



Oregon State University

REQUEST FOR PROPOSAL (RFP) #2023-010826

O.H. HINSDALE WAVE RESEARCH LABORATORY (HINSDALE WAVE RESEARCH LAB) ADDITIONS DESIGN SERVICES

ISSUE DATE: January 25, 2023

NON-MANDATORY PRE-PROPOSAL
RESPONSE CONFERENCE:
February 2, 2023 at 11:00 AM Pacific Time (PT) via
Zoom. Email

ConstructionContracts@oregonstate.edu for
admittance to the Zoom meeting. Request to join
Zoom Meeting must be before February 2, 2023 at
10:45 am Pacific Time (PT)

RFP DUE DATE/TIME: February 21, 2023 at 2:00 PM
Pacific Time (PT)

Via electronic submission to Bids@oregonstate.edu

QUESTION DEADLINE: February 7, 2023 at 10:00 AM Pacific Time (PT)

PROJECT NUMBER: 2317-22

CONTRACT ADMINISTRATOR:

Shoshana Shabazz, Purchasing Analyst
Construction Contracts Administration
Oregon State University
644 SW 13th St.
Corvallis, Oregon 97333
Phone: 541-737-0922

Email: ConstructionContracts@oregonstate.edu

AWARD DECISION APPEALS:

Hanna Emerson, Construction Contracts Manager
Construction Contracts Administration
Oregon State University
644 SW 13th St.
Corvallis, Oregon 97333
Phone: (541) 737-7694

Email: hanna.emerson@oregonstate.edu

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”) is conducting a competitive **ONE-STEP** or **TWO-STEP** RFP to retain ONE (1) Firm to provide Design Services for the Hinsdale Wave Research Lab Additions project (the “Project”). Firms interested in providing these services to OSU may submit a Proposal to this Request for Proposals (“**RFP**”). The Proposals for this RFP will be evaluated/scored by a qualified committee which may include other non-scoring members who serve as advisors but do not score Proposals.

Oregon State University’s College of Engineering (COE) is proposing to add a simulator lab inside its existing O.H. Hinsdale Wave Research Laboratory facility and to reconfigure and remodel some of its existing spaces, interior and exterior to the existing buildings. The existing facilities are located at 3550 SW Jefferson Way. The proposed project will include design services through construction administration and closeout for the work described, meeting the goals below (the Project).

The Project will provide complete project design, meeting the following goals:

- Design incorporating a new simulator lab on the west side of the west wing of the Wave Research lab for OSU Safety Research program, with storage space above accessed by a staircase.
- Create a fenced research yard for fire studies research, at the location of a previous Rivers Research program on the west side of the facilities. This will include modification of the concrete pit, piping, and electrical panel to create a below grade structural fire testing apparatus and materials staging.
- Improve wayfinding and safety in the wave lab, including a pathway to the simulator labs on the west side of the building. Also provide new concrete sidewalk from public walk at Jefferson Way, to the front doors of the Wave Lab.
- Reconfiguration of the existing second floor space in the west wing, including the control room and cubicle area, in order to accommodate displaced research teams.
- Improvement to various building systems within the wave lab facilities, including replacing interior asphalt with reinforced concrete to support large equipment and 40-ton cranes; addition of electrical receptacles along the existing wave flume; and improve air circulation within the flume area.

Project Priorities - The first priority of the Project includes completion of the new simulator lab space, wayfinding and safety improvements, and fire studies research yard for Fall of 2023.

OSU is looking for a design team experienced in remodels of industrial type facilities to work corroboratively with University staff to provide a flexible design meeting the project priorities and goals, while allowing COE to choose what design alternatives to construct with the project budget.

OSU WILL ONLY BE ACCEPTING SEALED PROPOSALS ELECTRONICALLY - Proposals are to be submitted to Bids@oregonstate.edu by the Due Date/Time.

