



# Oregon State University

## REQUEST FOR PROPOSAL (RFP) #2021-006273

### WITHYCOMBE HALL RENOVATION DESIGN SERVICES

ISSUE DATE: July 8, 2021

NON-MANDATORY PRE-PROPOSAL CONFERENCE:  
July 15, 2021 at 10:00 AM Pacific Time (PT) via Zoom

RFP DUE DATE/TIME:  
August 3, 2021 at 2:00 PM Pacific Time (PT) via  
electronic submission to [bids@oregonstate.edu](mailto:bids@oregonstate.edu)

QUESTION DEADLINE: July 27, 2021 at 12:00 PM Pacific Time (PT)

PROJECT NUMBER: 2271-21

**CONTRACT ADMINISTRATOR:**

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Construction Contracts Administration  
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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 OR TWO-STEP** Request for Proposals (RFP) process to retain ONE (1) consultant team to provide professional design services for the renovation of Withycombe Hall (*the “Project”*) to accommodate the consolidation of various programs associated with the College of Agricultural Science and will include building renewal, renovation and reconfiguration as well as some exterior improvements.

**OSU WILL ONLY BE ACCEPTING SEALED PROPOSALS ELECTRONICALLY** - Proposals are to be submitted to [bids@oregonstate.edu](mailto:bids@oregonstate.edu) by the Due Date/Time.

**VIRTUAL NON-MANDATORY PRE-PROPOSAL CONFERENCE-** A virtual Mandatory/Non-Mandatory Pre-Proposal Conference will be held at 10:00 AM PT on July 15, 2021 via Zoom. Firms wishing to attend shall e-mail [constructioncontracts@oregonstate.edu](mailto: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-VISIT** – A Mandatory Site-Visit shall take place at 10:00 AM PT on July 20, 2021 at the front entrance to Withycombe Hall (2921 SW Campus Way, Corvallis, Oregon 97331). Parking and building location information can be found at [www.oregonstate.edu](http://www.oregonstate.edu).

The OSU COVID Safety & Success Policy is located at: <https://covid.oregonstate.edu/safety-policies>

All questions shall be submitted via e-mail to [constructioncontracts@oregonstate.edu](mailto: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.** 2921 SW Campus Way, Corvallis, Oregon 97331. Located on the corner of 30th Street and Campus Way, Withycombe Hall opened in 1952 and is now a contributing building within the OSU Historic District. Occupants of the building include Food Science and Technology and Animal and Rangeland Sciences. The College of Liberal Arts retains a small amount of space associated with a Classroom Theater located at the northeast corner of the building. Withycombe Hall opened in the spring of 1952. It is named after James Withycombe, an early 20th century director of the college's agricultural experiment station and governor of Oregon from 1915 to 1919.

**1.4 Summary of Work.** Oregon State University intends to renovate Withycombe Hall to accommodate the consolidation of programs associated with the College of Agricultural Sciences Departments of Animal and Rangeland Sciences and of Food Science and Technology. More information on both departments are found at the following links:

- [Department of Animal and Rangeland Sciences](#)
- [Department of Food Science and Technology](#).

The Withycombe Hall Renovation will include the design of both the east and west sides of the building for renewal of building systems and utilization. The goal of the project will be to improve the entire building in one construction phase with design to allow for two phases as necessary. Prioritized for the first phase, the Dairy Processing Facility is included in the renovation of the east side of the building to create a research and learning space for the dairy science program and public outreach retail space for products produced in the program.

Key components of the Project include the following:

1. New Dairy Processing Lab Suite including new retail space for all products produced by Food Sciences. (east side)
2. Renovation/reconfiguration of existing labs for Animal Rangeland Sciences. (west side)
3. Reconfiguration of office/administrative spaces for collaborative work and student support. (throughout)
4. Reconfiguration of vacated lower level space to support both Food Science and Animal Rangeland Sciences. (east side)
5. Exterior improvements to entries for accessibility.
6. Seismic safety improvements.
7. Fire and Life Safety system improvements and renewal.
8. Plumbing renewal.
9. HVAC improvements with efficiency, carbon reduction, laboratory safety and occupant comfort as goals. Chilled water will be supplied from the new North District Utility Plant (NDUP) that is currently under construction, with connection point located north of ALS and south of the east greenhouse.
10. Electrical service renewal.
11. Lighting renewal.
12. Roof and roof-top systems renewal.

