



Oregon State University

REQUEST FOR PROPOSAL (RFP) #2020-002096

CAUTHORN HALL BUILDING UPGRADES 2020 CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC)

ISSUE DATE: December 23, 2019

RFP DUE DATE/TIME: January 27, 2020 at 2:00
PM Pacific Time

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

MANDATORY PRE-PROPOSAL CONFERENCE:
January 8, 2020 at 10:30 AM Pacific Time. Meet
in the main lounge of Cauthorn Hall.

QUESTION DEADLINE: January 15, 2020 at 5:00 PM Pacific Time

PROJECT NUMBER: 2232-20/2052-18/2250-20

CONTRACT ADMINISTRATOR:

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AWARD DECISION APPEALS:

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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 competitive **TWO-STEP** process to retain ONE (1) Construction Manager / General Contractor (“**CM/GC**”) for the Cauthorn Hall Building Upgrades 2020 described below (the “**Project**”). Entities interested in providing these services to OSU may submit a Proposal in response to the Request for Proposals (“**RFP**”).

OSU is seeking Proposals from CM/GC firms to complete the planned facility upgrades in Cauthorn Hall during the summer of 2020. In addition, OSU seeks assistance with the following anticipated items:

- Assess where/if greater flexibility related to start and end dates could help us achieve our goals more effectively.
- Support determining what items will require early lead procurement.
- Support in developing site logistics plans that minimize impacts to adjacent Dining operations and other construction activities occurring in adjacent facilities.

OSU will be accepting *sealed* Proposals at Construction Contracts Administration, Oregon State University, 644 SW 13th St., Corvallis, Oregon, until 2:00 PM Pacific Time, January 27, 2020 for the project located on the campus of Oregon State University, Corvallis, Oregon. Solicitation documents are available at the [OSU Business and Bid Opportunities](#) website.

A MANDATORY PRE-PROPOSAL CONFERENCE will be held on January 8, 2020 at 10:30 AM Pacific Time, in the main lounge of Cauthorn Hall, located at 361 SW Sackett Place on the OSU Corvallis campus. Proposals will not be accepted from those firms who have not had a representative attend the mandatory pre-Proposal 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 OSU’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 RFP.

The attached “**Sample CM/GC Contract**” contains contract terms and conditions applicable to the work, and will form the basis of the final CM/GC contract.

The Oregon Bureau of Labor and Industries Prevailing Wage Rates applicable to this Project will be identified at the time the initial set of construction specifications are made available and are incorporated into the CM/GC sub-bidding efforts for the first Early Work Amendment, or, if no Early Work Amendment occurs, then at the time of the Guaranteed Maximum Price (“**GMP**”) Amendment. Those rates will then apply throughout the Project.

All Proposers must be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting Proposals. Failure to be licensed and have the bond in place will be sufficient cause to reject Proposals as non-responsive.

When selected, the CM/GC firm will be a part of a construction team composed of OSU, the Architects and other Project consultants through the completion of the Project. The CM/GC firm must be skilled in construction, developing schedules, preparing construction estimates, performing value engineering,

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analyzing the constructability of alternative designs, studying labor conditions, understanding construction methods and techniques, selecting subcontractors, coordinating gift-in-kind work and materials, coordinating construction processes, and be capable of providing assistance to OSU in procuring long lead equipment and materials. The CM/GC will be expected to communicate the construction-related aspects of the Project to all team members throughout the design and construction phases. In addition, the CM/GC will be familiar with the local labor and sub-contracting market and be capable of working and contracting directly with sub-contractors to generate viable pricing.

OSU will require the successful CM/GC to comply with OSU Standards, policies, rules and procedures requiring good faith efforts in subcontracting with minority, women, emerging small business or service-disabled veteran owned business enterprises.

Compensation will be based upon certain fees and reimbursable costs, as set forth in the Sample CM/GC Contract attached, including use of a GMP and the form of GMP Amendment included with the Sample CM/GC Contract. The successful CM/GC will provide "**Preconstruction Services**". Preconstruction Services include, but are not necessarily limited to, constructability reviews, value engineering, cost estimating, development of phasing programs and development of the GMP. Related contracting provisions, which will serve as the basis for the final agreement, are contained in Exhibits A through E as detailed in **Section 20.0** of this RFP entitled "**Enclosures**".

