



Oregon State University

REQUEST FOR QUALIFICATIONS (RFQ) #2021-004451a

POLING WINDOW REPLACEMENT

ISSUE DATE: November 10, 2020

RFQ DUE DATE/TIME: December 2, 2020 at 2:00
PM Pacific Time via **electronic submission to**
bids@oregonstate.edu

NON-MANDATORY PRE-SOLICITATION RESPONSE
CONFERENCE: November 17, 2020 at 11:00 AM
Pacific Time via Zoom.

QUESTION DEADLINE: November 23, 2020 at 5:00 PM Pacific Time

PROJECT NUMBER: 2262-20

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contracts Officer
Construction Contract Administration
Oregon State University
644 SW 13th St.
Corvallis, OR 97333
Phone: (541) 936-9995
Email: ConstructionContracts@oregonstate.edu

APPEALS:

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

It is the Offerors 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.

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

1.0 INTRODUCTION

1.1 Oregon State University (“OSU”) is conducting a **TWO-STEP** process to retain ONE (1) General Contractor (“GC”) for the Poling Window Replacement project described herein (the “Project”). Firms interested in providing these services to OSU may submit a response to this Request for Qualifications (“RFQ”). 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. Following the scoring of the first step, the top scoring firms within the competitive threshold will be invited to participate in a second step which will include an Invitation to Bid (ITB) in response to Bid Documents provided to all pre-qualified participants.

A NON-MANDATORY PRE-SUBMITTAL CONFERENCE will be held on November 17, 2020 at 11:00 AM Pacific Time via Zoom. Attendance will be documented by OSU.

OSU will be accepting responses via email only at bids@oregonstate.edu, until 2:00 PM Pacific Time, December 2, 2020 for the project located in Corvallis, Oregon.

OSU WILL ONLY BE ACCEPTING SEALED RESPONSES ELECTRONICALLY.

Responses are to be submitted to bids@oregonstate.edu by the Due Date/Time.

Naming convention details for the e-mail submission are as follows:

E-Mail Subject Line – RFQ 2021-004451a Poling Window Replacement – FIRM NAME
Uploaded document – One (1) pdf titled the same as listed above.

A MANDATORY PRE-BID MEETING will be held the week of December 14, 2020 for all firms advancing to the second step of the selection process. Notification of the date/time and location will be sent out to the finalists following final scoring of the responses to the RFQ.

When selected, the GC will be a part of a construction team comprised of OSU, the Architect and other Project consultants through the completion of the Project. The GC shall be skilled in the installation of glazing systems and related interior finishes. Must demonstrate experience and expertise in managing exterior construction in a crowded campus environment, developing schedules, understanding construction methods and techniques, coordinating construction processes, and managing construction activity. 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.

The attached sample contract contains contract terms and conditions applicable to the work, and will form the basis of the contract.

1.2 Background. Founded in 1868 as Oregon’s land grant institution, OSU serves the state, the nation and the world as a premier 21st-century research university. OSU is committed to exceptional research, discovery, innovation and engagement — and to integrating its research and engagement mission with the delivery of a high-quality, globally relevant and affordable education for the people of Oregon and beyond. OSU is one of only two land, sea, space and sun grant universities in the U.S. and is the only university in Oregon to have earned both Carnegie Classifications for Very High Research Activity and Community Engagement.

The university's 570-acre main campus is located in the city of Corvallis, a vibrant college town of nearly 58,000 in the heart of Western Oregon's Willamette Valley. Corvallis consistently ranks among the safest, most highly educated and greenest small cities in the nation.

OSU in Corvallis, OR is located within the traditional homelands of the Mary's River or Ampinefu Band of Kalapuya. Following the Willamette Valley Treaty of 1855 (Kalapuya etc. Treaty), Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (<https://www.grandronde.org>) and the Confederated Tribes of the Siletz Indians (<https://ctsi.nsn.us>).

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.

1.3 Location. Poling Hall (360 SW Weatherford Pl., Corvallis, OR) is designated as a living learning community for pre-business students who are a part of the [Innovation Nation LLC](#) as well as members of the [Nia](#) and [munk-skukum](#) communities. Poling Hall has five floors and houses approximately 300 students. The facility was constructed in 1957 and is a contributing resource to the OSU Historic District.

