



Oregon State University

REQUEST FOR PROPOSALS # 198383

FOREST ROAD INFRASTRUCTURE CONTRACT

ISSUE DATE: July 24, 2019

MANDATORY PRE-SUBMITTAL CONFERENCE:
August 6, 2019 at 9:00 AM Pacific Time at the
Oak Creek Biological Lab (beyond the gate),
located at 8840 NW Oak Creek Drive, Corvallis,
OR 97330.

RFP CLOSING (DUE) DATE/TIME: August 27, 2019
2:00 PM PT as Construction Contract Administration
644 SW 13th St., Corvallis, OR 97333
**Office is closed daily from noon to 1:00 PM.

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
644 SW 13th Ave
Corvallis, OR 97333
Phone: (541) 737-7342
Email: Brooke.Davison@oregonstate.edu

AWARD DECISION APPEALS:

*Hanna Emerson, Construction Contracts
Manager*
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333
Phone: (541) 737-4672
Email: hanna.emerson@oregonstate.edu

It is the Offeror's responsibility to continue to monitor the [OSU Business and Bid Opportunities](#) website for Addenda.

INTRODUCTION:

Oregon State University (“**OSU**”) is conducting a competitive one-step process to retain ONE (1) contractor to provide road maintenance, reconstruction, repairs, road re-opening, upgrades, new road construction, general infrastructure and horizontal earthwork as well as post-harvest related rehabilitation work generally consisting of surface rocking, grading and rolling OSU’s College of Forestry’s College Forests statewide (“**Forest Infrastructure**”). The Forest Infrastructure is required for the on-going management of the forest road network for harvest related activities, compliance with Oregon Department of Forestry (“**ODF**”) Forest Practices Act, and addressing storm and natural process related work. It is anticipated the majority of the work (+/- 80 percent) occurs in Benton County on the McDonald Dunn tract. It is estimated about ten (10) percent will occur in Columbia County on the Blodgett Tract, and another ten (10) percent will occur on the remaining satellite forest tracts.

OSU Research Forests (“**OSURF**”) manages forest tracts throughout the State of Oregon, including:

- Benton County: McDonald Dunn, Cameron, Spaulding, Marchel;
- Columbia County: Blodgett;
- Washington County: Matteson;
- Clackamas County, Ram’s Dell;
- Jackson County: Collins;
- Union County: Oberteuffer

OSURF is occasionally gifted or otherwise acquires forest tracts, therefore, more project locations and work may be added. Also given the distance to some of the forest tracts from Benton County, OSURF reserves the right, but not the obligation to contract with other providers for work otherwise covered by this agreement.

Firms interested in providing these services to OSU may submit a proposal in response to the Request for Proposals (“**RFP**”).

Historically, OSU has issued long term Forest Road Maintenance contracts for various forest road maintenance and special project work. The most recent contract expired March 31, 2019 and was in excess of \$500,000.00 over the course of a little over three (3) years.

A **MANDATORY PRE-PROPOSAL** meeting will be held August 6, 2019 at 9:00 AM Local Time at the Oak Creek Biological Lab (beyond the gate), at 8840 NW Oak Creek Drive, Corvallis, OR.

The attached “**Sample Contract**” contains contract terms and conditions applicable to the work, and will form the basis of the final contract. The Sample Contract may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU. OSU will use the June 30, 2017 OSU General Conditions for Public Improvement Contracts (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 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. Additionally, all Offerors must also be certified as an Oregon Professional Logger (OPL) by the Association of Oregon Loggers (AOL), prior to submitting proposals. Failure to be certified will be sufficient cause to reject proposals as non-responsive. **A valid copy of the AOL OPL must accompany all Offeror's proposals.**

OSU will select one (1) firm 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 ("**Plan of Work**") will require a cost proposal and be subject to approval by the OSURF Project Manager ("**Project Manager**"). Cost proposal for work shall be submitted within three business days 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.

DESCRIPTION OF SERVICES SOUGHT:

The successful Offeror will agree to provide construction related services, including labor, equipment and materials for various OSURF projects in OSURF, statewide.

Until the Contract is amended, there is no guarantee or promise of work. After the initial amendment, the Contract may be subsequently amended to include additional, anticipated work as described below. These infrastructure investments are intended to maintain on-going forest management, comply with ODF regulations, and storm and natural related processes.

Services could generally include:

- Pipe arch culvert replacement
- Re-opening of overgrown road for timber harvest access
- Culvert and road approach to county road
- Post-harvest road rocking, grading and compactive rolling
- On-going culvert replacement and upgrades
- Occasional construction of dirt and rocked spur roads for harvest access

For each Plan of Work, the successful Offeror will:

- Coordinate with Project Manager
- Attend site visit(s), if required by Project Manager
- Provide recommendations and revisions to the scope of work based on Offeror's practical experience in forest road infrastructure, construction and horizontal earthwork projects, if applicable.
 - Revisions to the scope must be approved by the Project Manager

