

ATTENTION DESIGN FIRMS!

IF YOU DOWNLOAD THE RFP FROM THE WEBSITE, IT IS YOUR RESPONSIBILITY TO **ADVISE US, VIA EMAIL, THAT YOU HAVE DONE SO (INCLUDE YOUR FIRM NAME AND ADDRESS, CONTACT PERSON, PHONE, FAX, AND EMAIL). THIS WILL ALLOW US TO ADD YOU TO THE PLANHOLDERS LIST AND ADVISE YOU OF ANY ADDENDUMS ISSUED. FAILURE TO DO SO MAY CAUSE YOUR SUBMITTAL TO BE NON-RESPONSIVE.**

**EMAIL: Donna.Thwing@oregonstate.edu
OREGON STATE UNIVERSITY**

REQUEST FOR PROPOSALS

#157031

Reser Stadium and Prothro Field Turf Replacement Design

CONTRACT ADMINISTRATOR: Oregon State University
Donna Thwing
Construction Contracts Supervisor
Phone: (541) 737-7694
FAX: (541) 737-2170

PROCUREMENT WEB SITE:
<http://pacs.oregonstate.edu/>

ISSUE DATE:
RFP CLOSING (DUE) DATE November 29, 2:00 PM, Local Time

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Procurement and Contract Services
Attention: Donna Thwing
Construction Contracts Supervisor
644 SW 13th Street
Corvallis, Oregon 97333-4238

Introduction:

Oregon State University (OSU) is seeking proposals from landscape architectural firms on the OUS Retainer Contract Program for provision of design through construction administration services for the Reser Stadium and Prothro Field Turf Replacement project (the “Project”) on the OSU campus in Corvallis, Oregon. The Project design will begin immediately after the contract documents have been signed.

This RFP requests professional design services related to the replacement of the existing synthetic turf at Reser Stadium and replacement of the existing natural grass with synthetic turf at Prothro Field. New sports lighting will also be installed at Prothro Field.

Design and Construction Timeline:

The estimated timeframe for design, construction documentation and applicable approval processes is 3 months. Construction schedule is as follows: Prothro Field—March 1, 2012 – June 16, 2012. Reser Stadium --- June 17, 2012—August 20, 2012.

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 580-063-0025, relating to the selection and retention of professional consultants on the OUS Retainer program.

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, bidding, construction administration, and record documentation. The amount of compensation will be negotiated with the Apparent Successful Proposer. No cost proposal or price information may be submitted with Proposals.

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 parenthesis at the end of each statement below.

1. Identify the personnel in your firm who would be assigned to this project and give descriptions of their experience designing landscape and hardscapes for large public use buildings (such as athletic venues) - use specific examples, including information about construction budget, and project timeline/completion date. Please include email addresses of all key personnel. (25)
2. Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past 5 years) experience, and their specific role in, designing similar facilities. Identify your firm’s role in each of these projects (if applicable). Include information about the size, construction type, facility uses, construction budget, and project timeline/completion date. (25)
3. Describe your design approach for this project. Specifically describe your approaches to working with staff and students to gather their input and share the project progress: (15)

4. Provide a proposed design and construction schedule, assuming a December 2012 start date. Describe the management processes your firm will utilize to ensure the design milestones and package completion dates are attained. (10)
5. Describe your approach for this project related to quality control and checking procedures to prevent design oversights, coordination issues, and installation problems and to ensure constructability. Specifically address:
 - The processes that your firm will utilize on this project to ensure timely and proper inter-disciplinary coordination.
 - The drawing quality control program that you will use for this project. (15)
6. In addition, 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. OSU may check with these references and/or may check with other references associated with past work of your firm. (0)

Selection Procedure and Timetable

Beginning with responses to this RFP, 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.

Timetable for RFP process:

November 15, 2011	Issue RFP to consultants on the OUS retainer list.
November 29, 2011 2:00 PM	RFP response due
December 10, 2011	Tentative Selection/Notification

Evaluation Process:

This Request for Proposals (RFP) is a single-step process in the selection of a Landscape Architect for this Project. This step includes evaluation of written proposals submitted in response to this RFP, and then selection of the highest-ranked proposer. The selection committee will score each submittal on the basis of responses to the evaluation criteria. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories.

Each criterion has been assigned a weight between 0 and 25. Each member of the evaluation committee will rank each firm in each category between 0 and 5, and multiply that number by the weight assigned to the category. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFP also requires reference information for your firm. OSU will utilize this information and any other independently obtained references that can provide background on the firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other categories and in the final ranking.

The evaluation committee will meet and use the individual evaluation committee member rankings as a beginning of their discussion. The discussion of the responses will include firm strengths and weaknesses and the committee member scorings. After all of the committee discussions are completed, the evaluation

committee will select the Apparent Successful Proposer by ranking the Proposers based on all information received.

Responsibility Evaluation:

OSU will investigate a 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 the 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.

Submission:

Submit **Five (5)** copies of your written Proposal, **along with an electronic version on CD**, to be received by the closing date and time listed in this document to:

Donna Thwing
Procurement and Contract Services
Oregon State University
644 SW 13th Street
Corvallis OR 97333-4238
Phone : 541-737-7694 FAX : 541-737-2170
Email : Donna.Thwing@oregonstate.edu

Your response must be contained in a document **not to exceed seven (7) single sided pages**, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the 5-page limit and should be **appended to the end of your response**. No supplemental information to the 5 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 5 page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The response 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 response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins. Your response must be signed by an officer of your firm with the authority to commit the firm.

OSU may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by OSU that it is in the public interest to do so.

Please note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery. OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted submittals will not be accepted.
Responses 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 Donna Thwing at the address, email or fax number listed in this document.

Solicitation Protests:

Respondents may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) to Donna Thwing at the address, email or fax listed in this document. Such requests and protests must be received no later than 10:00 a.m., November 15, 2011. Such requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications 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 to all firms via email from Donna Thwing. No information received in any manner different than as described herein 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 must be received by the date and time stated in the addendum, or it 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 Kelly Kozisek at the Procurement and Contract Services address given in the RFP within five days after notification of that selection. Any such protests must be received by Ms. Kozisek no later than two days after the notification of selection has been made in order to be considered. The selection decision notification will be sent by Donna Thwing via email.

Proprietary Information:

OSU will retain this RFP and one copy of each original response 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 responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of 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 response 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 response, material designated as confidential must accompany the response, 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 response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

Project Termination:

OSU is seeking to award a consultant's agreement to a landscape architecture firm for conceptual design through construction administration; however, OSU reserves the right to terminate the project or retainer agreement supplement after completion of any phase in the project.

Landscape Architect's Agreement:

The successful Proposer will be required to execute a supplement to the OUS Retainer Agreement substantially similar to the sample Supplement attached to this RFP. The attached Supplement further describes the services that will be required.

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.

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 OUS Retainer Agreement.

Enclosure: OSU Sample Retainer Supplement

End of RFP