



Oregon State University

REQUEST FOR QUALIFICATIONS (RFQ) #2021-005505

OSU-CASCADES SUSTAINABLE WATER SYSTEM PLANNING

ISSUE DATE: March 15, 2021

MANDATORY PRE-SUBMITTAL CONFERENCE:
March 30, 2021 at 10:00 AM Pacific Time (PT) via
Zoom

RFQ DUE DATE/TIME:
May 5, 2021 at 2:00 PM PT via electronic submission
to bids@oregonstate.edu

QUESTION DEADLINE: April 22, 2021 at 5:00 PM PT

PROJECT NUMBER: 2117-18

CONTRACT ADMINISTRATOR:

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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 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 **TWO-STEP** Request for Qualifications (RFQ) process for the feasibility analysis and preliminary design of campus water supply, use and waste system to be located at OSU-Cascades in Bend, Oregon. Proposing firms may subcontract as necessary to ensure a complete design team.

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

VIRTUAL MANDATORY PRE-SUBMITTAL CONFERENCE- A virtual Mandatory Pre-Submittal Conference will be held on 10:00 AM PT on March 30, 2021 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 on April 14, 2021 at OSU-Cascades, located at 1500 SW Chandler Ave Bend, Oregon 97702 by appointment only. Parking and building location information can be found at www.osucascades.edu. Firms are to e-mail constructioncontracts@oregonstate.edu by 3:00 PM on April 13, 2021 in order to reserve a time slot during the time frame listed above. The email subject line should contain the Solicitation Number/Name and Firm Name with firms limited to a maximum of three (3) attendees. Subconsultants are welcome to attend the site visits with a Respondent, as long as the three (3) person maximum is not exceeded. Subconsultants may also request site-visits separate from Respondents. Campus Safety Policies for Face Covering and Physical Distancing requirements related to Covid-19 are located at <https://covid.oregonstate.edu/safety-policies>. If a Respondent and or Subconsultant cannot travel or is uncomfortable traveling for mandatory site visits, contact the **Contract Administrator** by the deadline listed in this paragraph to schedule a virtual site visit.

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. 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.

In 2013, the Oregon Legislature allocated the first phase of capital to build an Oregon State University campus in Bend, offering a range of undergraduate and graduate degrees. The first OSU-C building opened in fall 2016 on a 10-acre site adjacent to a former pumice mine (now owned by the university) and a former construction demolition landfill. Through long range development planning and master planning processes over the last few years, the university has evaluated both the pumice mine and landfill for future campus development and expansion to accommodate up to 5,000 students by 2034. In April 2018, after significant planning and remediation/ redevelopment

investigations, the university acquired the former Deschutes County Demolition Landfill, a brownfield site, for remediation and redevelopment for future use as the university campus.

The OSU-Cascades' (OSU-C) Master Plan includes campus expansion to a 128-acre campus by 2034, through numerous phases. These phases include varying amounts of infrastructure and building construction, requiring a deliberate water systems phasing plan.

In addition to academic spaces, student and middle market housing, recreation areas and student success centers, the OSU-C long range development plan includes an innovation district that is a figurative handshake between academic-led instruction and research and industry-led innovation. At the same time, this home to world-class research and study will blend seamlessly with neighboring communities. Projects to remediate and redevelop the landfill will provide the space for this university-industry innovation district.

OSU-C has engaged in a thorough long range development planning (LRDP) process which included a commitment to sustainably developing a triple Net-Zero campus. Triple Net-Zero means the campus will balance energy use, water consumption, and waste generation with energy generation, water capture, and material reuse. The LRDP net zero energy plan has been further developed into a master plan for the campus allowing each future capital project to leverage the study recommendations and design guidelines that will incrementally move the campus along the net zero energy path.

It is now time to develop the LRDP net zero water goal for the site into an actionable set of design standards and key site elements. The outcome of this work will include answers that each future team will need in order for each capital project to move OSU-C toward the goal.

