than February 13, 2019, at 5:00 PM, Pacific Time.

15.0 Solicitation Revisions:

Offerors may submit a written request for clarification or change of particular solicitation provisions and Specifications and or Contract terms and conditions (including comments on any Specifications or terms that you believe limits competition) to Hanna Emerson, Construction Contracts Manager, at the address listed in this RFP or via email at hanna.emerson@oregonstate.edu. Such requests for change shall be received no later than January 29, 2019 at 5:00 PM, Pacific Time. Such requests for change shall state the reasons for the request and any proposed changes to the solicitation provisions, Specifications and or 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 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 received in any other manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information. Any request for clarification or change of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

17.0 Appeals:

Appeals shall be pursuant to OSU Standards. Any Proposer to this RFP who claims to have been adversely affected or aggrieved by the Contract Award of a competing Proposer will have seven Days after issuance of the notice of intent to Award to deliver a written appeal of the Contract Award to Hanna Emerson, Construction Contract Manager at the address given in this RFQ. Any such appeal must be received by the Ms. Emerson no later than seven Days after the Contract Award has been made. Pursuant to OSU Standard, any appeal must be clearly marked as an appeal and identify the Solicitation, Contract and Award at issue.

18.0 Proprietary Information:

OSU will retain this RFP, one copy of each Proposal received 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 Proposals have been rejected. If a Proposal contains any information that you consider to be a trade secret under ORS 192.345(2), you must mark each trade secret with the following legend: **"This data constitutes a trade secret under ORS 192.345(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.

19.0 Project Termination:

OSU is seeking to Award an architect's agreement ("Contract") to an architectural firm for program confirmation, schematic design, design development, construction documents, bidding including permitting, construction administration including record documentation and project closeout; however, OSU reserves the right to terminate the Project and the Contract, at any phase in the project.

20.0 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 Contract.

21.0 Additional Requirements:

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.

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 Architect's Agreement

Exhibit 1 – Architectural Program, prepared by BBT Architects Inc.

References:

OSU-Cascades Long Range Development Plan:

https://osucascades.edu/sites/osucascades.edu/files/osu-cascades_lrdp_report.pdf

OSU Accessibility Best Practices:

<https://fa.oregonstate.edu/cpd-standards/division-1-general-requirements/section-01-10-02-accessibility-best-practices-osu>

OSU IT Standards:

<https://fa.oregonstate.edu/cpd-standards/27-communication>

OSU Construction Standards:

<https://fa.oregonstate.edu/cpd-standards>

City of Bend Building Codes:

<https://www.bendoregon.gov/government/departments/community-development/building-safety-division/building-regulatory-codes-procedures-and-policies>

End of RFP