



Oregon State University

REQUEST FOR PROPOSAL

#199759

Master Contract for IS Infrastructure **RFP**

ISSUE DATE: July 2, 2019

RFP CLOSING (DUE) DATE: July 23, 2019 2:00 PM, Local Time

MANDATORY PRE-SUBMITTAL CONFERENCE: July 8, 2019 at 10:00 AM Local Time in Room 181A of the Jefferson Street Building, 3731 Jefferson St., Corvallis, OR 97330

NO LATE PROPOSALS WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
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APPEALS:

Hanna Emerson, Construction Contracts Manager
Construction Contract Administration
Oregon State University
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Corvallis, OR 97333
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*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.*

1.0 INTRODUCTION

Oregon State University (“**OSU**”) is conducting a competitive one-step process to retain up to THREE (3) contractors to provide voice and data infrastructure services. Work will primarily be located at the Corvallis Campus with occasional work at OSU owned or operated buildings in Newport, Portland, and Bend (the “**Project**”). It is anticipated 98% of the work under this Project will occur at the Corvallis campus, 1% at the OSU-Cascades (Bend) campus and 1% at the Hatfield Marine Science Center (Newport) campus, actual distribution of work orders may vary depending on University needs. Infrastructure work consists of indoor and outside plant, communication room construction, pathway, grounding, copper and fiber optics. Firms interested in providing these services to OSU may submit a proposal in proposal to this Request for Proposals (“**RFP**”).

Currently, OSU has six (6) separate master contracts for Information Services (“**IS**”) Infrastructure, three (3) for Campus Inside Premise Wiring and three (3) for Campus Outside Plant Pathway. All are due to expire October 1, 2019. These Master Contracts have been heavily used by OSU since their inception in June of 2016. OSU has issued approximately 350 master contract supplements, not inclusive of infrastructure for major capital projects contracted for directly by a Prime Contractor. OSU anticipates total spend of this Master Contract to be about \$1,000,000 in the first three years.

A **MANDATORY PRE-PROPOSAL** meeting will be held July 8, 2019 at 10:00 AM Local Time in room 181A of the Jefferson Street Building, 3731 Jefferson St., Corvallis, OR.

The attached “**Sample Master Contract**” contains contract terms and conditions applicable to the work, and will form the basis of the final contract. The Sample Master Contract may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU. OSU will use the July 1, 2019 OSU General Conditions Master Contract for Construction Related Services (the “**OSU General Conditions**”) as the basis for the final agreement. The OSU General Conditions shall apply to the work of all subcontractors, if any and to the work of the Contractor to the extent that they do not conflict with the Master Contract.

All Offerors must be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the public works bond as required by Oregon Laws 2005, Chapter 350 and OAR 839-025-015, unless otherwise exempt under those provisions, prior to submitting proposals. Failure to be licensed and have the bond in place will be sufficient cause to reject proposals as non-responsive. As required by OSU’s Voice/Data Wiring Standard, all Offerors Key Personnel must also be certified by Ortronics as a Certified Installer Plus (**C.I.P**), as a certified Corning Fiber Network of Preferred Installers (**NPI**), and additionally certified as a Building Industry Consulting Services International (**BICSI**) Registered Communication Distribution Designer (**RCDD**).

Criminal background checks will be required for all Contractor employees assigned to work under this Project.

OSU may select up to three (3) firms to provide services. Offerors are advised that OSU **will not**

guarantee that any work or any specific volume of work will be awarded to a successful Offeror.

Individual scopes of work ("**Service Orders**") will require a cost proposal and be subject to approval by the OSU Information Services Project Manager ("**Project Manager**"). Cost proposal for work shall be submitted within one business day of request and approval will be confirmed through the issuance of a purchase order or construction contract by the Construction Contracts Administration department prior to Work commencing.

2.0 DESCRIPTION OF SERVICES SOUGHT

The successful Offerors will agree to provide construction related services, including labor and materials for various IS Infrastructure projects on the campus of Oregon State University, including, but not limited to Corvallis, Newport, Portland and Bend.