Naming convention details for the e-mail submission are as follows:

E-Mail Subject Line: RFP 2023-010826 O.H. HINSDALE WAVE RESEARCH LABORATORY (HINSDALE WAVE RESEARCH LAB) ADDITIONS DESIGN SERVICES RFP – FIRM NAME

Uploaded document One (1) pdf titled the same as listed above.

NON-MANDATORY PRE-PROPOSAL RESPONSE CONFERENCE - A Non-Mandatory Pre-Proposal Response Conference will be held at February 2, 2023 at 11:00 AM Pacific Time (PT) via Zoom. Email ConstructionContracts@oregonstate.edu for admittance to the Zoom meeting. Request to join Zoom Meeting must be before February 2, 2023 at 10:45 am Pacific Time (PT).

All questions shall be submitted via e-mail to constructioncontracts@oregonstate.edu by the Question Deadline in order to be addressed. **Naming convention details for the e-mail questions submission are as follows:**

E-Mail Subject Line: RFP 2023-010826 O.H. HINSDALE WAVE RESEARCH LABORATORY (HINSDALE WAVE RESEARCH LAB) ADDITIONS DESIGN SERVICES RFP – 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, and 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. O.H. Hinsdale Wave Research Laboratory is located at 3550 S.W. Jefferson Way, Corvallis Oregon 97331. The O.H. Hinsdale Wave Research Laboratory has been in operation since 1972, was expanded in 1989, and has had several expansions from 2001 to 2016, when the current driving and bicycling simulator was constructed. More information can be found at: <https://engineering.oregonstate.edu/wave-lab>

1.4 Summary of Work. COE intends to renovate the Hinsdale Wave Research Lab to accommodate Engineering programs and research.

The research programs that will be housed in this space are the O.H. Hinsdale Wave Research Laboratory, MDU Resource Group Construction Safety Lab, coastal and ocean engineering space, and structural engineering space. The project will increase the safety of the existing facilities and replace failing building systems.

COE Goals

- Further the Safety Research Program at OSU and honor, in good faith, donor contributions and grants
- Co-locate compatible research activities
- Accommodate displaced activities
- Match existing interior aesthetic
- Improve wayfinding and safety in the Hinsdale Wave Research Laboratory (HWRL)
- Improve human comfort levels within the feasible range considering the building architecture limitations
- Replace failing elements within Hinsdale
- Complete construction by Fall 2023

Interior Lab Additions

- Reconfigure existing 2nd floor control room and cubicle area to accommodate research team of 4 displaced by trailer removal, create guest researcher and grad O.H. Hinsdale Wave Research Laboratory student working areas.
- Safety Lab - approximately 1854 GSF, double-door from interior of lab arranged to accommodate an Optitrack simulator in approximately 24'x24'x16' space with a control room, observation room, and a construction equipment simulator. Heating and cooling. Power to adequately support the simulators and supporting computer equipment, server space, and data ports.
- Storage –Roof of Safety lab able to support 125 lbs. per sf with stairwell.

Building systems

- Paving – replace interior asphalt with reinforced concrete that holds large material trucks and cranes (40-ton)
- Insulation – replace failing insulation
- Climate Control – Heating and cooling for new built environments. Also add method for air circulation in flume area.

Circulation and Access

- Signage program – Signs to indicate path to MDU Safety lab. Signs to indicate safe path to restrooms. Signs to warn visitors of activities (i.e. forklift activity). Signs to indicate restricted areas and areas of special PPE
- Striped access to MDU Safety lab
- Concrete sidewalk from the public right-of-way to front door of HWRL, with ADA accommodations.

Exterior

Create a fenced research yard utilizing the infrastructure of the defunct Rivers Facility optimizing for fire studies research as approved by the Infrastructure working group.

Removal of existing pipes and fittings from the project area, coordinating with OSU recycling. Remove existing guard fencing at the perimeter of existing rivers facility. Install new 6' Tall chain link fence to enclose fire study test area with 2- 14' wide gates. Modify existing rivers hydraulics test tank to meet fire studies testing requirements. Cut out section of 10-18" Thick Tank floor slab. Core opening between sections of the existing tank. Provide safety Guard railing with lift out panels at perimeter of the tank - must be fire/heat resistant. Provide drainage sump pump system to drain both existing tanks. Weatherize outdoor electrical service and provide mobile heat shielding.