1.4 Summary of Work. OSU intends to replace the bedroom windows of Poling Hall during Summer of 2021. The Project will include removal of approximately 156 existing single pane aluminum windows and the installation of new windows at resident units throughout the building. The replacement window is a casement unit manufactured by Arcadia. During the second step, two alternate scopes of work will be requested for completion during the Summer of 2021 if additional funds are available. Alternates would include replacement of 32 existing single pane aluminum windows at the building lounge spaces with an awning style window manufactured by Arcadia, as well as replacement of existing curtain wall system at the SW elevation of the building with a new Arcadia curtain wall system. Poling Hall will not be occupied during the construction.

1.5 Budget. The direct construction budget is being withheld at this time and will be available to the finalists.

1.6 Design Standards. The design of the Project must follow OSU's Construction (Design) Standards.

1.7 Compensation. No cost or price information is to be submitted with first step of the selection process and response to RFQ. OSU intends to issue an Invitation to Bid to the short-listed firms which will require the submission of a bid with the eventual contract being awarded to the lowest responsive and responsible bidder within available funding.

1.8 Construction Delivery Method. Construction delivery is via the Design-Bid-Build method. OSU desires to construct the entire scope of work at one time, with a substantial completion date by August 27, 2021 with a final construction completion date not later than October 1, 2021.

2.0 SCHEDULE

Solicitation Issue Date	November 10, 2020
Non-Mandatory Pre-Solicitation Response Meeting	November 17, 2020 at 11:00 AM PT
Question Deadline	November 23, 2020 at 5:00 PM PT
Final RFQ Addendum Issuance (if necessary)	November 25, 2020
Solicitation response Due Date/Time	December 2, 2020 at 2:00 PM PT

THE FOLLOWING DATES ARE TENTATIVE AND SUBJECT TO CHANGE

Estimated notification of finalists (short list)	December 10, 2020
ITB Documents released to finalists	December 10, 2020
Mandatory Pre-Bid Conference/Site Visit	Week of December 14, 2020
Question Deadline	January 5, 2021 at 5:00 PM PT
Final ITB Addendum Issuance (if necessary)	By January 8, 2021
Bid Due Date/Time	January 15, 2021 at 2:00 PM PT
Notice of Intent to Award	January 20, 2021
Estimated Contract Execution	February 8, 2021

3.0 QUESTIONS, SOLICITATION REVISION REQUESTS, CHANGE OR MODIFICATION, APPEALS

3.1 Questions.

3.1.1 All questions and contacts with OSU regarding any information in this RFQ must be addressed in writing via email to the **Contract Administrator** no later than the **Question Deadline** as stated in Section 2.0. If an Offeror is unclear about *any* information contained in this document or its exhibits (Project, scope, etc.), they are urged to submit those questions for formal clarification.

3.2 Solicitation Process Revision Requests.

3.2.1 Offerors may submit a written request for change of particular solicitation process provisions to the **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** as stated in Section 2.0.

3.2.2 Such requests for change shall include the reasons for the request and any proposed changes to the solicitation process provisions.

3.3 Change or Modification.

3.3.1 Any change or modification to the specifications or the procurement process will be in the form of addenda to the RFQ and ITB 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.

3.3.2 OSU will not be responsible for any other explanation or interpretation of this RFQ or the documents included as exhibits to this RFQ.

3.4 Appeals.

3.4.1 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 the **Construction Contracts Manager** at the address given in this RFQ.

4.0 PUBLIC RECORD

4.1 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 Solicitation 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.”**

4.2 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.”

4.2.1 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.

4.3 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 may be considered non-responsive and shall be rejected.

5.0 FORM OF AGREEMENT

A Sample Public Improvement Agreement and OSU General Conditions for Public Improvement Contracts are included as exhibits and contain contract terms and conditions applicable to the work. The sample contract may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU.

6.0 BUREAU OF LABOR AND INDUSTRIES (BOLI) PREVAILING WAGES

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

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates (PWR) as outlined in Sections C.1 and C.2 of the General Conditions. The resulting Contract is subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- 6.1** July 1, 2020 PWR Apprenticeship Rates
- 6.2** October 1, 2020 PWR Amendments
- 6.3** July 1, 2020 Prevailing Wage Rates for Public Works Contracts in Oregon
- 6.4** July 1, 2018 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available here:

<https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>

7.0 INSTRUCTIONS TO OFFERORS

7.1 Summary of Work. The Work contemplated in this document shall be for OSU in connection with the Project described in the Summary of Work in Section **1.0** of this document.

