

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

Goss Stadium/Coleman Field Turf Replacement

CONTRACT ADMINISTRATOR: Oregon State University
Debera Massahos
Capital Projects Contract Administration
Phone: (541) 737-7694
FAX: (541) 737-4810

ISSUE DATE: October 17, 2014
RFP CLOSING (DUE) DATE: October 24, 2014, 4:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Capital Projects Contract Administration
Attention: Debera Massahos
3015 SW Western Blvd.
Corvallis, OR 97333

Introduction:

Oregon State University seeks proposals from firms to provide turf replacement and installation services for the Goss Stadium/Coleman Field Turf Replacement and Installation project described below (the “Project”).

All proposers must be registered with the Oregon Construction Contractors Board prior to submitting a proposal. Failure to be registered will be sufficient cause to reject proposals as non-responsive.

Project Description:

The Project is located at Goss Stadium on the campus of Oregon State University in Corvallis, Oregon. Coleman Field is an NCAA Division 1 baseball field. The anticipated scope for the Project consists of, but is not necessarily limited to, the removal and recycling or disposal of existing infield in-filled synthetic turf, excavation of outfield grass and sand to new sub-base elevation, haul spoils off site, and design and installation of a complete new in-filled synthetic turf surfacing system, including subgrade preparation for the fields at Goss Stadium. Project also includes furnishing owner with (1) set of field maintenance equipment. (Additional information about Coleman Field dimensions can be obtained by contacting Lori Fulton, Project Manager at lori.fulton@oregonstate.edu.)

OSU anticipates that all work on the Project will be constructed so that Goss Stadium is game-ready no later than February 20, 2015.

Selection Process:

This 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 construction contractors.

Compensation:

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses.

Response Requirements/Evaluation Criteria:

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

1. Provide a brief description of your firm. List the projects your firm is currently contracted for and at what stage you are in terms of completion. (10)
2. Describe your firm’s recent (past five years) experience with NCAA Division 1-A baseball fields and indicate specific personnel assigned to the projects. (10)
3. Identify the personnel in your firm who would be assigned to Oregon State University

projects and their previous experience in projects of similar scope, including project experience and capability. Confirm the availability of proposed team members for the duration of the project and the proposed percentage of involvement. Provide information regarding local representation and post installation support. Describe your experience with expediting projects with aggressive schedules and fixed budgets. (20)

4. Provide detailed specifications for your product and the turf system you are proposing. Include cut sheets, performance standards, certifications, maintenance requirements and warranty terms. (50)

5. Workforce Diversity Plan

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful proposer shall perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the 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. (10)

6. Provide the names, addresses and phone numbers of five owners to be used as references for this project. Owners must be NCAA Division 1 schools. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. OSU may 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. (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.

October 17, 2014	Issue RFP
October 24, 2014, 4:00 PM	RFP response due
October 29, 2014	Tentative Selection/Notification

Evaluation Process:

This RFP evaluation will include evaluation of written proposals submitted in response to this RFP by an evaluation committee.

Each of the evaluation criteria has been assigned a weight of between 10 and 50. 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 Apparent Successful Proposer will be identified.

The evaluation committee may then check references and adjust the scores based on the results of reference checks to determine the final ranking of proposals.

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.

Submission:

Submit **four (4)** copies of your written proposal, to be received by the closing date and time listed in this document to:

Debera Massahos
Oregon State University

3015 SW Western Blvd.
Corvallis OR 97331
Phone : 541-737-7694 FAX : 541-737-4810
email : debera.massahos@oregonstate.edu

Your proposal must be contained in a document **not to exceed fifteen (15) 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. Specifications, cut sheets, warranty terms and performance standards for the products you intend to use for the Project are exempted from the page limit and should be **appended to the end of your response**. 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 page limit. No other supplemental information to the proposal will be allowed.

Information should **be presented in the same order as the above evaluation criteria**. **The proposal should be submitted in a soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8 ½ x 11 inches with no fold-outs. The basic text information of the proposal should be presented in standard business font size, and reasonable (we prefer one inch) margins.

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.

**Telephone, facsimile, or electronically transmitted proposals will not be accepted.
Proposals received after the closing date and time will not be considered.**

Questions:

All questions and contacts with the University 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.

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 electronically at debera.massahos@oregonstate.edu or at 3015 SW Western Blvd, Corvallis OR 97331. Requests and protests must be received no later than 10:00 a.m., October 21, 2014. 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.

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.

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 electronically at debera.massahos@oregonstate.edu or at 3015 SW Western Blvd, Corvallis OR 97331 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 Debera Massahos via email.

Proprietary Information:

OSU will retain this RFP and one copy of each original 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.

Project Termination:

OSU reserves the right to terminate the agreement or any project subject to the agreement, at any

time, upon ten days' written notice.

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.

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 attached form contract.

Enclosures:

Sample Public Improvement Contract

End of RFP