Until a Master Contract is amended, there is no guarantee or promise of work. After the initial amendment, a Master Contract may be subsequently amended to include additional, anticipated work as described below. These infrastructure investments are intended to modernize IS facilities, reduce operating costs, and support the technology reflective of current OSU and national trends. Once the successful Offerors are identified and Master Contracts have been issued, IS may, in its discretion, select between the contractors to perform units of work based on IS needs and will consider a variety of factors including schedule and cost considerations in making its selection.

Work to be included within a Service Order may generally include but is not limited to:

- Installation of Outside Plant (OSP) consisting of:
 - Aerial
 - Saw cut/trenching/backfill/paving
 - Handholes
 - Vaults
 - Conduit
 - Locate conductors
 - OSP copper
 - Grounding
 - Overcurrent protection and fiber optics
 - Removal of infrastructure
 - As-Built documentation, including, but not limited to AutoCAD, BlueBeam, test results, manufacturer warranty certificate(s), copies of electrical permits and photographic evidence
- Installation of inside premise infrastructure consisting of:
 - Horizontal and riser subsystem copper and fiber optics
 - Surface raceways
 - Cable tray
 - Conduit
 - Fire sleeves
 - Floor boxes

- Removal of infrastructure
- X-Ray/core drilling
- As-Built documentation, including, but not limited to AutoCAD, BlueBeam, test results, manufacturer warranty certificate(s), copies of electrical permits and photographic evidence
- Construction of communication rooms including:
 - Overhead cable tray
 - Electrical outlets
 - Grounding
 - Lighting
 - Network equipment racks
 - Network-wiring racks
 - Backboards
 - Fire sleeves
 - X-Ray/core drilling
- Working within and not limited to:
 - Classrooms
 - Offices
 - Residence Halls
 - Research laboratories
 - Communication rooms and spaces
 - Data centers
 - Athletic facilities
 - Aquatic Docks
 - Student environments
 - Oregon State Police occupied rooms and spaces
 - Campus Security rooms and spaces
 - Vendor spaces (retail)
 - Medical room and spaces

For each Service Order, the successful Offeror(s) will:

- Coordinate with the Project Manager
- Attend site visit(s)
- Provide estimates for specific work upon request from OSU within one (1) business day (for standard work orders), unless otherwise stated by Project Manager
 - All Service Order estimates provided under the Master Contract must be completed by RCDD certified individual(s)
 - All estimates must contain a cover letter identifying scope of work and cost
 - All estimates must contain a detailed completed cost breakdown form (supplied by OSU and attached in **Section 21** below) showing cost per unit, labor and mark up percentage
 - Parking fees, travel time, fuel, surcharges, per diem and miscellaneous expenses will not be reimbursed by OSU
- Attend meetings, as required by Project Manager

- Initiate timely invoices
- Provide As Built drawings
 - Must be in electronic Format, AutoCAD or Bluebeam®
- Provide Fluke copper/fiber certification test results, if applicable
- Provide Optical Timing Domain Reflectometer (OTDR) results, if applicable
- Provide signed electrical permits, if applicable
- Comply with OSU procurement closeout requirements, when applicable
- Comply with the Oregon State University Div. 27 Master Specification for Information Transport Systems and Spaces dated 12-1-2018, attached hereto as “**Exhibit 1**”.

3.0 PREVAILING WAGES

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFP:

The Contractor and all sub-contractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates. This RFP and the resulting contract(s), supplements and amendments are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- [July 1, 2019 PWR Apprenticeship Rates](#)
- [July 1, 2019 Prevailing Wage Rates for Public Works Contracts in Oregon](#)
- [July 1, 2018 Definitions of Covered Occupations for Public Works Contracts in Oregon](#)

These BOLI wage rates are available on line at:

http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml

The Contractor shall also include in every subcontract a provision requiring the Sub-Contractor 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-Contractor has filed a public works bond before permitting any Sub-Contractor performing services to start Work.

4.0 COMPENSATION

Compensation for Service Orders will generally be based on a total “time and materials” not-to-exceed amount for services at the time services are requested using a combination of the hourly rates, required parts and incidental materials. Parts and incidental materials provided in the course of work shall be provided at cost with an allowable markup of no more than 10%. Change order work, if necessary, shall be limited to the mark up amounts indicated in the OSU General Conditions. Hourly rates shall be estimated and billed at the hourly rate indicated in Exhibit 1 of the Master Contract for IS Infrastructure.