7.2 Pre Solicitation Response Conference and Examination of Site Conditions.

7.2.1 Offeror may attend the non-mandatory Pre-Solicitation Response Conference, which may include a site walk through. Attendance will be documented through a sign-in sheet prepared by OSU.

7.2.1.1 Offerors who wish to attend the Pre Solicitation Conference must request the remote connection information from the Contract Administrator via email, no later than 15 (fifteen) minutes prior to the meeting time, as stated in this RFQ.

7.2.1.2 An in-person site examination is not offered at this stage of the solicitation.

7.2.2 No statement made by any officer, agent, or employee of OSU in relation to the physical conditions pertaining to the Work site will be binding on OSU, unless included in writing in the documents included as exhibits to this RFQ or an Addendum.

7.2.3 Date, Time and Location of mandatory Pre-Solicitation Response Conference is located on the cover sheet of this Solicitation.

7.2.4 Physical distancing guidelines will be utilized during the pre-submittal and pre-bid conferences. These guidelines will include but are not limited to maintaining a distance of six feet from others and not shaking hands. Face covering will be required to be worn at all times while on the property with attendees required to provide their own Personal Protective Equipment (PPE).

7.3 Solicitation Response Submission.

7.3.1 Submit **one (1) electronic version via email** to be received by the Due Date/Time listed in this document to bids@oregonstate.edu as stated in this RFQ. **Electronic versions must be**

sized appropriately for transfer (under 10 MB).

7.3.2 All responses must be received by OSU before the Due Date/Time. OSU's official clock shall prevail in any time conflict. Any response received after the Due Date/Time will be rejected and will be retained and made part of OSU's archive records in accordance with OSU Standards.

7.3.3 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 Proposals. Failure to be licensed and have the bond in place will be sufficient cause to reject Proposals as non-responsive.

7.4 Solicitation Response Requirements.

7.4.1 Your Solicitation response must be contained in a document **not to exceed ten (10) pages**, including pictures, charts, graphs, tables and text the Offeror deems appropriate to be part of the review of your Solicitation 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 Solicitation response**. No supplemental information to the ten (10) page Solicitation 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 will not be counted in the ten (10) page limit.

7.4.2 Your response must follow the format outlined below and include a **Transmittal/Cover Letter signed by an officer of your firm(s) with the authority to commit the firm(s) and must also acknowledge receipt of all addenda. Include an email address for communication purposes.**

7.4.3 The electronic response should be **should be sized appropriately for transfer (under 10 MB)** and formatted with page size of **8 ½ x 11 inches** with no fold-outs (except for project schedule or other large format document required by evaluation criteria). The basic text information should be presented in standard business font size, and reasonable margins.

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

7.4.5 Note that throughout this procurement process, OSU will not accept responses that require OSU to pay the cost of production or delivery.

7.4.6 Telephone and facsimile transmitted responses **will not be accepted**. Responses received *after* the Due Date/Time **will not be considered**.

7.4.7 Each response shall be emailed to bids@oregonstate.edu. Responses must be received at the time and in the format specified herein. The email line should contain the RFQ No., RFQ Title and Firm Name. Only those responses received at this email address by the Due Date/Time shall be considered responsive. Responses submitted directly to the **Contract Administrator**, either in physical format or via email will NOT be considered responsive. It is highly recommended that the Respondent confirm receipt of the email with the **Contract**

Administrator. The Contract Administrator or their designee may open the email to confirm receipt but will NOT verify the integrity of the attachment(s), answer questions related to the content of the Proposal, or address overall responsiveness.

7.5 Acceptance or Rejection of Solicitation Responses by OSU.

7.5.1 The procedures for Contract awards shall be in compliance with the provisions of OSU standards and policies adopted by OSU.

7.5.2 OSU reserves the right to reject any or all Solicitation Responses and to waive minor informalities in compliance with the provisions of OSU standards and policies adopted by OSU.

