



Oregon State University

REQUEST FOR PROPOSAL (RFP) #2024-015435

UNIVERSITY HOUSING AND DINING SERVICES (UHDS) FOOD SERVICE PLANNING & DESIGN CONSULTANT

ISSUE DATE: May 24, 2024

MANDATORY PRE-PROPOSAL CONFERENCE:
June 3, 2024, at 10:30 AM Pacific Time (PT) via Zoom

RFP DUE DATE/TIME:
June 18, 2024, at 2:00 PM Pacific Time (PT) via
electronic submission to bids@oregonstate.edu

QUESTION DEADLINE: June 11, 2024, at 12:00 PM Pacific Time (PT)

PROJECT NUMBER: 2548-24C

CONTRACT ADMINISTRATOR:

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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) Food Service Planning & Design Consultant to develop a campuswide dining plan that addresses the planning, programming, and design of new dining facilities and operations of the OSU dining system.

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

VIRTUAL MANDATORY PRE-PROPOSAL CONFERENCE- A virtual Mandatory Pre-Proposal Conference will be held on June 3, 2024, at 10:30 AM PT via Zoom. Firms wishing to attend shall e-mail 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.

All questions shall be submitted via e-mail to 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. Corvallis Campus

1.4 Summary of Work. Oregon State University recently completed a comprehensive exercise to develop a Housing & Dining Vision for the Corvallis campus (“Vision”) to establish a decision-making framework to guide the future 10-year planning effort for advancing the student experience in its housing and dining programs. Brailsford & Dunlavey, Inc. (“B&D”) partnered with Mahlum Architects and PAE Engineers to form the project team that collaborated with OSU to produce the Vision, which outlines a plan to modernize and grow the housing inventory, diversify housing and dining options, and enhance community-building.

The Vision identifies dining as an important Corvallis campus life asset and established University goals set a high bar for defining its success. Given the importance of the residential experience to the university, the dining program must be strategically aligned with campus housing to provide appropriate levels of service and meet student expectations. Residential neighborhoods on campus provide a sense of place for students, and the dining facilities within each neighborhood must continue to act as central gathering places that support community building. As such, campus dining facilities and the dining program should be flexible to accommodate a range of student needs and must be accessible and equitable for all students on campus. The Vision outlines opportunities for investment in the dining program and campus dining facilities to increase student satisfaction, value, and overall engagement.

OSU is embarking on an aggressive schedule to implement the plan and hopes to begin architectural design for Phase I in the third quarter of 2024. Phase I of the Vision will focus on the South Neighborhood of campus with the intent of increasing bed count from 1,265 to 2,421 (in traditional, suite, and apartment-style units) in this area. Phase I currently anticipates demolition of the Arnold Dining Center and integrating new dining venue(s) to support the new housing facilities.

To help inform the design of Phase I and subsequent phases of the Vision, OSU wishes to engage the services of a food service planning and design consultant to develop a Corvallis Campus Dining Facility and Operations Plan (“Dining Plan”) to elaborate on the dining initiatives identified in the Vision and inform the efforts of the architects and design consultants who will ultimately design the new housing and dining facilities.

Key goals for the Dining Plan include:

- Assessing the current facilities, operations, and meal plan offerings to identify strengths and opportunities for improvement through the design and construction of new facilities
- Providing recommendations for OSU’s consideration to enhance and optimize the on-campus dining experience
- Developing a set of dining facility concepts, space programs, and Food Service design standards that can be provided to individual project architects for integration into the design and construction of new facilities

The firm selected through this solicitation is ineligible to participate as a food service/kitchen design sub-consultant to firms that submit responses to OSU RFP 2024-014771 - CORVALLIS CAMPUS HOUSING AND DINING VISION PHASE 1 -RESIDENCE PROTOTYPE AND BUILDING DESIGN SERVICES currently scheduled to be submitted by May 30, 2024. However, the firm selected through this solicitation may be eligible for future phases of design.