1.3 Location. OSU-C Campus, 1500 SW Chandler Ave., Bend, Oregon 97702

1.4 Summary of Work. Planning, analysis and design services to support a developing Net-Zero Water university campus.

1.5 Scope of Services. Phases of work to be included in this project:

1.5.1 Feasibility analysis of conceptual Net-Zero water plans and systems.

1.5.1.1 Analysis, at a minimum should include:

- i. Definition of net zero water as it relates to our campus and culture.
- ii. First costs and operations and maintenance (O&M) costs.
- iii. University and community impacts and opportunities such as smell, aesthetics, ability to incorporate into learning objective for future university course.
- iv. How well any solution aligns with OSU's Mission, Vision, Ethos
- v. Federal and state regulatory and local permitting considerations
 1. Compatibility with City of Bend sanitation systems.

1.5.1.2 Systems analyzed, at a minimum, should include:

- i. Water reduction solutions
 2. recommendations for building water use thresholds including but not limited to toilet/shower/sink minimum requirements in order to meet campus goals
 3. irrigation solutions and requirements

- ii. Waste water reuse/processing solutions
 - 1. constructed wetlands
 - 2. purple pipe and emerging water reuse strategies
 - 3. small scale membrane bio-reactors (MBR)
 - 4. small scale tertiary treatment plants
 - 5. grey water treatment
 - iii. Storm water and snow melt capture solutions
 - 1. Site storm water and topography recommendations to cost effectively guide storm water and snow melt to where it can be reused.
 - 2. Other novel solutions for cost effectively maximizing the campus reuse of this precious resource
- 1.5.2** Preliminary design and schematic documents for selected water use and waste elements and systems
- 1.5.2.1** Documentation that clearly guides future capital project teams toward solutions that align with our goals. Future teams should not need to repeat portions of this work to move forward.
- 1.5.2.2** Location and sizing of future elements of the system including but not limited to:
- i. domestic water
 - ii. gravity sewer
 - iii. force main
 - iv. storm water features
 - v. pump station
 - vi. city water and sewer connections
 - vii. suggested topography changes overlayed on masterplan
 - viii. other key elements of the chosen systems as defined by the analysis
- 1.5.3** Cost estimates for key elements above aligned to the master plan timing.
- 1.5.3.1** Cost estimates should be class at least class 4 and where possible class 3.
- 1.5.3.2** These will be used in future projects for budgetary requests.
- 1.5.4** Some level of interaction with the local Authorities Having Jurisdiction (AHJ) to discuss the ways selected outcomes align with the existing master plan and water/waste services they provide
- 1.5.5** Updated graphics and campus phasing plans as an addendum for the existing LRDP.
- 1.5.6** Support in the form of graphic exhibits, models and text may be required for an on-going public outreach program being conducted by OSU-C.

2.0 SCHEDULE

Issue Date	March 15, 2021
Mandatory Pre-Proposal Conference	March 30, 2021, 2:00 PM PT Via Zoom
Mandatory Site Visits	April 14, 2021 by appointment only
Question Deadline	April 22, 2021 5:00 PM PT
Final Addendum Issuance (if necessary)	By April 28, 2021
Proposal Due Date/Time	May 5, 2021 2:00 PM PT

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

Estimated notification of finalists	May 12, 2021
Presentations/Interviews	Week of May 17, 2021
Notice of Intent to Award	By May 10, 2021
Estimated Contract execution	By June 1, 2021
Estimated Notice to Proceed	By June 1, 2021
Estimated Project Completion	By June 2022

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 RFQ must be addressed in writing via email to constructioncontracts@oregonstate.edu 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** 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 RFQ or the documents included as exhibits to this RFQ 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 RFQ 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 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 RFP.

4.0 PUBLIC RECORD

4.1 OSU will retain an electronic copy of this RFQ and one electronic copy of each 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.”**

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 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 Proposal marked as a trade secret in its entirety may be considered non-responsive and be rejected.