5.0 SELECTION PROCESS

OSU standards and policies govern this solicitation ([Procurement Thresholds and Methods, Procurement Solicitations and Contracts](#)) unless otherwise referenced or stated.

6.0 SCHEDULE

The schedule for this RFP is approximately as follows:

July 2, 2019	Issue RFP
July 8, 2019 at 10:00 AM, Local Time	Mandatory site visit Meet in Room 181A of the Jefferson Street Building
July 23, 2019, 2:00 PM Local Time	Proposals submitted to OSU
August 1, 2019	Estimated Notice of Intent to Award
September 1, 2019	Estimated Contract execution

A mandatory pre-proposal site visit/walk-through will be held on July 8, 2019 at 10:00 AM in room 181A of the Jefferson Street Building, located at 3731 Jefferson Street, Corvallis, OR. A representative of each Offeror's firm is required to attend. The mandatory site visit will be the Offerors' main opportunity to discuss the Project with OSU. Proposals will not be accepted from Offerors who have not had a representative attend the mandatory site visit. Attendance will be documented through a sign-in sheet prepared by OSU. Representatives of Offeror 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.

7.0 INSTRUCTIONS TO OFFERORS

Your proposal must be contained in a document not to exceed **twenty (20) pages (double sided preferred on hard copy)** 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 are exempted from the twenty (20) page limit and must be appended to the end of your proposal. With the exception of the certifications required below, no supplemental information to the twenty (20) page proposal will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, certifications required immediately below, references required by Section 10.0, and blank section dividers will not be counted in the twenty (20) page limit.

The following certifications are required for all Offerors Key Personnel. All certifications listed must be appended to the end of your proposal. Failure to provide these certifications with your proposal will render your proposal non-responsive.

1. Ortronics Certified Plus Installer (CIP)
2. Corning Optical Communications Network Preferred Installer (NPI).
3. RCDD Certification

Present information in the same order as the following evaluation criteria in Section 9.0 and include references required by Section 10.0. Your proposal must follow the format outlined below and **include a Transmittal/Cover Letter signed by an officer of your firm with the authority to commit**

the firm. Make sure to include contact information including email for communication purposes.

The hard copy 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 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 proposal not in compliance with all applicable OSU solicitation 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.

8.0 PROPOSAL EVALUATION

The written response to this RFP is the only step in the selection of up to three Contractors for this Master Contract. The proposals received in response to this RFP will be evaluated/scored by a selection committee, which will be comprised of representatives from OSU and may include other university personnel who serve as advisors but do not score proposals.

Each criterion listed in Section 9.0 below has been assigned a point total. Each member of the selection committee will score each proposal using this point system. The members of the selection committee will discuss the strengths and weaknesses of the Offerors. The total scores from each member will then be totaled. The Offerors that have the three highest scores will be deemed Apparent Successful Offerors.

9.0 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, 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.

A. Firm Background (5 points)

- a. Provide a brief description of your firm, your firm's history, and your firm's business philosophy including the fundamentals that you believe have been key to your success.

B. Cost Proposal (25 points)

- a. Provide your schedule of charges, specifically technician labor cost for all services that will remain effective for the first three years of the Master Contract. The schedule of

charges must include an hourly rate for the Work (no ranges will be accepted). Hourly rates will not be accepted for auxiliary labor costs such as, but not limited to project management, administrative, driver, etc. The hourly rate shall be the same for every location (Corvallis, Bend, Newport, Portland). The schedule of charges shall remain unchanged for the term of the Contract, unless otherwise agreed to by the Contractor and OSU in the form of a written amendment to the Contract. Any escalation to the schedule of charges shall be reviewed and may be approved by OSU upon execution of a written amendment to the Contract, if the Contract has been extended beyond the initial three year term. Schedule of charges shall be inclusive of all labor costs required to perform installation, repair, demolition and other services described in this RFP.