13. General exterior finish renewal and updating (consistent with Corvallis Campus Vision, Campus Master Plan, and Historic Preservation Plan and as permitted by Corvallis Historic Resources Commission).
14. General interior finish renewal.
15. Exterior site improvements required by Land Development Code, and consistent with OSU's Transportation Plan.
16. Major and minor interior configuration changes for usefulness and efficiency.

Withycombe Hall opened in 1952 and is now a contributing building within the OSU Historic District. Accessible entrances to the building involve ramps without consideration for universal access, and toilet facilities require accessible upgrades. Any revisions to the exterior to accommodate universal access will require review by the Historic Resources Commission (HRC).

Existing floor plans and a space assignment spreadsheet are attached to this RFP for information.

Key goals of the Project include:

1. Connect several different capital improvement projects with research gifts to most effectively improve the entire building.
2. Align the strategies for sustainable practice within the College of Agricultural Science with sustainable building and operation practice.
3. Strategically use the knowledge gained from the past year to create innovative and collaborative space for academic and research success.
4. Incorporate flexible laboratory and instrument room design.
5. Align current aspects of both departments residing outside Withycombe Hall in space scattered across campus to provide collaborative adjacencies.

A portion of the project budget comes from OSU's Capital Improvement and Renewal funds, which has been identified to reduce barriers to accessibility, remove deferred maintenance backlog, and improve the longevity of our historic university assets. The project budget also includes State Revenue Bond funds, gift funds, and other State bond funds. The construction budget is estimated to be approximately \$40 million.

**1.5 Scope of Services.** Scope of services will include the following phases: Program Confirmation, Schematic Design, Design Development, Construction Documents, Bidding/Permitting, and Construction Administration including Record Documentation and Project Closeout. Additionally, some support, in the form of graphic exhibits and text, may be required for any associated public outreach programs. Programming and conceptual design are complete and will be available for review. The proposing firm is free to sub-contract as necessary to ensure a complete design team, including but not limited to structural, mechanical, electrical, and civil engineering, landscape architecture, laboratory planning, and cost estimating.

**1.6 Project Schedule.** Program verification efforts are to begin immediately following contract execution with design completion by summer of 2022, and construction completion set for fall of 2023 for at minimum the east side of the building.

**1.7 Design Standards.** The design of the Project must follow [OSU's Design Standards](#), including OSU's requirements for sustainable development.

**2.0 SCHEDULE**

Issue Date	July 8, 2021
Non-Mandatory Pre-Proposal Conference	July 15, 2021 at 10:00 AM PT via Zoom
Mandatory Site Visits	July 20, 2021 at 10:00 AM PT at Withycombe Hall (2921 Campus Way)
Question Deadline	July 27, 2021 at 12:00 PM PT
Final Addendum Issuance (if necessary)	By July 30, 2021
Proposal Due Date/Time	August 3, 2021 at 2:00 PM PT

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

Estimated notification of finalists (If Applicable)	By August 13, 2021
Presentations/Interviews (If applicable)	Week of August 16, 2021
Notice of Intent to Award	By August 20, 2021
Estimated Contract execution	By September 1, 2021
Estimated Notice to Proceed	By September 1, 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](mailto: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 Architects Agreement 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 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-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** The Proposer must attend the Mandatory Site Visit. Proposals will not be accepted from those firms who have not had a representative attend the Mandatory Site Visits. Attendance will be documented by OSU. Proposers who arrive more than five (5) minutes after start time of the Site Visit will not have their attendance documented and will have their Proposal rejected if submitted.

**7.2.5** Should on campus site visits occur, the COVID Safety & Success Policy is 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](mailto: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.