1.5 Scope of Services. Scope of services will include the following phases: using the provided programming and conceptual design documentation (see Exhibit B), consultant should provide:

Design Development, Construction Documents, Bidding/Permitting, and Construction Administration including Record Documentation and Project Closeout. Additionally, some support will be required to work with University Land Use Planning and the City of Corvallis to determine any limitations of the Land Development code. 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. A cost consultant should be included with the team.

At minimum, the scope of services must include a Kick-off Meeting, Existing Conditions Review, Conceptual Design Verification, Design Development and Construction Documents, Cost Estimates at DD and CD phases, Bidding/Permitting assistance, and Construction Administration services for identified phases of construction with possible alternates. Offerors will work with OSU to determine appropriate phases or bid packages in order to meet OSU's schedule and budget requirements. For level of effort estimating purposes, assume two bid packages, each with several alternates. Construction budget will range between \$3M and \$8M.

1.6 Project Schedule. Program verification and schematic design verification should begin immediately following contract execution with design completion by June of 2023, and construction completion set for Fall of 2023 for the first phase of construction that must include, at a minimum, the simulator lab and fire lab facilities. Other phases or alternates may be included in construction, or may be delayed in progressing to construction pending the available funding.

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	January 25, 2023
NON-MANDATORY PRE-PROPOSAL RESPONSE CONFERENCE	February 2, 2023 at 11:00 AM Pacific Time (PT) via Zoom. Email ConstructionContracts@oregonstate.edu for admittance to the Zoom meeting. Request to join Zoom Meeting must be before February 2, 2023 at 10:45 am Pacific Time (PT)
Question Deadline	February 7, 2023 at 10:00 AM Pacific Time (PT)
Final Addendum Issuance (if necessary)	February 14, 2023
RFP Due Date/Time	February 21, 2023 at 2:00 PM Pacific Time (PT)

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

Estimated notification of finalists (If Applicable)	Week of February 27, 2023
Presentations/Interviews (If applicable)	Week of March 6, 2023
Notice of Intent to Award	By March 13, 2023
Estimated Contract execution	By April 14, 2023
Estimated Notice to Proceed	By April 14, 2023

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 no later than the **Question Deadline** as stated in Section 2.0. If an Offeror 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 Offerors 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. 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 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 Design Professional’s Agreement is included as Exhibit A 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 Offeror is encouraged to attend the Non-Mandatory Pre-Proposal Response Conference. Attendance will be documented by OSU.

Offerors who arrive more than five (5) minutes after start time of the meeting (as stated in the RFP and by OSU's clock) or after the discussion portion of the meeting, (whichever comes first) will not have access to the Pre-Proposal Response Conference.

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 RESERVED

7.2.5 Should on campus site visits occur, the COVID Safety and 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 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) pages**, including pictures, charts, graphs, tables and text the Offeror deems appropriate to be part of OSU's of your Proposal. Resumes of key individuals proposed to be involved in this Project are exempted from the twenty (20) page limit and should be **appended to the end of your Proposal**. No supplemental information to the twenty (20) 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, and references will not be counted in the twenty (20) page limit.

7.4.2 Your Proposal must follow the format outlined in 7.4.3, 7.4.4, 7.4.5, 7.4.6, 7.4.7, and 7.4.8, 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. An email address must be included on the Transmittal/Cover letter for communication purposes.

