



Oregon State University

COMPREHENSIVE RESERVE REQUEST FOR PROPOSAL (RFP) #2021-004789

WIEGAND HALL PILOT PLANT WINDOW REPLACEMENT

ISSUE DATE: December 21, 2020

MANDATORY PRE-PROPOSAL CONFERENCE:
January 11, 2021 at 2:00 PM Pacific Time (PT) via
Zoom

MANDATORY SITE VISIT: JANUARY 13, 2021 BY
APPOINTMENT ONLY.

RFP DUE DATE/TIME:
February 5, 2021 at 2:30 PM Pacific Time (PT) via
electronic submission to bids@oregonstate.edu

QUESTION DEADLINE: January 20, 2021 at 5:00 PM Pacific Time (PT)

PROJECT NUMBER: 2248-20

CONTRACT ADMINISTRATOR:

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APPEALS:

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It is the Proposer'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 Proposal 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” and/or “Owner”) is conducting a competitive **ONE STEP** Request for Proposals (RFP) process to retain one (1) firm to replace all historic windows in the Wiegand Hall Polit Plant (*the “Project”*).

OSU is seeking proposals only from firms accepted into OSU’s 2019-2023 Construction Related Services Reserve Contracting Program. Firms not currently in the Construction Related Services Reserve Program can apply for entry into the program by responding to the RFQ contained at the following link: <https://bid.oregonstate.edu/>

OSU WILL ONLY BE ACCEPTING SEALED PROPOSALS ELECTRONICALLY - Proposals are to be submitted to bids@oregonstate.edu by the Due Date/Time.

VIRTUAL MANDATORY PRE-PROPOSAL CONFERENCE- A virtual Mandatory Pre-Proposal Conference will be held on 2:00 PM PT on January 11, 2021, 2020 via Zoom. Firms wishing to attend shall e-mail constructioncontracts@oregonstate.edu no later than 30 minutes in advance to receive the Zoom link. The email subject line should contain the Solicitation Number/Name and Firm Name.

MANDATORY SITE-VISITS – Mandatory Site-Visits shall take place by appointment only on January 13, 2021 at Wiegand Hall. Parking and building location information can be found at www.oregonstate.edu. **Firms are to e-mail constructioncontracts@oregonstate.edu by 2:00 PM on January 12, 2021 in order to reserve a time slot.** The email subject line should contain the Solicitation Number/Name and Firm Name with firms limited to a maximum of two (2) attendees. Campus Safety Policies for Face Covering and Physical Distancing requirements related to Covid-19 are located at <https://covid.oregonstate.edu/safety-policies>.

All questions shall be submitted via e-mail to constructioncontracts@oregonstate.edu by the Question Deadline in order to be addressed. The email subject line should contain the Solicitation Number/Name and Firm Name.

1.2 Background. Oregon State University in Corvallis, Oregon 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>).

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.

1.3 Location. Wiegand Hall, located at 3051 SW Campus Way, Corvallis, OR 97331, was known as the Food Technology Building when it was built in 1951, and has been the home of the food science and technology department since then. Food processing, canning, freezing, taste testing, and food research took place within the building. The building is named for Ernest H. Wiegand, who in 1919 established Oregon Agricultural College's horticultural products processing program, the first of its kind in the nation. He served as head of the program and department until 1952. Wiegand is best known for developing the modern process for creating maraschino cherries.

1.4 Summary of Work. Remove and replace all windows in the historic Wiegand Hall Pilot Plant.

1.5 Scope of Services. In the Pilot Plant, there are twelve (12) windows on the north side, twelve (12) windows on the west side, eighteen (18) windows and one (1) overhead door on the south side. Owner will hire abatement contractor, under a separate contract, to remove hazardous materials but work must be coordinated with the selected General Contractor.

The Pilot Plant is to remain in operation throughout the project, work volume and hours may need to be adjusted to accommodate building operations. It is anticipated that no work will be allowed between May 15, 2021 and October 1, 2021 and May 15, 2022 and October 1, 2022. Some night hours may be allowed depending on Pilot Plant operations. Extensive coordination with building occupants will be required.

Proposers are encouraged to make recommendations and revisions to the scope of work based on Proposers practical experience in historic window replacement work and/or work in operational buildings.

2.0 SCHEDULE

Issue Date	December 21, 2021
Mandatory Pre-Proposal Conference	January 11, 2021, 2:00 PM via Zoom
Mandatory Site Visits	January 13, 2021, by appointment only
Question Deadline	January 20, 2021, 5:00 PM Pacific Time
Final Addendum Issuance (if necessary)	January 22, 2021
Proposal Due Date/Time	February 5, 2021, 2:30 PM Pacific Time

The following dates are tentative and subject to change without notice:

Notice of Intent to Award	By February 15, 2021
Estimated Contract execution	By March 8, 2021
Estimated Notice to Proceed	By March 8, 2021

OSU will make every effort to adhere to the above schedule. It is, however, subject to change.

