



Oregon State University

REQUEST FOR QUALIFICATIONS (RFQ) #2020-001598

FAIRBANKS HALL RENOVATION DESIGN

ISSUE DATE: November 1, 2019

RFQ DUE DATE/TIME: November 25, 2019 at
2:00 PM Pacific Time

***Office is closed Noon to 1:00 PM Daily**

MANDATORY PRE-RESPONSE CONFERENCE:
November 8, 2019 at 11:00 AM Pacific Time.

Location: Women's Building room 210.
160 SW 26th Street, Corvallis, OR **Note, Early
admittance into room will not be granted.

QUESTION DEADLINE: November 15, 2019 at 5:00 PM Pacific Time

PROJECT NUMBER: 2126-20

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration

Oregon State University
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Corvallis, OR 97333

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APPEALS:

Hanna Emerson, Construction Contracts Manager
Construction Contract Administration

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Corvallis, OR 97333

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It is the Bidder's responsibility to continue to monitor the [OSU Business and Bid Opportunities](#) website for Addenda. Failure to acknowledge any Addenda in the Transmittal Letter may cause your Bid to be considered non-responsive.

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

1.0 Introduction:

Oregon State University (“OSU”) is conducting a **TWO-STEP** process to retain ONE (1) Architect/Engineering (“**AE**”) firm for the Fairbanks Hall Renovation described below (the “**Project**”). Firms interested in providing these services to OSU may submit a response to this Request for Qualifications (“**RFQ**”).

A MANDATORY PRE-SUBMITTAL CONFERENCE will be held on November 8, 2019 at 11:00 AM Pacific Time in room 210 of the Women’s Building at 160 SW 26th Street, Corvallis, OR 97331. The room will not be available prior to the meeting time. If arriving early, kindly wait in hallway. Responses will not be accepted from those firms who have not had a representative attend the mandatory pre-submittal site visit/walk through. Attendance will be documented through a sign-in sheet prepared by OSU. Representatives 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 response to this RFQ.

OSU is seeking qualification statements from integrated design teams headed by an architectural firm for the design and construction administration in support of the renovation of Fairbanks Hall, located near the corner of Jefferson Way and 26th Street on the OSU Corvallis campus. Fairbanks Hall is one of the most historic and enduring buildings on the Corvallis campus. Built in 1892 and considered a contributing resource in OSU’s national historic district, the 3-story, 26,000 SF wood structure has been in continuous use as classrooms, faculty offices and (more recently) a gallery space. OSU intends to renew the structure so it can continue to play a role on campus long into the future.

Work will commence upon execution of an Architect’s Agreement with the selected respondent. Construction delivery is anticipated to be via construction manager/general contractor (“**CM/GC**”). OSU desires to construct the entire scope of work at one time, with a target opening date of August of 2022.

The Project includes renovation activities necessary for the structure to meet current building code requirements, including seismic, fire, life safety, HVAC systems and accessibility. Additionally, the scope includes the demolition of the metal annex building west of Fairbanks Hall, replacing it with new landscape features. Finally, the attic space is to be converted into useable office and or teaching spaces.

Scope of services will include the following phases: Programming, Schematic Design, Design Development, Construction Documents, Bidding/Permitting, and Construction Administration including Record Documentation and Project Closeout. Additionally, the scope will include preparation of documentation for submittal to the Corvallis Historic Resource Commission (“**HRC**”).

The architectural firm is free to sub-contract as necessary to ensure a complete design team, including, but not limited to structural, mechanical, plumbing, electrical, and civil engineering, as well as landscape architecture and cost estimating.

2.0 Project Description:

Oregon State University intends to renovate Fairbanks Hall.

Key components of the Project include the following:

1. Seismic, electrical, and HVAC system upgrades to comply with current building codes.
2. New elevator capable of moving between basement and fourth floor.
3. Modifications to exterior entrance that meet accessibility requirements.
4. Upgrades to attic space on the fourth floor to make the space habitable.
5. New roof.
6. Demolition of metal annex.
7. Landscaping, parking and sidewalk modifications as necessary.

3.0 Sustainability:

The design of the Project must follow OSU's Design Standards, including OSU's requirements for sustainable development.

4.0 Budget:

The projected direct construction budget is approximately \$8,900,000.00. Cost effective construction methods and materials will be an important consideration in the design of the renovation.

5.0 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, schematic design, design development, construction documents, bidding/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 top-ranked firm(s). **No cost or price information is to be submitted with qualification responses.**

6.0 Schedule:

The responses for this RFQ will be evaluated/scored by a qualified committee which may include other non-scoring members who serve as advisors but do not score responses or interviews.

If applicable, interviews of short-listed finalists will occur following the receipt, review and scoring of the responses. In addition, further investigation of references may occur following the interviews of the short listed firms.

Schedule is as follows:

November 1, 2019	Issue RFQ
November 8, 2019	Mandatory Pre-Response Conference, 11:00 AM, in Room 210 of Women's Building
November 15, 2019	Question Deadline, 5:00 PM, Pacific Time
November 20, 2019	Issuance of Final Addenda (if necessary)
November 25, 2019	RFQ response due 2:00 PM, Pacific Time
December 3, 2019	Estimated Notification of finalists (short list)

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December 9, 2019
December 11, 2019
December 31, 2019

Short list Interviews with Selection Committee
Estimated Notice of Intent to Award
Estimated Agreement Execution

7.0 Instructions to Offerors:

Your response must be contained in a document **not to exceed ten (10) double-sided pages, for a total of twenty (20) pages**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of the review of your response. Resumes of key individuals proposed to be involved in this Project are exempted from the ten (10) page limit and should be **appended to the end of your response**. No supplemental information to the ten (10) page qualification response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, and references required by Section 1.0, will not be counted in the ten (10) page limit.