5.0 FORM OF AGREEMENT

A sample consultant agreement (Sample Agreement) is included as an exhibit and contains contract terms and conditions applicable to the work. The Sample Agreement may contain certain notes or alternative provisions. Those alternative provisions will be included at the sole discretion of OSU.

6.0 RESERVED

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-Submittal Conference will be administered virtually via Zoom. Offerors ***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.

The Offeror must attend the mandatory Pre-Submittal Conference, which will be administered virtually. In addition, the Offeror must attend the Mandatory Site Visit (either

in person or virtually). Responses will not be accepted from those firms who have not had a representative attend the Mandatory Pre-Submittal Conference and the Mandatory Site Visit. Attendance at the Pre-Submittal Conference will be documented by checking in with the **Contract Administrator** at the beginning of the virtual Conference. Prime Offerors will be required to check in and provide their name, firm name, and email address to the **Contract Administrator** at the beginning of the virtual Pre-Submittal Conference. Attendance will be documented by OSU. Offerors who arrive more than five (5) minutes after start time of the meeting (as stated in the RFQ and by OSU's clock) or after the discussion portion of the meeting, (whichever comes first) will not have their attendance documented and will have their response rejected.

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 and Time of a Pre-Submittal Conference is located on the cover sheet of this RFQ.

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 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.

7.4 Response Submission Requirements.

7.4.1 Your response 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 response. No supplemental information to the 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, exceptions and blank section dividers will not be counted in the 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 Any/all exceptions to the Terms and Conditions included in the Sample Agreement shall be clearly identified and appended to the Proposal in order to be considered by OSU during the negotiation period.

7.4.4 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 any large format documents required by evaluation criteria). The basic text information of the response should be presented in standard business font size, and reasonable margins.

7.4.5 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 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 responses that require OSU to pay the cost of production or delivery.

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

7.4.8 Each response shall be emailed to bids@oregonstate.edu. Responses must be received by the date/time and in the format specified herein. The email line should contain the Solicitation Number/Name 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** will NOT be considered responsive. It is highly recommended that the offeror 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 response, or address the 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 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 response in accordance with OSU Standards. This will not preclude the submission of another response by such Offeror prior to the Due Date/Time.

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

7.7 Evaluation Process.

The written response to this RFQ is the first in a two-step process in the selection of a firm for this Project. The responses to this RFQ will be evaluated by a selection committee with the top scoring firms being invited to advance to further evaluation steps including virtual Proprietary Discussions and Presentations/Interviews should the committee determine they are necessary.

Presentations/Interviews will include **Ninety (90) minutes** for presentation period and Q&A/proprietary discussion session. Each finalist team can decide how they would like to utilize this time.

After all of the Presentations/Interviews are completed, the members of the selection committee will discuss the strengths and weaknesses of the finalists. The members of the selection committee will then score the finalists based on all information received, presented and heard during the Presentations/Interviews. Optional Reference Checks may also be undertaken to aid in final scoring. Upon completion of final scoring, negotiations may commence with all Proposers submitting responsive proposals or all Proposers in the competitive threshold.

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

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

7.8.1 Experience on Similar Projects (30 points)

Describe your firm's experience with similar or comparable projects during the past five years. Describe the function performed by your firm as well as the portions that were subcontracted. Include references for each of the projects. Specifically include experience working with higher education institutions and how the types of systems this RFQ discusses were evaluated. Further discuss how the team approached the delicate balancing act of applying applicable codes, state regulatory structures, local authority having jurisdiction, site topography, and O&M costs. Finally, describe your existing relationship with the relevant regulatory agencies.

7.8.2 Implemented Solutions (20 Points)

Discuss the current status of each of the projects mentioned in your response to 7.8.1 above, displaying the firm's ability to not only study and design, but see that projects are implemented by the customer. Discuss project challenges and wins and what specific aspects of your approach to the project led to those challenges and wins. Further discuss how the documentation that was produced in those studies will help future teams avoid reworking the study in order to progress in each capital project.

