



Oregon State University

REQUEST FOR QUALIFICATIONS (RFQ) #2020-002434

DIXON RECREATION POOL MECHANICAL UPGRADES

ISSUE DATE: January 24, 2020

NON-MANDATORY PRE-BID CONFERENCE:
January 30, 2020 at 11:00 AM Pacific Time (PT)
in Room 209 of the Dixon Recreation Center at
425 SW 26th St., Corvallis, OR 97333.

SOLICITATION RESPONSE DUE DATE/TIME:
February 10, 2020 at 2:00 PM PT at
Construction Contracts Administration (Front
Office) 644 SW 13th St., Corvallis, OR 97333
**Front Office is closed daily from noon to 1:00
PM.

PROJECT NUMBER: 2138-20

This RFQ is only open to those firms with a current Oregon State University (OSU) Reserve Contract for Construction Related Services.

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

It is the Offeror'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 Solicitation response to be considered non-responsive.

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contracts Officer
Construction Contracts Administration
Oregon State University
644 SW 13th St.
Corvallis, OR 97333
Phone: 541-737-7342
Email: ConstructionContracts@oregonstate.edu

AWARD DECISION APPEALS:

Hanna Emerson, Construction Contracts Manager
Construction Contracts Administration
Oregon State University
644 SW 13th St.
Corvallis, OR 97333
Phone: 541-737-7694
Email: Hanna.Emerson@oregonstate.edu

I. INTRODUCTION

Oregon State University (“OSU”) is conducting a competitive **TWO-STEP** process to retain ONE (1) General Contractor (“CG”) for the Dixon Recreation Pool Mechanical Replacement project (“Project”) described below. Entities interested in providing these services to OSU may submit a Solicitation response to this Request for Qualifications (“RFQ”).

***This RFQ is only open to those firms with a current OSU Reserve Contract for Construction Related Services.** Interested firms must have a current OSU Reserve Contract for Construction Related Services prior to the RFQ Due Date and Time as indicated in this RFQ. Failure to possess a current OSU Reserve Contract for Construction Related Services at the time the Solicitation responses are due will be sufficient cause to reject the Solicitation response as non-responsive.*

A NON-MANDATORY pre-response site visit/walk-through will be held on January 30, 2020 at 11:00 AM in room 209 of the Dixon Recreation Center. The pre-response site visit will be the Offerors main opportunity to discuss the Project with OSU prior to the Due Date and Time of this RFQ. Attendance will be documented through a sign-in sheet prepared by OSU.

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. Those rates will then apply throughout the Project.

All Offerors 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 a Solicitation response. Failure to be licensed and have the bond in place will be sufficient cause to reject Solicitation response as non-responsive.

When selected, the GC firm will be a part of a construction team composed of OSU, the Architect and other Project consultants through the completion of the Project. The GC firm shall be skilled in pool mechanical system replacements, actual construction, developing schedules, understanding construction methods and techniques, and coordinating construction processes. The GC must be able to communicate the construction-related aspects of the project to all team members throughout the construction phases. In addition, the GC must be familiar with the local labor and sub-contracting market.

II. PROJECT DESCRIPTION

OSU intends to replace the mechanical and filtration systems in the pools located in Dixon Recreation Center on the Oregon State University Corvallis Campus.

Key components of the Project include the following:

1. A complete replacement of the pump, heating, and filtration systems for the lap pool and dive well within aquatic center. In addition, re-plastering, tiling, and structural repairs will be required for both pools as well as repainting the ceilings of the aquatic center. There may be some further scope in the spa area if the budget allows.

Key goals of the Project include:

1. Maintain aggressive project schedule.

Construction may begin no sooner than June 15, 2020 and be ready for occupancy no later than September 7, 2020.