## 7.4 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, 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 Any/all exceptions to the Terms and Conditions included in the Sample Contract 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 Proposal 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 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](mailto:bids@oregonstate.edu). Proposals 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 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 or designee**. 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 first in a **potential** two-step process in the selection of a firm for this Project. The Proposals received in response to this RFP 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 a **Twenty (20) minute** presentation period, immediately followed by a separate **Thirty (30) minute** Q&A session.

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 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 Proposals. For ease in reviewing, provide tabs keyed to each of the following criteria:

**7.8.1 Experience and Qualifications of the Firm (30 points)**

- Provide a *brief* description of your firm and include information on the focus of the practice. List the relative projects your firm is currently contracted for and include what stage the projects are in terms of completion.
- Describe your firm's experience with design and construction of higher education learning environments, meeting both research and instruction program needs, food science laboratories, and general and flexible laboratories. Explain relevant experience working on projects of similar scope for public entities.
- Describe your firm's experience with managing phased projects of varying scopes and delivery methods, and how this experience will benefit the Project.
- Describe your firm's experience understanding, addressing, and prioritizing needs and requirements of diverse students, staff and visitors with disabilities.

**7.8.2 Experience and Qualifications of the Team (25 Points)**

Identify key personnel, including project designer and project manager along with those of any subconsultants proposed. Include proposed key personnel's project experience, with specific project 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. Identify the strengths and skills or special capabilities of each key team member and how these skills will benefit this project. Explain how each project example relates to the key design components for the Withycombe Hall Renovation project.

### 7.8.3 Design Management & Schedule (20 Points)

Provide a milestone schedule from Program Confirmation through end of Construction. Explain how your team can assist with the project goal of bringing various groups of both departments residing outside Withycombe Hall in space scattered across campus together to provide collaborative adjacencies in one cohesive and efficient complex. Describe how your team can work with a divergent customer base to meet the varying programmatic needs from different groups. This project may have schedule challenges. Give examples of how your team can work to meet aggressive timelines to keep the project on track.

### 7.8.4 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 Consultant 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 FEE PROPOSAL (10 Points)

Provide a **FEE PROPOSAL** on a time and materials cost reimbursement basis up to a maximum not-to-exceed amount for each phase of design (Program Confirmation, Schematic Design, Design Development, Construction Documents, Bidding/Permitting and Construction Administration). Please clearly identify the amount for Basic Services for each phase and a Reimbursable Expenses allowance.

Please include a breakdown of the costs including a listing of the types of personnel participating in the work, an estimate of their hours and rates charged for their services based on the proposed scope listed in Section 1.0. Pricing shall include all elements from Program Confirmation through Construction Administration.

Scoring will be based solely on the total maximum not-to-exceed amount for all phases.

**NOTE:** Formula for scoring Fee Points will be as follows: Lowest Fee for each of the price related items will receive full points with higher cost price related items receiving proportionally lower points according to this formula: **(Low Fee or Fee% / Fee or Fee%) x Points Available**

## 7.9 Point Summary Table.

Criteria	Point Value
Experience and Qualifications of the Firm	30 Points
Experience and Qualifications of the Team	25 Points
Design Management & Schedule	20 Points
Workforce Diversity Plan	15 Points
Fee Proposal	10 Points

### 7.10 7.10.1 Presentations/Interviews (50 Points)

Presentations/Interviews *may* be conducted to aid in determining the Apparent Successful Proposer. 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.

### 7.10.2 Optional 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 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.

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** Any/all exceptions to the Term and Conditions included in the Sample Contract/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 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.

**8.6 Compliance with Applicable Law.** 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.

**8.6.1 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 Proposer shall be required to execute the Contract 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/Services Commencement.** Work/Services shall not commence until execution of a Contract and subsequent issuance of a notice to proceed letter with the selected Proposer.

**9.0 EXHIBITS**

Exhibit 1 – Supplemental Information (Withycombe Renovation Program/Withycombe Hall Space Assignments/Floor Plans)

Exhibit 2 – Sample Architects Agreement

**END OF RFP**