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, and the Supplemental General Conditions contained in the Enclosures, shall apply to the work of all subcontractors and to the work of the CM/GC to the extent that they do not conflict with the CM/GC Contract.

If OSU is unable to successfully agree upon contract terms or conditions for the Project with the highest scoring Proposer, OSU may terminate discussions and enter into discussions with the next highest scoring Proposer. If for any reason the parties are not able to reach agreement on a GMP or contract terms or conditions, OSU will be entitled to obtain services from any other source available to it under the relevant contracting laws and OSU Standards and policies, including negotiating with the next highest scoring Proposer to enter into a CM/GC Contract specifying a mutually agreed upon GMP.

If OSU chooses not to continue the CM/GC Contract beyond the completion of Preconstruction Services, the CM/GC's compensation will be limited to the costs of the Preconstruction Services, not exceeding the maximum not-to-exceed fee stated in the Contract.

The prospective CM/GC should note that OSU will also require as a part of CM/GC Preconstruction Services, a full description of items that will be contained in the proposed GMP and the activities that make up the proposed GMP. After preparation, a complete copy of the GMP estimate will be provided to OSU.

OSU will monitor the competitive processes used to award subcontracts by the CM/GC in accordance with the Sample CM/GC Contract. The following minimum requirements will be used:

1. The CM/GC will solicit sealed bids or quotes from subcontractors according to the terms of the Sample CM/GC Contract in a manner consistent with the open and competitive nature of public procurement, taking into account industry practice, and make award decisions based on cost

or, if not cost, on another identified alternative competitive basis as approved in advance by OSU. When there are single fabricators of materials or special packaging requirements for subcontractor work other than low price, advance approval of the alternative selection criteria by OSU will be required.

2. The CM/GC will use its best efforts to obtain at least three bids or quotes for the particular work to be subcontracted. OSU may make exceptions to this practice in advance of the procurement.

2.0 PROJECT DESCRIPTION

OSU intends to upgrade portions of Cauthorn Hall, located at 361 SW Sackett Place on the OSU Corvallis campus. The Project will include removal of existing single pane aluminum windows and the installation of new windows throughout the entire building. There will be four replacement type windows including casement, awning, and window wall treatments utilizing systems from both Milgard and Kawneer. This scope is subject to review and approval of the Corvallis Historical Resource Commission (“HRC”) which will occur in either February or March 2020.

The Project will include installation of a new fire suppression system with the water service to the system to be installed in an existing vault at the SW corner of the facility.

IN support of an academic partnership with the College of Engineering, this Project will include reconfiguration of the first floor lounge and basement to create new and exciting study and recreation spaces, a community kitchen off the first floor lounge, and an accessible restroom to support the spaces. The Project will also include refreshing of paint in the upper floor lounges, corridors and bedrooms on all floors and the remodeling of the two first floor bathrooms to create spaces that are consistent with the goal of creating greater accessibility and increased privacy.

Background:

OSU University Housing and Dining Service’s (“UHDS”) vision is to provide a transformative on-campus experience that will engage their students in community, enrich their lives and help them flourish and thrive. UHDS values trust and respect, community, shared leadership, authentic relationships, creativity and innovation and stewardship. UHDS houses approximately 4,500 students in fifteen dormitories on the Corvallis campus annually. Cauthorn Hall is designated as a living learning community for pre-engineering second year and above students and houses approximately 300 student. The facility was constructed in 1957 and is a contributing resource to the OSU Historic District.

Key components of the Project include the following:

1. The installation of new windows throughout the facility.
2. The installation of a fire suppression system.
3. Reconfiguration of first floor main lounge to develop a community kitchen, accessible restroom, and study/advising pods to support the College of Engineering Living Learning Community.
4. Rebuild of Lobby Front Desk to include accessible transaction counter.
5. Refresh of Resident Director Apartment to include new cabinets and a washer dryer unit.
6. Remodel of first floor bathrooms to expand accessible and privacy within building. Work shall include all new fixtures and room layouts.
7. Refresh basement to support rec/gaming equipment from main lounge. Upgrades to include new lighting and finishes.
8. Refresh paint floor lounges, corridors, and bedrooms (including bedroom doors) on all floors.