III. SCHEUDLE

Selection timetable is approximately as follows:

January 24, 2020	Issue RFQ
January 30, 2020, 11:00 AM PT	Non-Mandatory site visit Meet at Room 209 in Dixon Recreation Center
January 31, 2020, 5:00 PM PT	Question Deadline
February 10, 2020, 2:00 PM PT	Responses submitted to OSU
February 18, 2020	Estimated Notification of Finalists
April 1, 2020	Estimated Issuance of Invitation to Bid
April 20, 2020	Estimated Notice of Intent to Award
May 1, 2020	Estimated Contract execution

IV. INSTRUCTIONS TO OFFERORS

Your Solicitation response must be contained in a document not to exceed **two (2) pages** including pictures, charts, graphs, tables and text you deem appropriate to be part of OSU's review of your response. Resumes of key individuals proposed to be involved in this Project are exempted from the two (2) page limit and must be appended to the end of your response. No supplemental information to the two (2) page response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, and front and back covers (if applicable) will not be counted in the two (2) page limit.

Your Solicitation response must follow the format outlined below and be 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 Solicitation response must be sized appropriately for transfer (under 10 MB). The basic text information of the response should be presented in standard business font size, and reasonable margins.

OSU may reject any Solicitation response not in compliance with all applicable OSU solicitation procedures and requirements, and may cancel this solicitation or reject for good cause, all Solicitation 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 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. Responses received after the closing date and time will not be considered.

V. EVALUATION CRITERIA

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

1) Statement of Interest – 10 Points

Provide statement of interest. Describe how this project fits into your firms' work capacity for spring and summer of 2020.

2) Key Personnel – 25 Points

Provide names of Key Personnel, including Superintendent, Foreman, Project Manager and Project Engineer. Provide relevant pool experience in the last 10 years for each of the Key Personnel provided.

3) Workforce Diversity Plan – 10 Points

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. 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.

Provide a narrative description of your firm's current workforce diversity program/plan, and the plan for obtaining subcontracting, including specific trade opportunities, 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 successful bidder shall perform the Work and the Contract 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.

VI. RESERVED

VII. RESPONSE EVALUATION

The written response to this RFQ is the first step in a two-step process in the selection of the General Contractor for this Project. The Solicitation responses to this RFQ will be evaluated by the selection committee, with the top scoring firms being invited to participate in the Invitation to Bid.

It is estimated that the Invitation to Bid documents will be provided to the finalists on or about April 1, 2020.

The finalist that has the lowest, responsive, responsible bid will be deemed the Apparent Successful Offeror.

Pending the lowest, responsive, responsible bid is within the Project budget, OSU will then issue a Notice of Intent to Award to the Apparent Successful Offeror. If OSU and the Apparent Successful Offeror are unable to reach agreement, OSU may rescind the Notice of Intent to Award and issue another Notice of Intent to Award with the second lowest, responsive, responsible bidder, etc.

VIII. 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 signed response shall constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU shall 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; etc. Failure to promptly provide this information shall result in rejection of the Solicitation response.

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 shall render them non-responsible and shall constitute grounds for response rejection.

IX. 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 RFQ.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. **The electronic version must be sized appropriately for transfer (under 10MB).**

X. QUESTIONS

All questions and contacts with OSU regarding any information in this RFQ must be addressed either in writing or email to the **Contract Administrator** at the address or email listed in this document no later than January 31, 2020 at 5:00 PM. If you are unclear about any information contained in this document or its exhibits (project, scope, response format, agreement terms, etc.), you are urged to submit those questions for formal clarification.

XI. 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 III 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 contract terms and conditions

XII. 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 by publication on the OSU Bid and Business Opportunity web site (<https://bid.oregonstate.edu>). It is the responsibility of each firm to visit the website and download any addenda to this RFQ. No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

XIII. 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.

XIV. PROPRIETARY INFORMATION

OSU will retain this RFQ and one electronic copy of each Solicitation response 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, 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 of the response, 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 may be considered non-responsive and may be rejected.

XV. CERTIFICATION OF NONDISCRIMINATION

By submission of a Solicitation response, the Offeror certifies under penalty of perjury that the Offeror has not discriminated against minority, women, emerging small business or service-disabled veteran owned business enterprises in obtaining any required subcontracts.

XVI. ENCLOSURES

Design Development Drawings – Provided by Woofter Architecture

***Provided for Reference purposes only*

Project Schedule, dated January 8, 2020 – Provided by Woofter Architecture

END OF RFQ