Information should **be presented in the same order as the evaluation criteria** in Section 9.0 and include references required by Section 10.0. Your response 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 written response should be submitted in a **soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of **8 ½ x 11 inches** with no fold-outs. The basic text information of the response should be presented in standard business font size, and reasonable margins. **The electronic qualification response should be sized appropriately for transfer (under 8 MB).**

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

Note that throughout this procurement, 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 submittals will not be accepted. Qualification responses received after the closing date and time will not be considered.

8.0 Evaluation Process:

STEP ONE (1) - The submittals received in response to the RFQ will be evaluated by the selection committee based on the Evaluation Criteria and point values included in Section 9.0 with the top scoring firm(s) being invited to participate in on-site interviews under a TWO-STEP process.

STEP TWO (2) – Interviews and Optional Reference Checks. In accordance with Section 10.0, Interviews will include a **THIRTY (30) minute** presentation period, immediately followed by a separate **THIRTY**

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(30) minute Q&A session.

After all of the interviews are completed, the members of the selection committee will discuss the strengths and weaknesses of the interviewed finalists. The members of the selection committee will then score the interviewed finalists based on all information received, presented and heard during the interviews.

Final scoring of the Interviews will be **separate and not cumulative** from the short-listing.

The firm that has the highest overall interview score will be deemed the Apparent Successful Respondent and enter into negotiations for an Agreement. Should the evaluation committee determine that Optional Reference Checks (in accordance with Section 10.0) are to be utilized, final scoring will include both overall interview score and reference scoring.

9.0 Evaluation Criteria

The following items constitute the evaluation criteria for the selection committee to score responses. Respond to each criterion 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.

- 9.1 **Firm Description (5 Points).** 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.
- 9.2 **Firm Experience (15 Points).** Describe your firm's experience with programming and design of buildings, and particularly major renovations, at institutions of higher education, meeting both research and instruction program needs.
- 9.3 **Key Personnel (25 Points).** Identify key personnel, including project designer and project manager along with those of sub-consultants proposed to be assigned to this project. Identify their roles in the project and relative experience in those roles. 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.
- 9.4 **Historic Structures Experience (25 Points).** Describe your firm's experience working on historic structures. Provide specific examples. Include information about the approval processes you went through with various agencies to have the facilities constructed.
- 9.5 **Designing for Disabilities (10 Points).** Describe your firm's experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities.
- 9.6 **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 for your firm and a description of your nondiscrimination practices. Provide historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years. Provide a narrative description of your current workforce diversity program/plan,

and the plan for obtaining subcontracting, consulting, and supplier diversity for this Project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services. The selected firm will provide the services with respect to diversity according to the means and methods described in the workforce plan 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.

10. Interviews and Optional Reference Checks:

- 10.1 **Interviews (50 Points).** Interviews will be conducted to aid in determining the Apparent Successful Respondent. Information regarding the Interviews will be provided to the short-listed firms following the initial review and scoring. Final scoring of the Interviews will be **separate and not cumulative** from the short-listing. Criteria, point values and specific questions/items to be addressed shall be provided at time of notification.
- 10.2 **Optional Reference Checks (10 Points).** If the selection committee determines the interviewed finalists are too close to score, the university has no recent experience working with a finalist or if the consolidated scoring indicates a tie, the committee will check the references provided by the respondent as required by this RFQ. 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 firm can meet the needs of the Project and University.

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: owners, sub-consultants and contractors. 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 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.

11.0 Financial Responsibility:

OSU reserves the right to investigate each respondent's responsibility at any time prior to execution of the Agreement, the submitting firms financial responsibility to perform the anticipated Agreement. 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 respondents, 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 an Agreement 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.

12.0 Submission:

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

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

13.0 Request for Clarification or Change:

All questions and contacts with the OSU regarding any information in this RFQ 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 the **Deadline for Questions** as stated in Section 6.0. If a firm is unclear about any information contained in this document or its exhibits (Project, scope, format, agreement terms, etc.), they are urged to submit those requests for formal clarifications.

14.0 Solicitation Revisions:

Prospective Offerors may submit a written request for change or change of particular *solicitation provisions and specifications and Agreement 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 the **Deadline for Questions** identified in Section 6.0 of this RFQ. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and Agreement terms and conditions.

15.0 Appeals:

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

16.0 Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available to all firms on the [**OSU Business and Bid**](#)

[Opportunities](#) web site. It is the responsibility of each firm to visit the website and download any addenda. No information received in any other manner different than described herein shall serve to change the RFQ in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

17.0 Proprietary Information:

OSU will retain this RFQ, an electronic copy of each response received, together with copies of all documents pertaining to the award of an Agreement. These documents will be made a part of a file or record, which will be open to public inspection after OSU has announced its intent to award an Agreement. If a response 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 qualification response may depend upon official or judicial determination made pursuant to the Public Records Law.

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

18.0 Project Termination:

OSU is seeking to award an architect's agreement to an architectural firm for programming, schematic design, design development, construction documents, bidding/permitting, construction administration including record documentation and project closeout; however, OSU reserves the right to terminate the Project and the Agreement, at any phase in the Project.

19.0 Insurance Provisions:

During the term of the resulting Agreement, the successful respondent will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the Agreement.

20.0 Additional Requirements:

By submission of a response, the respondent certifies under penalty of perjury that the respondent has not discriminated against minority, women or emerging small business enterprises in obtaining

any required subcontracts.

Enclosures:

OSU Sample Architect's Agreement

End of RFQ