Key goals of the Project include the following:

1. Enhance life safety systems and accessibility within the facility.
2. Create cohesive spaces that support the development of the Engineering Living Learning Community.
3. Provide bathrooms within the facility consistent with UHDS current standards for privacy and comfort.

Use and Occupants:

Cauthorn Hall will not be occupied during the construction. Substantial Completion of the Project shall be no later than August 28, 2020 to allow for student move in.

3.0 ENERGY EFFICIENCY

The Project will be designed and constructed to OSU’s Requirements for Sustainable Development (“RSD”) and must meet the state building code for energy efficiency. The OSU requirements can be found on the [OSU website](#). In addition, the Project will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency.

4.0 DESIGN TEAM

McBride Architecture has been selected as the Architect of Record for the Fire Suppression System portion and Waterleaf Architects has been selected as the Architect of Record for the window replacement and interior program upgrades.

5.0 BUDGET

The construction budget for this Project is currently estimated to be \$2.65 million. This budget will include all materials and labor costs, a design estimating contingency, escalation, the CM/GC fee, general conditions costs, limited CM/GC reimbursable expenses, payment and performance bonds and the CM/GC contingency.

6.0 SCHEDULE

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

Interviews of short-listed finalists will occur following the receipt, review and scoring of the Proposals. In addition, further investigation of references may occur following interviews of the short listed finalists.

Schedule is approximately as follows:

December 23, 2019
January 8, 2020 at 10:30 AM Pacific Time

January 15, 2020 at 5:00 PM Pacific Time
January 20, 2020
January 27, 2020 at 2:00 PM Pacific Time

Issue RFP
Mandatory Site Visit
Main Lounge of Cauthorn Hall
Question Deadline
Issuance of Final Addenda (if necessary)
Proposal Due Date/Time

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January 31, 2020	Notification of Finalists (short list)
February 14, 2020	Interviews
February 17, 2020	Estimated Notice of Intent to Award
February 28, 2020	Estimated Contract execution
June 1, 2020	Estimated Date of GMP

7.0 INSTRUCTIONS TO OFFERORS

Your Proposal must be contained in a document not to exceed **twenty (20) pages** 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. No supplemental information to the twenty (20) page limit will be allowed. Appended resumes of the proposed key individuals, along with a Transmittal letter, table of contents, front and back covers, references and blank section dividers will not be counted in the twenty (20) page limit.

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 and acknowledge your receipt of all solicitation addenda.

The Proposal must be sized appropriately for transfer (under 8 MB) and formatted with page size of 8 ½ x 11 inches with no fold-outs other than one fold out Project schedule and one site logistics plan (not to exceed 11 x 17 inches each). The basic text information should be presented in standard business font size, and reasonable 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 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 first step in a two-step process in the selection of a CM/GC for this Project. The Proposals received in response to this RFP will be evaluated by the selection committee with the top scoring firms being invited to participate in on-site interviews.

Interviews will include a **TWENTY-FIVE (25) minute** presentation period, immediately followed by a separate **TWENTY-FIVE (25) 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

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will be based on finalist's response to questions during the interview stage, and through that response, how well each firm can meet the Project and University needs. The firm that has the highest overall interview score will be deemed the Apparent Successful Proposer and enter into negotiations for a contract. Final scoring of the Interviews will be **separate and not cumulative** from the short-listing.

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, 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. Firm Background – 10 points

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. Include your firm's business management organizational chart (as distinguished from a proposed organizational chart specific to this Project). List the projects under contract with your firm that the proposed key personnel are assigned to, and the stage of completion for those projects.

2. Key Personnel – 20 points

- a. Identify the personnel in your firm assigned to this Project. Provide concise descriptions of their experience that you believe will be relevant to this Project. Use specific examples, including the role of your key proposed personnel on past projects and explain their responsibilities for this Project. Describe each key person's knowledge of regional/local subcontractors/material suppliers specific to roofing replacement and associated work, and how this knowledge will be beneficial to OSU and this Project.
- b. For all proposed personnel, identify the length of their employment with your firm, their responsibilities proposed for this Project, and their primary office location during the construction phase of the Project. Indicate the percentage of individual personnel time commitment for this Project during the preconstruction and construction phases. Include your proposed management organization chart for the Project.

