



Attention Design Firms

If you are downloading the RFP from the website, please notify us via Email that you have done so (include firm name and address, contact person, phone and email).

This notification will allow us to add you to the Proposer List and advise you of any addenda issued. Failure to notify us may cause your submittal to be considered non-responsive.

Thank you.

EMAIL: debera.massahos@oregonstate.edu

OREGON STATE UNIVERSITY-CORVALLIS

REQUEST FOR PROPOSALS

College of Forestry – Forest Science Complex

CONTRACT ADMINISTRATOR

Debera Massahos
Capital Projects Contract Administration, Capital Planning & Development
Oregon State University
3015 SW Western Blvd
Corvallis, OR 97333
Phone: (541) 737-7694
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Email: debera.massahos@oregonstate.edu

ISSUE DATE: August 21, 2014

RFP CLOSING (DUE) DATE: September 19, 2014, 4:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Attention: Debera Massahos
Capital Projects Contract Administration, Capital Planning & Development
Oregon State University
3015 SW Western Blvd
Corvallis, OR 97333
Phone: (541) 737-7694
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SOLICITATION / SELECTION PROTESTS:

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1.0 Introduction:

Oregon State University is seeking proposals for integrated design teams headed by an architecture firm. The architecture firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to landscape architecture, structural, mechanical, electrical, acoustical, civil engineering design, and cost estimating for the College of Forestry Forest Science Complex to be located on the OSU campus in Corvallis, Oregon.

Scope of services will include the following phases: Schematic Design, Design Development, Construction Documents, Permitting, Bidding, Construction Administration, Record Documentation and Project Closeout including use of Construction-Operations Building Information Exchange (COBie) software.

2.0 Project Description:

The project has two interconnected but distinctly different components. One is a renewal or replacement of the existing Peavy Hall which houses classrooms, administration, faculty offices, and dry laboratory spaces for the OSU College of Forestry. The second is a new facility that will house laboratory space for an Advanced Wood Products Manufacturing and Design Center being formed in collaboration with the University of Oregon College of Architecture and Allied Arts. This special laboratory space will house the work of an applied research partnership with private sector manufacturers that will drive the innovation, testing and educational programs necessary to stimulate and sustain private investment in advanced secondary wood products manufacturing capacity in Oregon's rural communities.

When completed, both facilities will feature new, state-of-the-art building design elements and construction components that demonstrate innovative use of mass timber and advanced, engineered wood products. Both facilities will offer transformative learning environments, and clearly demonstrate the present and future capacity of the Oregon wood products sector to supply innovative components for design and construction of beautiful, lasting wood buildings.

Relevant institutional context is the vision articulated by University President Ray in his February, 2014 State of the University Speech at the following link:

<https://drive.google.com/file/d/0B5txjtX9J2NeTjNoQ0pub0ZGZW8/edit?usp=sharing> (90 seconds).

Key components of the Project include the following:

1. Potential demonstration of alternative construction methods and materials using mass timber products currently and potentially manufactured in Oregon (including but not limited to Cross Laminated Timber construction).
2. Improvement of the OSU College of Forestry student experience through a

complete renovation/renewal (or potential onsite replacement) of the 87,000 gross square foot Peavy Hall (opened new in 1970 on the OSU Corvallis campus) which provides the primary classroom, administration, and faculty office space for the College.

3. Providing ~27,000 net square feet of new applied research space reflective of the State of Oregon's commitment to supporting development and testing of advance wood products in and around what will become known as the "Forest Science Complex" comprised of a renewed Peavy Hall, the College's Richardson Hall (Constructed in 1998), and a new Advanced Wood Products Laboratory.
4. Connect with the vibrant wood industry of the State of Oregon and showcase use of advanced wood products throughout the project.

Key Project Goals include the following:

1. Create a transformative educational experience for OSU College of Forestry students, faculty, staff, and visitors.
2. Renew and transform the College's aging built-environment
3. Showcase use of innovative advanced wood products in building design
4. Promote different and innovative partnerships in support of Oregon's Forest Products Industry

3.0 Energy Efficiency:

The project will be designed to applicable LEED silver equivalency and must meet the state building code for energy efficiency.