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 RFP must be addressed in writing via email to constructioncontracts@oregonstate.edu no later than the **Question Deadline** as stated in Section 2.0. If a Proposer 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 Proposers 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** listed above.

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 provided by the Owner for this RFP or the documents included as exhibits to this RFP shall be made by a duly issued Addendum made available to all firms on the [OSU Business and Bid Opportunities](#) website. 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.

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

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 RFP.

4.0 PUBLIC RECORD

4.1 OSU will retain an electronic copy of 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, 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.”

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 be rejected.

5.0 FORM OF AGREEMENT

A Sample Reserve Contract Supplement is included as an exhibit and contains 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 RFP:

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 Supplement is subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- 6.1** October 1, 2020 Prevailing Wage Rate Amendments
- 6.2** July 1, 2020 PWR Apprenticeship Rates
- 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/WHD/PWR/Pages/pwr_state.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 Section **1.0** of this document.

7.2 Pre-Proposal Conference and Site Visit.

7.2.1 The Pre-Proposal Conference will be administered virtually via Zoom. Proposers

must contact the **Contract Administrator** to request virtual Conference access. This request must occur no later than thirty (30) minutes prior to the meeting time, as stated in this RFP.

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 RFP or an Addendum.

7.2.3 Date and Time of a Pre-Proposal Conference is located on the cover sheet of this RFP.

7.2.4 Should on campus site visits occur, Campus Safety Policies for Face Covering and Physical Distancing requirements related to Covid-19 are located here:

<https://covid.oregonstate.edu/safety-policies>

7.3 Proposal 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 RFP. **Electronic versions must be sized appropriately for transfer (under 10 mb).**

7.3.2 All Proposals must be received by OSU before the Due Date/Time. OSU's official clock shall prevail in any time conflict. Any Proposal 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 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.

7.4 Proposal Submission Requirements.

7.4.1 Your Proposal must be contained in a document not to exceed Twenty (20) single sided 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 page limit and must be appended to the end of your Proposal. No supplemental information to the page limit will be allowed. Appended resumes of the proposed key individuals, completed **Exhibit A** (Bid Form), recommendations or revisions as outlined in **7.10.1** below, along with a Transmittal letter, table of contents, front and back covers, references, exceptions, and blank section dividers will not be counted in the page limit.

7.4.2 Your Proposal 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 RESERVED

7.4.4 The electronic Proposal 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 of the Proposal should be presented in standard business font size, and reasonable margins.

7.4.5 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.

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

7.4.7 Telephone and facsimile transmitted **Proposals will not be accepted**. Proposals received *after* the Due Date/Time **will not be considered**.

7.4.8 Each Proposal shall be emailed to bids@oregonstate.edu. Proposals must be received by the time and in the format specified herein. The email line should contain the Solicitation Number/Name and Firm Name. Only those Proposals received at this email address by the Proposal Due Date/Time shall be considered responsive. Proposals submitted directly to the **Contract Administrator** will NOT be considered responsive. It is highly recommended that the Proposer confirms receipt of the email with the **Contract Administrator**. **The Contract Administrator** or 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 the overall responsiveness of the Proposal.

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 Proposals 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, a Proposer may withdraw its Proposal in accordance with OSU Standards. This will not preclude the submission of another Proposal by such Proposer prior to the Due Date/Time.

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

7.7 Evaluation Process. The written response to this RFP is the only step in the selection of a firm for this Project. The Proposals received in response to this RFP will be evaluated by a selection committee.

The members of the selection committee will discuss the strengths and weaknesses of all Proposers. The members of the selection committee will then score the Proposers based on all information

received and presented in the Proposals. Optional Reference Checks may be undertaken to aid in final scoring. The top scoring firm will be awarded the Apparent Successful Proposer. Upon completion of final scoring, negotiations may commence with the Apparent Successful Proposer.

7.8 Evaluation Criteria. The following items constitute the evaluation criteria for the selection committee to score Proposals. For ease in reviewing, provide tabs keyed to each of the following criteria:

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 marketplace. Explain relevant experience particularly with working on projects of similar scope for public entities. 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 PSU 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 (10 Points)

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

7.8.4 Proposed Site Logistics and Site Safety Plan (20 Points)

Describe your firm's approach to the management and administration of on-site construction activities for this Project. Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise, material storage, onsite offices, security, etc. Describe how you will keep construction workers, students, faculty, staff, and visitors to campus safe while minimizing impact to the day-to-day operations of the campus.