3. Specific Project Experience – 20 points

The Project consists of multiple trades and specialty activities that need to occur in a timeframe with no flexibility as the facility must be ready for students in the Fall Term. Provide examples of renovations that your firm has participated in which similar scope was being managed in a compressed construction schedule (approximately fourteen (14) weeks).

4. CM/GC Fee/Preconstruction Services Fee (20 Points)

- a. Provide your firm's **CM/GC Fee as a percentage of the Estimated Cost of the Work** for this Project. This fee shall cover, at a minimum, the Construction Management elements and Costs Excluded from Cost of the Work, as specified in the CM/GC Contract and specifically identified in the Direct Costs/ General Conditions Work Costs Matrix at Exhibit C ("**Matrix**"). Items identified in the Matrix as applicable to the CM/GC Fee shall not be reimbursed as General Conditions Work ("**GC Work**"). GC Work means (i) that portion of the Work required to support construction operations that is not included within overhead or general expense but is specifically identified

as GC Work as identified in the Matrix, and (ii) any other specific categories of Work approved in writing by OSU as forming a part of the GC Work. See the attached Sample CM/GC Contract for details.

The Matrix is included in the RFP as guidance in developing the CM/GC Fee and understanding which items will be considered a direct cost of the work or GC Work costs and which items are not reimbursable, but which will be recovered through the CM/GC Fee. After contract award and prior to construction work being performed under the first Early Work Amendment or the GMP Amendment, as applicable, the maximum not-to-exceed amount for General Conditions Work items for the Project will be established and set forth in the applicable amendment. **(Maximum of fourteen (14) of the twenty (20) Points available)**

- b. Provide a **separate Fee Proposal for Preconstruction Services** on a time and materials cost reimbursement basis up to a maximum not-to-exceed amount. **(Maximum of six (6) of the twenty (20) Points available)**

NOTE: Formula for scoring Fee Points will be as follows: Lowest Fee will receive full points with higher fees receiving proportionally lower points according to this formula:

$$\text{(Low Fee or Fee\%/ Fee or Fee \%)} \times \text{Points Available}$$

4. Cost Control/Risk Management Methods - 20 points

Describe your firm's methodology and experience with cost and constructability risk management and risk mitigation evaluations/analyses. Identify successful experiences or unique services you offer in these areas. Describe how your firm will work with the design team to successfully implement the construction documents and specifications throughout the project. Describe in detail how your firm will manage and communicate ongoing regular construction costs and budget status with OSU and the OSU's design team. Describe in detail your processes to develop project budgets, and the specific project controls you will employ to control costs during construction.

5. Sustainability - 10 points

Describe your firm's regular sustainable construction practices. Include information on previous projects where LEED sustainability measures were important to the client. The components that constitute this RFP will not be required to be LEED certified, but will need to demonstrate sustainable practice.

6. Project Management – 30 points

- a. Describe your firm's processes for managing renovation projects with compressed construction schedules including how you will manage construction teams in order to ensure that the projects are completed safely, on schedule and within the contract budget and with the high quality expected by OSU. Provide a description of your processes for managing changes in construction, including your proposed methods that will mitigate construction change orders and construction claims.
- b. Weather factors and the return of students for fall term are large incentives for OSU to have this work substantially completed as soon as possible. Describe your firm's ability and approach to complete the selected window replacement projects within a reasonable schedule that will minimize negative impacts to our building assets and campus

community. Specifically, speak to your firm's mitigation plan for inclement weather and for the increase in campus occupants expected with the preparation for fall term as early as September 1, 2020.

- c. Describe your firm's approach to the management and administration of on-site construction activities for this Project. Considering the work will be in a busy campus location with roof replacement projects occurring in adjacent facilities (Hawley and Buxton Hall) as well as summer conference activities in neighboring buildings, address your approach to mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise, material storage, on site offices, trash/recycling, security, temporary toilet facilities and utilities and other related factors. Also, describe how your firm will work on the OSU campus to mitigate construction delivery, and construction activities on our students, faculty, staff, and visitors.