4.0 Design and Construction Timeline

The predesign schematic design phase of the Project is expected to start in fall 2014 after the agreement with the successful design team is executed. OSU intends to use the CM/GC (Construction Manager/General Contractor) approach for the construction contract.

Project occupancy is planned for fall 2017 and is contingent of state legislative funding during the 2015 biennial session scheduled to begin in January 2015.

	Start Date	End Date
Predesign/Schematic Design	12/01/14	04/01/15
Design	04/01/15	04/01/16
Construction	04/01/16	08/01/17

5.0 Construction Budget

The projected total project cost is \$60M with a projected direct construction budget of approximately \$48M.

6.0 Selection Process:

This Request for Proposals (RFP) and the selection process will be conducted pursuant to the terms of this RFP and the Oregon University System's Administrative Rule OAR 580-063-0020, relating to the selection and retention of professional consultants.

7.0 Compensation:

Compensation will be based on a total "not-to-exceed" amount for services and reimbursable expenses, with "not-to-exceed" maximums for the following individual phases of the design: schematic design, design development, construction documents, permitting, bidding, construction administration, cost estimating and record documentation. The amount of compensation will be negotiated with the proposer who has submitted the best proposal (the Apparent Successful Proposer). No cost proposal or price information is to be submitted with proposals.

8.0 Evaluation Criteria:

Please indicate in writing the following information about your firm's ability and desire to perform this work. Proposals will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

- 8.1 Experience with design and construction of higher education learning environments meeting both research and instructional program needs , corporate, or civic projects of similar program, size and budget as defined in this proposal. Indicate specific design team members who were involved with the projects. (25)
- 8.2 Experience with advanced wood design principles and advanced sustainable building documentation and design procedures. Indicate specific mass timber/advanced wood building materials utilized in prior design projects (25)
- 8.3 Identify project experience of key personnel, including project designer and project manager along with those of sub-consultants proposed, to be assigned to this project. Also indicate project experience specifically related to use of mass timber/advanced wood building materials for each identified project personnel. Indicate current availability and proposed percentage of project involvement per project phase. Highlight the individuals who participated in the project examples. (25)
- 8.4 Provide a description of the following (all total 25):
 - 8.4.1 Your firm's philosophy and practiced approach to design that is reflective of the unique aspects of the goals of the College of Forestry in creating an innovative campus environment listed above in section 2.0.
 - 8.4.2 Specific project challenges you anticipate for this project based on past experiences, and "lessons learned" from those past project experiences

that you will rely upon to succeed here as this project unfolds.

- 8.4.3 Your firm's demonstrated experience with project management and how you would apply that experience operationally in the context of the unique setting of a university and its stakeholders.
- 8.4.4 Identify three recent projects undertaken by the firm which may provide similar challenges to those you anticipate in this setting, and specific steps/attributes your project management approach will incorporate to anticipate each challenge.

9.0 References:

In addition to responding to the evaluation criteria above, please provide the names, addresses and phone numbers of three owners, three sub-consultants, and three contractors to be used as references for this project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Please do not include references from any firms/individuals included in your design team for this Project. OSU will check with these references and/or may check with other references associated with past work of your firm. OSU will evaluate this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and any other reference checks will be assessed in determining the final ranking of proposals.

10.0 Selection Procedure and Timetable:

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

August 21, 2014	Issue RFP
September 19, 2014	RFP response due 4:00 PM
September 30, 2014	Notification of finalists
October 15, 2014	Interviews with Selection Committee
October 20, 2014	Tentative Selection/Notification

Site Visit: No mandatory site visits are required as part of the proposal process.

11.0 Evaluation Process:

This RFP will use a two-step process to select a design team for this project. The first step includes evaluation of written proposals submitted in response to this RFP and then short-listing of three to four firms, who will be invited to participate in the second step, an interview that is anticipated to be scheduled on **October 15th, 2014**. Please hold this date for tentative interview.