Throughout this engagement, OSU will retain the services of Brailsford & Dunlavy to share their research and findings from the Vision, which included a campuswide student survey and analysis, student focus groups, and interviews with staff and campus stakeholders. Additionally, B&D will share their preliminary financial analysis of OSU’s housing and dining operations with the Food Service consultant and offer input and feedback on the Dining Plan recommendations, so they are informed by UHDS’s operational financial plan.

1.5 Scope of Services. The scope of services for the food service planning and design consultant shall be as follows:

- **Dining Facility Assessment.** Assess all existing dining facilities through document reviews, site visits and staff interviews to understand how OSU's current facilities are achieving various levels of success with respect to the physical condition of space and equipment, reliability of food service infrastructure, convenience, accessibility, utilization of space, and providing a variety of comfortable and inviting environments that promote community and socializing.
- **Dining Operations Assessment.** Assess OSU's existing dining operations through document reviews, site visits, student/faculty/staff focus groups, and staff interviews to understand how they are achieving various levels of success with respect to staffing, food quality, allergen and dietary needs, variety, service, cleanliness, efficiency, customer satisfaction, operating costs, waste management, and environmental sustainability to meet the needs of current and future OSU students (Generation Z and Generation Alpha).
- **Meal Plan Assessment.** Assess OSU's various meal plan offerings through document reviews, site visits and staff interviews to understand how they achieve various levels of success with respect to sales revenues, affordability, and flexibility for students.
- **Industry Best Practices.** Provide OSU with an analysis of industry best practices amongst collegiate self-operated dining programs that might provide inspiration and ideas for OSU to adopt as it advances their Housing & Dining Vision plan.
- **Offsite Food Preparation Analysis.** Assist OSU in their analysis of relocating a variety of food preparation functions to a nearby off-campus location. Analysis shall include impact to capital costs, operational costs, and the availability of space for future dining facility renovations and/or new construction to support the Vision.

The analysis and assessment items listed above shall be utilized for the consultant to provide a final Corvallis Campus Dining Plan deliverable that would include the following:

- **Recommendations.** Provide OSU a series of recommendations on how UHDS can optimize the on-campus dining experience through modifications and enhancements to their existing facilities, operations, and meal plan offerings. Recommendations will be incorporated into the Vision to provide guidance to architects, engineers, and other designers as facilities are renovated, demolished, and/or newly constructed to execute the plan over time. Recommendations shall address, at a minimum:
 - Locations and approximate sizes of new, renovated, and/or demolished dining facilities
 - A "campus food map" that outlines the types of dining and food preparation facilities (retail vs. all-you-care-to-eat, etc.) including the style(s) of cuisine at each location
 - Strategies for designing attractive dining facilities and seating environments
 - Quality and variety of food offerings
 - Hours of operations
 - Staffing and operational planning
 - Meal plan offerings and price points
 - Revenues and operating costs
 - Strategies to adopt more sustainable practices through dining facility design and operations

- **Dining Design Concepts and Space Programs.** Based on the assessments and recommendations accepted by OSU, prepare a series of dining design concepts that will serve as guidance and inspiration for the architects, engineers, and other designers hired to develop the plans and specifications for the various housing and dining facility projects. Design concepts shall be tailored to achieve the specific style of meal plan, culinary offerings and flexibility, and service determined to be optimal for each area of campus and include approximate square footage figures and precedent imagery for project designers to adopt into their project designs. In addition, the consultant shall prepare an initial architectural space program for each dining location desired by OSU so that designers have a line-item breakdown of individual spaces within each facility and their required square footage.
- **Food Service Design Standards.** Prepare a standalone document that can be utilized by architects, engineers, and other consultants in their design of the individual housing and dining renovation and new construction projects that will occur under the Vision. The design standards shall address, at a minimum:
 - Preferred manufacturer(s) for various pieces of kitchen and food service equipment
 - Preferred manufacturer(s) for point-of-sale equipment
 - Preferred manufacturer(s) for dining area furniture
 - Preferred interior finishes for back-of-house cooking and service areas
 - Preferred interior finishes for dining and socializing areas
 - Preliminary guidance on mechanical, electrical, plumbing, fire sprinkler, and technology requirements required to support the kitchen and food service equipment

The Dining Plan developed by this Food Service Planning & Design Consultant will be provided to the architect's selected to design the various new and renovated housing and dining facilities so all recommendations, concepts, and program can be integrated into their design deliverable plans and specifications (Schematic Design, Design Development, and Construction Drawings). The Food Service Planning & Design Consultant shall review, upon OSU request, those plans and specifications documents for compliance with the Dining Plan and provide comments to suggest changes and enhancement when necessary.

