



## 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](mailto:debera.massahos@oregonstate.edu)

# OREGON STATE UNIVERSITY-CORVALLIS

## REQUEST FOR PROPOSALS

### Valley Football Center/North End Zone Expansion and Renovation

**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](mailto:debera.massahos@oregonstate.edu)

ISSUE DATE: November 4, 2014

RFP CLOSING (DUE) DATE: November 25, 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

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SOLICITATION / SELECTION PROTESTS:

Debera Massahos

Capital Projects Contract Administration, Capital Planning & Development

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## 1.0 Introduction:

The third phase of Oregon State University's Reser Stadium expansion program includes the replacement of the north stands and expansion and renovation of Valley Football Center (VFC). Oregon State University is seeking proposals from integrated design teams headed by an architecture firm. In addition to architecture, the complete design team should include structural, mechanical, electrical, and civil engineering, landscape architecture, graphic design and cost estimating.

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:

Oregon State University is an NCAA FBS institution and a member of the Pac-12 Conference. The Beaver football program has been bowl eligible 7 of the past 10 years. Reser Stadium seats 45,674 and has undergone two major expansions during the past 10 years. This project will result in a new exterior façade and entrance for VFC, establish a new home team locker room at ground level, raise the seating in the north stands 8'-10' above the playing field, improve stadium circulation by connecting the east concourse to the north concourse, increase the space for equipment storage and add team meeting rooms.

Valley Football Center is a three story masonry building which was constructed in two phases. The first phase included the center portion of the building (19,892 SF) and was constructed in 1989. The second phase was constructed in 1996 and added 32,264 SF to the building in east and west wings. The building houses the football program administrative offices, home team locker room, equipment room, team meeting rooms, team lounge, sports medicine facilities, multi-purpose training table room, film room and storage. The attached north end zone includes 2,918 bleacher seats.

Key components of the Project include the following:

1. New, 9,000 SF state-of-the-art home team locker room with direct access to the playing field.
2. 10,000 SF expansion of the equipment room.
3. New media room, recruiting lounge and team meeting rooms.
4. Expanded sports medicine space.
5. Redesign of the north end zone seating with direct concourse level connection to the east stands.
6. Updated north building façade including enhanced entrance and interior atrium.
7. Relocated loading area.

Key project goals include the following:

1. Recruiting – Create a showcase facility for the football program that also results in a top notch recruiting tool for all student athletes.
2. Functionality – Expand and organize VFC so it meets the demands of a Pac-12 football program and the north end zone is fully integrated into the Reser Stadium configuration.
3. Competitiveness – Enhance the student athlete experience by providing facilities that allow them to function at the highest level of competition.

### 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

Work will commence upon selection of the design team. The method of delivery will be construction manager/general contractor (CMGC). OSU desires to construct the entire scope of work at one time, with a game ready stadium and locker room available for the 2016 football season.

Construction can begin immediately upon completion of the final home game of the 2015 season, November 21, 2015. The building will remain occupied during the course of construction.

### 5.0 Total Project Budget

The projected total project cost is approximately \$37M.

### 6.0 Selection Process:

This Request for Proposals (RFP) 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 Provide a brief description of your firm and the focus of the practice. List the projects your firm is currently contracted for and at what stage the projects are in terms of completion. Also include your firm's total dollar volume for each of the last five years. (5)
- 8.2 Describe your firm's recent (past 10 years) experience with similar NCAA FBS stadium projects using specific examples. Include information about the size, construction type, building uses, construction budget, and project timeline/completion dates. (20)
- 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. Use specific examples and identify their roles in the projects. Indicate current availability, proposed percentage of project involvement per project phase and indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (25)
- 8.4 Describe your firm's experience working with higher education institutions and, particularly, intercollegiate athletics departments. (5)
- 8.5 Describe your firm's experience understanding, accommodating and prioritizing needs and requirements of students, staff and visitors with disabilities. (10)
- 8.6 Identify MWESB firms participating as part of the team (10)

## 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.

November 4, 2014	Issue RFP
November 25, 2014	RFP response due 4:00 PM
December 5, 2014	Notification of finalists
December 19, 2014	Interviews with Selection Committee
December 23, 2014	Tentative Selection/Notification

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

11.0 Evaluation Process:

This RFP process will take place in two-steps. The first step includes evaluation of written qualifications submitted in response to this RFP and then short-listing of three to five firms, who will be invited to participate in the second step, an RFP response/interview that is anticipated to be scheduled on **December 19, 2014**. Please hold these dates for tentative interview.

Each of the RFP evaluation criteria has been assigned a weight between 5 and 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 60-minute presentation period, and then a separate 30-minute Q&A session. Finalists should be prepared to address the following:

- Your firm's philosophy and practiced approach to design that is reflective of the unique aspects of creating an addition for an existing facility within the context of a campus setting.  
Provide two-three examples of stadium additions you feel resulted in successful integration to the existing facilities.
- 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.
- 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.

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 **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  
FAX: (541) 737-4810

Email: [debera.massahos@oregonstate.edu](mailto: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 November 14, 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 November 10, 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