NOTE: Formula for scoring Cost Proposal will be as follows: The labor rate will be compared among all proposals (“Labor Rate”). The Lowest Labor Rate will receive full points with higher cost price related items receiving proportionally lower points according to this formula:

$$\text{(Low Labor Rate / Labor Rate) x 25 Points}$$

C. Key Personnel (10 Points)

- a. Identify the personnel, including, but not limited to the project manager, in your firm that would be assigned to this Project. Demonstrate their specific experience with projects in higher education facilities – use specific examples and include their role and responsibilities in the project.
For all proposed personnel, identify the length of their employment with your firm, their responsibilities proposed for this Project, and their primary office location.

D. Bonding Rate (5 Points)

- a. Provide your firm’s current payment and performance bonding rate (as a percentage of contract cost).

E. Response Time (10 Points)

- a. Provide a proposed response time for a typical Service Order, including how much notification your firm will need prior to start up and how much coordination time will be required by your firm prior to start up for each Service Order. Describe your experience with projects with aggressive schedules and your capabilities to perform the services sought. Describe how you will ensure that the Service Order will be completed safely, on schedule and within the contract budget, given the high quality of work expected by OSU.

F. Workforce Diversity Plan (10 Points)

- a. 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.

- b. 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.
- c. 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 Contractor(s) will perform the Service Order work and the Master 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.

10.0 OPTIONAL REFERENCE CHECKS (5 POINTS)

If the selection committee determines the top scoring Offerors are relatively close in total scores, the university has no recent experience working with an Offeror, or if the scoring indicates a tie, the committee will check the references provided by the Offeror as required by this RFP. Information obtained from references will be used in the committee's final scoring and will be based on the committee's understanding of how well each Offeror can meet the needs of the Project and University.

- A. 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: higher education (or similar) 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.
- B. Also, provide current contact information for three higher education (for similar) owners, 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.

11.0 FINANCIAL RESPONSIBILITY

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a proposal will constitute approval for OSU to obtain any credit report information

OSU deems necessary to conduct the evaluation. OSU will notify the firms, 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. Failure to promptly provide this information may 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 firm to demonstrate financial responsibility may render it non-responsible and constitute grounds for proposal rejection.

12.0 SUBMISSION

Submit **one (1)** copy 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.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Proposals received after the closing date and time will not be considered. **The electronic proposal must be sized appropriately for transfer (under 8 mb).**

13.0 QUESTIONS

All questions and contacts with OSU regarding any information in this RFP must be addressed either in writing or email to the **Contract Administrator** at the address or email listed in this document no later than July 12, 5:00 PM, Local Time. If you are unclear about any information contained in this document or its exhibits (Project, scope, proposal format, agreement terms, etc.), you are urged to submit those questions for formal clarification.

14.0 SOLICITATION REVISIONS

Prospective Offerors may submit a written request for change or change of particular solicitation provisions and specifications and contract terms and conditions to Hanna Emerson, Construction Contracts Manager at the address or email listed in this document. Such requests for change shall be received no later than July 12, 2019 at 5:00 PM, Local Time. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

15.0 CHANGE OR MODIFICATION

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms by publication on the [OSU Bid and Business](#) Opportunity web site. It is the responsibility of each prospective Offeror 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.

16.0 APPEALS

Appeals related to the OSU solicitation process and award decisions and actions shall be pursuant to OSU Standards (Procurement Solicitations and Contracts). All written appeals must be delivered to Hanna Emerson, Construction Contracts Manager, at the address given in this RFP.

17.0 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 192.345(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 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.

18.0 PROJECT TERMINATION

OSU is seeking to award up to three (3) Master Contracts; however, OSU reserves the right to terminate the Project or contract during any phase in the Project.

19.0 CERTIFICATION OF NONDISCRIMINATION

By submission of the proposal, the Offeror hereby certifies under penalty of perjury that the Offeror, has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

20.0 INSURANCE PROVISION

During the term of the resulting Master Contract, the successful Offeror(s) 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 Master Contract for Construction Related Services for IS.

21.0 ENCLOSURES

Sample Master Contract

Includes OSU General Conditions, Sample Purchase Order, and Sample Amendment

Sample Estimate Back Up Form

Attachment 1 – Sample Performance Bond

Attachment 2 - Sample Payment Bond

Reference:

Exhibit 1 - Oregon State University Div. 27 Master Specification for Information Transport Systems and Spaces dated 12-1-2018

END OF RFP