- Provide estimates for specific work upon request from Project Manager within three (3) business days (for standard work orders), unless otherwise stated by Project Manager.
 - All estimates must contain a detailed cost breakdown, showing cost per unit (as identified in Contract)
- Initiate Kick-Off Meeting
 - Successful Offeror shall organize a Plan of Work Kick-Off meeting after Purchase Order is issued by the Owner for any given Plan of Work.
 - Agenda for Kick-Off meeting must include:
 - Review of administrative requirements
 - Confirmation of Plan of Work scope
 - Approval of Plan of Work schedule
 - Review of Plan of Work delivery process
 - Deliverables must include:
 - Meeting agenda
 - Meeting Summary
 - Plan of Work scoping document
 - Plan of Work schedule
- Review of existing conditions, at minimum, Contractor is required to:
 - Review Plan of Work
 - Identify Plan of Work plan and schedule
 - Define deliverables for Plan of Work, expected function and quality
- Attend meetings, as required by Project Manager
- Initiate timely invoices

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, purchase orders, 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

Prior to execution of a Contract, the Contractor 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 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.

COMPENSATION:

Compensation for Plan of Work services will generally be based on a total "time and materials" not-to-exceed amount for services at the time services are requested using the Schedule of Items unit prices as provided under this RFP. Quantities shall be estimated and billed at the Schedule of Items unit prices indicated in Exhibit 1 of the Contract.

SELECTION PROCESS:

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

SCHEDULE:

The schedule for this RFP is approximately as follows:

July 24, 2019	Issue RFP
August 6, 2019 at 9:00 AM, Local Time	Mandatory site visit Meet at Oak Creek Biological labs
August 13, 2019 at 5:00 PM, Local Time	Deadline for questions and solicitation revision requests
August 27, 2019, 2:00 PM Local Time	Proposals submitted to OSU
August 30, 2019	Estimated Notice of Intent to Award
October 1, 2019	Estimated Contract execution

A mandatory pre-proposal site visit/walk-through will be held on August 6, 2019 at 9:00 AM at the Oak Creek Biological Labs (beyond the gate) located at, 8840 NW Oak Creek Drive, 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.

INSTRUCTIONS TO OFFERORS:

Your proposal must be contained in a document not to exceed **ten (10) 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. With the exception of the AOL certification as

required above and Schedule of Items as required below, no supplemental information to the ten (10) page proposal will be allowed. A transmittal letter, the completed Schedule of Items, valid copy of AOL Oregon Professional Logger certification, table of contents, front and back covers, , and blank section dividers will not be counted in the ten (10) page limit.

Present information in the same order as the following evaluation criteria. 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.

PROPOSAL EVALUATION:

The written response to this RFP is the only step in the selection of a Contractor for this 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 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 Offeror that has the highest score will be deemed the Apparent Successful Offeror.

EVALUATION CRITERIA:

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

1. Equipment List (5 Points)

Provide a complete list your firm either owns or can procure to meet the equipment requirements in the Schedule of Items. This must include make, model, year of manufacture, and net engine horsepower. Also note the owner of the equipment. Justify in three (3) sentences or less, for each equipment listed on the Schedule of Items, how the equipment meets the minimum tech specification.

2. Safety Record (10 Points)

Provide the following safety record information. If you are a division of a larger corporation doing business both within the Pacific Northwest and outside the Pacific Northwest, your proposal must reflect your Pacific Northwest experience and your corporate experience, separately

- i. Experience Modification Rate (EMR) for each of the last five years.
- ii. Lost Time and Recordable Incident Rates for each of the last five years.
- iii. OSHA fines for each of the last five years (including any fines initially imposed, but later rescinded). Include a brief summary and amount of each fine.
- iv. Your corporate safety philosophy and approach to an Injury Free Environment (IFE) including a description of how this philosophy is implemented from senior management to all workers.

3. Workforce Diversity Plan (10 Points)

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications, if applicable for your firm and a description of your firm's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful respondent must perform the work and the contract with respect to diversity according to the means and methods described in its 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.

4. Base Bid (75 Points)

Submit completed Schedule of Items in Attachment 1. The unit prices as submitted on the Schedule of Items 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 unit prices on the Schedule of Items 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. Unit Prices shall be inclusive of all

labor costs required to perform the services described in this RFP. The Offeror with the lowest total base Bid will receive full points; higher cost Bids will receive proportionally lower points according to the following formula:

$$\text{(Low Total Sum of Base Bid / Sum of Total Base Bid) x 75 Points}$$

FINANCIAL RESPONSIBILITY:

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firms financial responsibility to perform the anticipated contract. Submission of a response 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 response rejection.

SUBMISSION:

Submit **ONE (1)** copy of your 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 version must be sized appropriately for transfer (under 8 mb).**

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 August 13, 2019, 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.

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 August 13, 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.

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.

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.

PROPRIETARY INFORMATION:

OSU will retain this RFP and one copy of each original 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 192.345(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 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, 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 contract to a Contractor for forest road infrastructure services; however, OSU reserves the right to terminate the Project or Contract during any phase in the Project.

CERTIFICATION OF NONDISCRIMINATION:

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

INSURANCE PROVISIONS:

During the term of the resulting contract, the successful respondents 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 OSU General Conditions.

ENCLOSURES:

- Forest Road Infrastructure Contract
 - Includes OSU General Conditions and Sample Purchase Order
- Attachment 1 – Schedule of Items
- Attachment 2 – Technical Specifications
 - Includes “Unit Prices”

END OF RFP