7.6 Withdrawal of Solicitation Response.

7.6.1 At any time prior to the Due Date/Time an Offeror may withdraw its Solicitation response in accordance with OSU Standards. This will not preclude the submission of another Solicitation response by such Offeror prior to the Due Date/Time.

7.6.2 After the Due Date/Time, Offerors are prohibited from withdrawing their Solicitation response, except as provided by OSU Standards.

7.7 Evaluation Process.

7.7.1 STEP ONE (1). The Solicitation responses received in pursuant to the RFQ will be evaluated by the evaluation committee based on the Evaluation Criteria and point values included herein.

7.7.2 STEP TWO (2). Following the scoring of the first step, the top scoring firms within the competitive threshold will be invited to participate in a second step which will include an Invitation to Bid and submission of a bid in response to the Bid Documents provided for those pre-qualified participants.

7.8 Evaluation Criteria. The following items constitute the evaluation criteria for the selection committee to score Solicitation responses. Respond to each criterion in numerical order. For ease in scoring the Solicitation 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.

7.8.1 Firm Background and Experience (30 Points)

Describe your firm’s history. Include information identifying the firm’s annual volume, financial/bonding capacity for this Project, and speak to the firm’s stability in the market place. Explain relevant experience working on projects of similar scope for public entities; specifically your experience with window installations in historic renovations. Information identifying the firm’s strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation.

7.8.2 Key Personnel (15 Points)

Provide the names of the Project Manager and Superintendent that you will commit to this Project. Demonstrate their specific experience on projects of similar type, size and scope.

Provide specific job experience as it relates to their experience with the GC process and working under OSU or similar large public contracting agencies’ contracting rules. Identify their length of employment with your firm and, if less than three years, recent prior firm(s), their responsibility on this Project, and their primary office locations.

7.8.3 Proposed Project Schedule (15 Points)

Prepare a proposed Project schedule that identifies milestones and duration for each proposed activity.

7.8.4 Workforce Diversity Plan (10 Points)

(a) Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veterans (DSV) certifications for your team 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.

(b) 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/subconsultants needing or requesting such services.

The GC must perform the Work according to the means and methods described in the workforce plan described in its 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.

7.9 Point Summary Table.

Criteria	Point Value
Firm Background & Experience	30
Key Personnel	15
Proposed Project Schedule	15
Workforce Diversity Plan	10

7.10 Optional Reference Checks (5 Points).

In addition to responding to the evaluation criteria above, provide the names, addresses, phone numbers and e-mail addresses of three (3) references. Do not include references from any firms or individuals included in your consulting team for this Proposal or any OSU personnel. OSU may check with these references and with other references associated with past work of your firm.

OSU *may* check with these references or other references associated with past work of your firm.

7.11 Equity Contracting. OSU will require the successful Contractor 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.

7.12 Negotiations. Per OSU Standards, ITB Negotiations may be applicable during the second step.

8.0 MISCELLANEOUS

8.1 Execution of Agreement.

8.1.1 The Offeror shall be required to execute the Contract as provided, within any time period provided in an award notification. The Contract Documents shall be delivered to OSU in the manner stated in an award notification.

8.1.2 Work Commencement. Work shall commence upon execution of a Public Improvement Contract with the selected Offeror unless otherwise stated in the Public Improvement Contract.

8.2 Financial Responsibility.

8.2.1 OSU reserves the right to investigate, at any time prior to execution of the Public Improvement Contract, the Offeror's financial responsibility to perform the anticipated Public Improvement Contract. Submission of a Solicitation response will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will notify Offerors, 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 Solicitation response.

8.2.2 OSU may postpone the award or execution of a Public Improvement 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 Solicitation response rejection.

8.3 Project Termination. OSU is seeking to award a Public Improvement Agreement to a GC for construction services. However, OSU reserves the right to terminate the Project or contract with other parties during any phase in the Project.

8.4 Insurance Provisions. During the term of the resulting Agreement, the successful Offeror 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.

8.5 Non-Discrimination. By submission of a Solicitation response, 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.

8.6 AA/EEO Employer. OSU is an AA/EEO employer.

9.0 EXHIBITS

Exhibit A – Sample Public Improvement Agreement

Exhibit B – OSU General Conditions for Public Improvement Contracts

Exhibit C – Performance Bond, Payment Bond

Exhibit D – MWESB Project Contract Report Instructions and Report

End of RFQ