7.8.3 Key Personnel (25 Points)

Identify the personnel in your firm who would be assigned to the project, their specific roles in this project, their previous experience in those roles and their previous experiences working with each other. Also identify the consultants you propose to team with, if any, their proposed key personnel and roles/scope on the project, and give brief descriptions of their experience and expertise. Provide contact information for each identified key person. Specifically show how this team has worked together in the past.

7.8.4 Workplan and Staff Availability (10 Points)

Provide a proposed work plan and schedule for accomplishing the study and results that is achievable by your firm's staffing availability. Include the proposed key personnel from above projects and describe how they will support this effort and their proposed percentage of project involvement in different phases of this effort. Finally, include a preliminary list of deliverables.

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.

7.9 Point Summary Table.

Criteria	Point Value
Experience on Similar Projects	30 Points
Implemented Solutions	20 Points
Key Personnel	25 Points
Workplan and Staff Availability	10 Points
Workforce Diversity Plan	15 Points

7.10 Presentations and Reference Checks (up to 60 Points).**7.10.1 Presentations/Interviews (50 Points)**

Presentations/Interviews **will** be conducted to aid in determining the Apparent Successful Offeror. Proprietary Discussions may also be conducted with all finalists prior to Presentations/Interviews. Information regarding the Proprietary Discussions and Presentations/Interviews will be provided to the short-listed firms following the initial review and scoring. Final scoring of the Presentations/Interviews will be **separate and not cumulative** from the short-listing.

7.10.1.1 Finalists should be prepared to discuss the following:

- i. Your firm's philosophy and practiced approach to a design that will result in an achievable and cost effective campus water system, consistent with OSU-C's net zero water goal.
- ii. Specific challenges you anticipate for this project based on lessons learned from previous projects that you will

incorporate to keep the project moving forward. Be ready to specifically discuss how you will evaluate the systems to achieve a cost effective, realistic solution.

- iii. How the documentation created will support future teams' execution, avoiding unnecessary rework. Discuss what work products future teams will need based on your past experience.

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 for your firm. In addition, provide at least one (1) reference for each Key Personnel. 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.

7.11 Equity Contracting. OSU will require the successful Offeror 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 Any/all exceptions to the Term and Conditions included in the Sample Agreement shall be clearly identified and appended to the Proposal in order to be considered by OSU during the negotiation period.

7.12.3 OSU reserves the right to deny contract term negotiations with the Apparent Successful Proposer if such contract terms were not received by OSU in the Solicitation response pursuant to Section **7.12.2** above.

7.12.4 OSU reserves the right to defer decision(s) on requests for contract terms and conditions revisions until after a notice of intent to award is published.

7.12.5 If OSU and the Apparent Successful Offeror are unable to reach agreement on contract terms and conditions, OSU may cease negotiations with the Apparent Successful Offeror 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 Offerors financial responsibility to perform the anticipated services. Submission of a response will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will notify 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 response.

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 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 response, the Offeror certifies under penalty of perjury that the Offeror 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.

8.6 Compliance with Applicable Law. Offeror 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.

8.6.1 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.

8.6.2 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.

8.6.3 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.

8.7 Reserved.

8.8 Execution of Agreement.

8.8.1 The Offeror shall be required to execute the Agreement 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.

8.8.2 Work Commencement. Work shall commence upon execution of an Agreement with the selected Offeror unless otherwise stated in the award notification or Agreement.

9.0 EXHIBITS

Exhibit 1 – OSU-C Long Range Development Plan

Exhibit 2 – Sample Consulting Agreement

Exhibit 3 – Addendum (if and when applicable)

Exhibit 4 – Site Grading Base Map

Exhibit 5 – LRPD Conceptual Water Sewer Plan

Exhibit 6 – LRDP Campus Water Demand Estimates

END OF RFQ