

# **OREGON STATE UNIVERSITY**

## **REQUEST FOR PROPOSALS**

### **Master Contract for Building Program Management/Construction Management Services**

**CONTRACT ADMINISTRATOR: Oregon State University**

Debera Massahos

Capital Projects Contract Administration

Phone: (541) 737-7694

FAX: (541) 737-4810

ISSUE DATE: December 11, 2014

RFP CLOSING (DUE) DATE: January 7, 2015, 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 consulting firms to provide building program management/construction management services for a diverse portfolio of construction projects. Due to a surge of new construction, renovations and purchases of off-campus buildings, OSU now seeks consulting services to enhance project delivery, control schedules and project costs, augment quality and integrate facility asset information delivery.

Project Description:

The successful consulting firm or firms will provide services for short-term, mid-term and long-term University needs and will be responsible for building program management/construction management to foster effective project delivery. The consulting firm will act in OSU's best interests at various stages of implementation through planning and design, construction and into operations and maintenance, by providing services for a project or portfolio of building and infrastructure projects. The consulting firm will be expected to possess expertise with a variety of project types and disciplines, including geographic information systems, architectural, engineering, and other professionals commonly involved in the construction industry.

Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and OSU Standard 580-063-0020, relating to the selection and retention of professional consultants.

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. Include an organizational chart for your firm. List the projects your firm is currently contracted for and at what stage you are in terms of completion. Include an organizational chart for typical project types. (10)
2. Describe your firm's recent (past five years) experience with building program management and indicate specific personnel assigned to the projects highlighted. (10)
3. Identify the personnel in your firm who would be assigned to Oregon State University projects and their previous involvement in similar contexts, including their education, experience and capability. Confirm the availability of proposed team members and the proposed percentage of involvement. Describe your experience with projects having aggressive schedules and fixed budgets. Describe your fee structure and compensation philosophy. Describe the mix of junior and senior team members and the percentages of time spent embedded on the ground and working virtually indicating how your team performs best. (40)

4. Describe your firm's building program management/construction management strategies. Describe your firm's communication style and your communication plan. (30)

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 will 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 three owners, three architects, and three contractors to be used as references for this project. Please verify that the individuals identified have had direct contact with the project referenced in your proposal, 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.

December 11, 2014	Issue RFP
January 7, 2015, 4:00 PM	RFP response due
January 16, 2015	Notification of finalists
January 20, 2015	Telephonic Interviews with finalists
January 22, 2015	Tentative Selection/Notification

Evaluation Process:

This RFP will use a two-step process to select a consulting firm or firms. The first step includes evaluation of written proposals submitted in response to this RFP and will likely lead to short-listing of three to five firms, who will be invited to participate in the second step, a telephonic interview that is anticipated to be scheduled on **January 20, 2015, between 1:00 and 4:00 PST**. Please hold this date for tentative interview.

Each of the evaluation criteria has been assigned a weight of between 10 and 30. 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 25-minute presentation period 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 20-minute Q&A session. OSU will use the information presented during the interview to further evaluate the proposer's qualifications and abilities and develop a tentative ranking. 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.

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer or Proposers by ranking the proposals based on all information received, presented, found and heard.

Responsibility Evaluation:

OSU will investigate each proposer's responsibility in accordance with the requirements of OSU Standards 580-061, 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](mailto: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. Resumes of key individuals proposed to be involved in this project are exempt from the page limit and should be **appended to the end of your response**. No supplemental information to the 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 page limit.

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. Please include contact information including email for communication purposes.**

OSU may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation in whole or part, 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](mailto: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., December 31, 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. This will be the only opportunity to request clarifications or changes, or protest particular 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 or provided 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](mailto: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 section of the proposal 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 OSU Standard 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 OSU Standard 580-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OSU 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:

Master Contract for Building Program Management/Construction Management Services  
Master Contract for Building Program Management/Construction Management Services  
Supplement

End of RFP