7. Proposed Work Plan/Schedule – 25 points

- a. Describe your firm's planning, scheduling, phasing, and project monitoring skills and processes, including how the Project schedule will be monitored and time optimized to complete this project within the single summer construction timeframe. Describe your firm's planned phased approach to the procurement and construction for multiple scopes included in this Project. Include a one page (20-30 activities) proposed Project schedule indicating procurement, mobilization, and construction. Also describe the staging and logistics requirements for each scope to ensure adequate staging space is provided while managing the impacts to adjacent facilities.

8. Safety Record and Safety Plan – 10 points

Provide the following safety information relative to Oregon or Pacific Northwest work experience. If you are a division of a larger corporation doing business outside the Pacific Northwest, your response should reflect only Pacific Northwest or Oregon experience.

- a) Experience Modification Rate (EMR) for each of the last five years.
- b) Lost Time and Recordable Incident Rates for each of the last five years.
- c) 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.
- d) Your corporate safety philosophy and approach including a description of how this philosophy is implemented from senior management to all building trades workers.

9. Workforce Diversity Plan (20 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 CM/GC will perform the Work and the CM/GC 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 INTERVIEWS AND OPTIONAL REFERENCE CHECKS

INTERVIEWS (50 POINTS)

Interviews will be conducted to aid in determining the Apparent Successful Proposer. Information regarding the Interviews is provided below, and is subject to change. Final scoring of the Interviews will be **separate and not cumulative** from the short-listing. Finalists shall be prepared to tailor their presentation on the following topics:

- a. Describe your detailed approach as relates to this Project specifically.
- b. Describe what you see as challenges to this Project and describe your approach to resolution.
- c. Describe your detailed draft schedule for this Project.
- d. Describe your QA/QC methods to ensure the following systems are installed to standard:
 - a. MEP installations and modifications
 - b. Door assemblies and hardware installations
 - c. Paint finishes
- e. What strengths do you believe your firm will bring to the preconstruction process for this Project?
- f. Why should OSU choose your firm?

OPTIONAL REFERENCE CHECKS (10 POINTS)

Provide three (3) professional references from similar projects, including the project name, the name of the design team, key personnel for whom this reference is relevant, contact name and phone number. Information from references may be utilized for the evaluation of any of the above criteria. Reference checks, if performed, shall only be checked and scored for interviewed firms. Do not include references from 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 Proposer'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 Proposer to demonstrate financial responsibility may render it non-responsible and constitute grounds for rejection.

12.0 SUBMISSION

Submit **one (1) electronic version on a thumb drive**, to be received by the due 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. **The electronic copy 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 5:00 PM Pacific Time on January 15, 2020. If you are unclear about any information contained in this document or its exhibits (Project, scope, format, *agreement terms*, etc.), you are urged to submit those requests 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 the Question Deadline identified in Section 6.0 of this RFP. 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 Proposers by publication on the [OSU Business and Bid Opportunities](#) web site. It is the responsibility of each Proposer to visit the website and download any addenda. 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 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 RFP.

17.0 PROPRIETARY INFORMATION

OSU will retain this RFP and one electronic copy of each Proposal received, together with electronic copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record,

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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 a contract to a CMGC for Preconstruction Services and all construction phases; 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 a Proposal, the Proposer certifies under penalty of perjury that the Proposer has not discriminated against minority, women, emerging small business or service-disabled veteran owned business enterprises in obtaining any required subcontracts.

20.0 ENCLOSURES

HRC Window Submittal
Current floor plans

Sample CM/GC Agreement Form including the following:

- Exhibit A – OSU General Conditions for Public Improvement Contracts
- Exhibit B – Sample Form of GMP Amendment
- Exhibit C – Direct Costs/General Conditions Work Costs Matrix
- Exhibit D – OSU Supplemental General Conditions to the Public Improvement General Conditions
- Exhibit E – Travel Reimbursement Policy

Attachment 1 - Sample Performance Bond

Attachment 2 - Sample Payment Bond

END OF RFP

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