7.8.5 Workforce Diversity Plan (15 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 Contractor 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.

7.8.6 Base Bid (20 Points)

Provide a **LUMP SUM BID** for the base Project on the Bid Form included in Exhibit A. Exhibit A will be excluded from the page limit. The Proposer with the lowest Base Bid will receive full points, higher cost Proposals will receive proportionally lower points according the following formula:

$$[1-(\text{Proposer's Bid} - \text{Low Proposer's Bid})/\text{Proposer's Bid}] * \text{Fee Points Available}$$

7.9 Point Summary Table.

Criteria	Point Value
Firm Background and Experience	30 Points
Key Personnel	15 Points
Proposed Project Schedule	10 Points
Proposed Site Logistics and Site Safety Plan	20 Points
Workforce Diversity Plan	15 Points
Bid	20 Points

7.10 Optional Recommendations/revisions to Scope of Work and Reference Checks (20 Points).

7.10.1 Recommendations or Revisions to Scope of Work (10 Points)

Proposers may provide recommendations or propose revisions to the Scope of Work in this RFP based on Proposers' practical experience in historic window replacement work and or work in operational buildings. Additional points may be awarded to Proposers who provide recommendations or revisions to the Scope of Work as stated in this RFP and its exhibits. Provide narrative of recommendation or revisions, why recommendation or revision is offered, and potential cost or schedule savings that could be realized by these recommendations or revisions. These recommendations or revisions may be appended to the end of your Proposal and will not count toward the page limit.

7.10.2 Reference Checks (10 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 construction 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 Proposer 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.

7.12.1 OSU may commence General and/or Best and Final Offer (BAFO) Negotiations in accordance with OSU Standards ([*Procurement Thresholds and Methods, Procurement Solicitations and Contracts*](#)) following final scoring under either a one or two-step process.

7.12.2 RESERVED

7.12.3 RESERVED

7.12.4 RESERVED

7.12.5 If OSU and the Apparent Successful Proposer are unable to reach agreement on contract terms and conditions, OSU may cease negotiations with the Apparent Successful Proposer and enter negotiations with the next highest scoring Proposer, etc.

8.0 MISCELLANEOUS

8.1 Financial Responsibility.

8.1.1 OSU reserves the right to investigate, at any time prior to execution of the contract, the Proposers financial responsibility to perform the anticipated services. 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 Proposers, 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 Proposal.

8.1.2 OSU may postpone the selection of finalists or execution of a contract 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 Proposal rejection.

8.2 Project Termination.

8.2.1 OSU reserves the right to terminate the Project or contract during any phase in the Project.

8.3 Insurance Provisions. During the term of the resulting contract, the awardee 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 contract.

8.4 Nondiscrimination. By submission of a Proposal, the Proposer certifies under penalty of

perjury that the Proposer will not discriminate against minority, women, emerging small business or service-disabled veteran owned business enterprises in obtaining any required subcontracts.

8.5 AA/EEO Employer. OSU is an AA/EEO employer. Proposer agrees to comply with all federal, state, county, and local laws, ordinances, and regulations as well as all applicable OSU Standards and Policies while on campus.

8.6 Smoke and Tobacco Free Campus. Owner's grounds and premises are smoke and tobacco free. Contractor and Contractor's employees, agents, Subcontractors, if any, agree not to smoke or use tobacco products while on Owner property.

8.7 Sexual Harassment Policy. The Owner has policies that prohibit sexual harassment of members of the university community and in keeping with those policies Contractor and Contractor's employees, agents, and Subcontractors are prohibited from engaging in sexual harassment of members of the university community.

8.8 Firearms Policy. The Owner has adopted a policy that prohibits Contractor and Contractor's employees, agents, and Subcontractors from possessing firearms on Owner's property.

9.0 EXHIBITS

Exhibit A – Bid Form

Exhibit B – Sample OSU Reserve Supplement for Construction Related Services

Exhibit C – OSU General Conditions for Construction Related Services Reserve Contract

Exhibit D – Performance Bond, Payment Bond

Exhibit E – MWESB Project Contract Report Instructions and Report

Exhibit F – Specifications

Exhibit G – Plans

Exhibit H – Asbestos Bulk Analysis Report, Dated December 10, 2020 by Bullseye Precision Analytical & Environmental Services (For reference only)

Exhibit I – Asbestos Building Inspection Report, Dated November 28, 2008 by Forensic Analytical Consulting Services (For reference only)

Exhibit J – Addenda (if and when applicable)

END OF RFP