Each of the evaluation criteria has been assigned a weight of 25. Each member of the evaluation committee will separately rank each proposal in each of the evaluation criteria between 0 and 5, and multiply that number by the weight assigned to the evaluation criteria. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain a total score for each proposal.

The evaluation committee will meet and compare the individual evaluation committee member rankings. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee discussion will result in the consolidated ranking from which the finalists for interviews will be selected for step two of the process.

Interviews will include a 90-minute case study presentation, including three cases, to allow the proposers to highlight their proposal as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate 30-minute Q&A session. OSU will use the information presented during the interview to further evaluate the proposer's qualifications and abilities and develop the final ranking of the short-listed firms, in order of preference.

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer by ranking the proposals based on all information received, presented, found and heard. OSU will then negotiate with the Apparent Successful Proposer the price and specific statement of work of a contract, consistent with OSU's Standard Architect's Agreement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked proposer, etc.

12.0 Responsibility Evaluation:

OSU will investigate each proposer's responsibility in accordance with the requirements of Division 61 of Oregon Administrative Rules Chapter 580, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of a contract. Submission of a signed proposal constitutes the proposer's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU will notify proposers, in writing, of any financial documentation required, which may include 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.

OSU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the proposal nonresponsive. Failure of a proposer to demonstrate responsibility will render it non-responsible and constitute grounds for proposal rejection.

13.0 Submission:

Submit **Eight (8) Hardcopy and One (1)** electronic version of your proposal to be received by the closing date and time listed in this document to:

Attention: Debera Massahos
Capital Projects Contract Administration, Capital Planning & Development
Oregon State University
3015 SW Western Blvd
Corvallis, OR 97333
Phone: (541) 737-7694
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Email: debera.massahos@oregonstate.edu

Your proposal must be contained in a document **not to exceed twenty-five (25) single sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the review of the proposer's response. Resumes of key individuals proposed to be involved in this project are exempted from the 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25 page proposal 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, etc., will not be counted in the 25 page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The electronic proposal should be sized appropriately for transfer (under 8 mb)**.

Your proposal must be signed by an officer of your firm with the authority to

commit the firm.

OSU may reject any proposal not in compliance with all prescribed public bidding 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.

Please note that OSU will not accept proposals or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Proposals received after the closing date and time will not be considered.14.0 Questions:

All questions and contacts with the OSU regarding any information in this RFP must be addressed in writing, fax or email to Debera Massahos at the address, email or fax listed in this document no later than September 10, 2014 at 12 p.m.

15.0 Solicitation Protests:

You may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications or terms that you believe limits competition) to Debera Massahos at the address, email or fax listed in this document. Requests and protests must be received no later than September 2, 2014 at 12 p.m. Requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

16.0 Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available by email from Debera Massahos to all prospective proposers who have notified OSU of their interest in proposing. No information published in any other manner will serve to change the RFP 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.

17.0 Selection Protests:

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to Debera Massahos at the address given in the RFP within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the notification of selection has been made in order to be considered. The selection decision notification will be made by Ms. Massahos via email.

18.0 Proprietary Information:

OSU will retain this RFP and one copy of each electronic proposal received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which will be open to public inspection after OSU has announced an Apparent Successful Proposer or all proposals have been rejected. If a proposal contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each sheet containing such information with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance."

Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the proposal, material designated as confidential must accompany the proposal, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any proposal marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

19.0 Project Termination:

OSU is seeking to award an architect's agreement to an architectural firm for schematic design, design development, construction documents, bidding, and construction phases; however, OSU reserves the right to terminate the project and the agreement, after completion of any phase in the project.

20.0 Certification Of Compliance With Tax Laws:

By submission of your qualifications, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

21.0 Insurance Provisions:

During the term of the resulting contract, the successful proposer 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.

22.0 Additional Requirements:

Pursuant to OAR 580-061-0030, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OUS that prohibit sexual harassment and that proposers and their employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community.

Enclosures:

OSU Standard Architect's Agreement

End of RFP