7.4.3 Your Proposal format must also be in order of the Evaluation Criteria in 7.8.

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 project schedule or other large format document required by evaluation criteria). The basic text information 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. Proposals must be received at the time and in the format specified herein. Naming convention details for the e-mail submission are as follows: E-Mail Subject Line: RFP 2023-010826 O.H. HINSDALE WAVE RESEARCH LABORATORY (HINSDALE WAVE RESEARCH LAB) ADDITIONS DESIGN SERVICES RFP – FIRM NAME. Only those Proposals received at this email address by the Due Date/Time shall be considered responsive. Proposals submitted directly to the **Contract Administrator**, either in physical format or via email will NOT be considered responsive. It is highly recommended that the Respondent confirm receipt of the email with the **Contract Administrator**. **The Contract Administrator or their 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 overall responsiveness.

7.5 Acceptance or Rejection of Proposals 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 Proposal.**

7.6.1 At any time prior to the Due Date/Time, an Offeror may withdraw its Proposal in accordance with OSU Standards. This will not preclude the submission of another Proposal by such Offeror prior to the Due Date/Time.

7.6.2 After the Due Date/Time, Offerors are prohibited from withdrawing their Proposal, except as provided by OSU Standards.

7.7 Evaluation Process. The written response to this RFP is **potentially** the only step in the selection of a firm for this Project. The Proposals received in response to this RFP will be evaluated by a Selection Committee.

The members of the Selection Committee will discuss the strengths and weaknesses of all Offerors. The members of the Selection Committee will then score the Offerors based on all information received and presented in the Proposals. Optional Reference Checks may be undertaken to aid in final scoring. Upon completion of final scoring, an Intent to Award will be issued identifying the Apparent Successful Offeror and negotiations may commence with the Apparent Successful Offeror in order to finalize a contract in accordance with Section 7.12 below.

OR

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 (25) 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 Offerors submitting responsive Proposals or all Offerors 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 Firm Background and Experience (20 points)

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. Explain relevant experience particularly with working on projects of similar size, type, or scope for public entities. Identify the firm's strengths and any special capabilities that may be appropriate to this Project.

7.8.2 Key Personnel (30 points)

Identify key personnel, including project designer and project manager along with those of any sub consultants proposed. Include proposed key personnel's project experience, with specific project examples, and identify their roles in example projects of similar type, size or scope. 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 project.

7.8.3 Design Management and Schedule (15 points)

Provide a milestone schedule from project verification through end of construction. This project may have schedule challenges. Provide information on how your team can work to meet aggressive timelines to keep the project on track. Describe how your team can work with a divergent customer base to meet the varying programmatic needs from different groups.

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/sub consultants 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.

7.8.5 Fee Proposal (20 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 Validation, 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 design elements from initial design 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: **(Lowest Fee Proposal or Lowest Fee Proposal%/Proposal Fee or Proposal Fee%) x Points Available=Points Awarded**

7.9 Point Summary Table.

Criteria	Point Value
Firm Background and Experience	20 Points
Key Personnel	30 Points
Design Management and Schedule	15 Points
Workforce Diversity Plan	15 Points
Fee Proposal	20 Points

7.10 Optional Interview (40 Points).**7.10.1 Presentations/Interviews (40 Points)**

Presentations/Interviews may be conducted to aid in determining the Apparent Successful Offeror. 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 cumulative with written proposal scoring.

7.10.2 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.

7.11 Equity Contracting. OSU will require the successful Offeror 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 RESERVED

7.12.3 RESERVED

7.12.4 RESERVED

7.12.5 If OSU and the Apparent Successful Offeror are unable to reach agreement on contract terms and conditions, OSU may cease negotiations with the Apparent Successful Offeror and enter negotiations with the next highest scoring Offeror, 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 Offerors 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 Offerors, 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 Offeror certifies under penalty of perjury that the Offeror 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. Offeror 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 Misconduct Policy. OSU has policies that prohibit sexual misconduct against 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 misconduct against 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 Offeror 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 Offeror.

9.0 EXHIBITS

Exhibit A	Sample Design Professional's Agreement
Exhibit B	Hinsdale Wave Laboratory Existing and Proposed Floor Plans
Exhibit C	Hinsdale Wave Laboratory Improvement Study
Exhibit D	Hinsdale Wave Research Lab Remodel Pre-Design Study

END OF RFP