The first area of campus slated for the design and construction of new housing and dining facilities is known as the South Neighborhood. OSU intends to complete the initial planning phases with the architect for this area in Fall 2024, before moving into formal design. Therefore, OSU aims to collaborate with the selected Food Service Planning & Design Consultant to develop dining concepts and space programs for the South Neighborhood within that timeframe. This will ensure that the South Neighborhood architect can incorporate those recommendations into their design deliverable plans and specifications.

1.6 Project Schedule. OSU desires that the food service planning and design consultant complete all work described above within six (6) months of notice to proceed.

1.7 RESERVED.

1.8 Design Standards. The design of the Project must follow [OSU's Design Standards](#), including OSU's requirements for sustainable development. In addition, the UHDS Housing Design Guidelines (January 2024) are included in Exhibit 1.

2.0 SCHEDULE

Issue Date	May 24, 2024
Mandatory Pre-Proposal Conference	June 3, 2024, at 10:30 AM PT
Question Deadline	June 11, 2024, at 12:00 PM PT
Final Addendum Issuance (if necessary)	By June 14, 2024
Proposal Due Date/Time	June 18, 2024, at 2:00 PM PT

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

Estimated notification of finalists (If Applicable)	By June 24, 2024
Virtual Presentations/Interviews (If applicable)	Week of July 1, 2024
Notice of Intent to Award	By July 5, 2024
Estimated Contract execution	By July 19, 2024
Estimated Notice to Proceed	By July 19, 2024
2-Day Campus Visit and Kick-off Meeting	Week of July 22, 2024

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 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 **Chief Procurement Officer** 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 **Chief Procurement Officer**, 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 Consultant 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 constructioncontracts@oregonstate.edu 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.

The Proposer must attend the Mandatory Pre-Proposal Conference, which will be administered virtually. Proposals will not be accepted from those firms who have not had a representative attend the Mandatory Pre-Proposal Conference. Attendance will be documented by OSU. Proposers 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 their attendance documented and will have their Proposal rejected **if submitted**.

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.

7.3 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-FIVE (25) 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. 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 be virtual and include a **Twenty-Five to Thirty (25-30) minute** presentation period, immediately followed by a separate **Twenty-Five to Thirty (25-30) minute** Q&A session.

After 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 with Similar Efforts (20 points)

Provide a list of team members proposed to support this effort and explain their role, along with their current availability and expected project involvement. Include resumes with two client references for each person. These references should be relevant to the Scope of Work listing in this RFP and be for projects completed within the last 5 years.

7.8.2 Project Approach (20 Points)

Describe your firm's approach to engaging with a higher education client to effectively deliver on the Scope of Work outlined in this RFP. Respondents should address their typically desired frequency of meetings, the types of interactions they would envision for this scope (e.g., large meetings versus smaller group meetings), when major decisions are required, and suggestions for facilitating effective communication and collaboration to ensure successful project outcomes.

7.8.3 FEE PROPOSAL (20 Points)

Provide a **FEE PROPOSAL** that includes the following elements:

- A maximum not-to-exceed fee proposal for food service planning and design as described in 1.5 Scope of Services. Provide a breakdown of the fee 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.
- A table of hourly rates for any additional work that OSU might request on a time and materials basis, such as reviewing the plans developed by architects on future projects

for compliance with the Dining Plan.

Scoring will be based solely on the maximum not-to-exceed amount.

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**

7.8.4 Project Team (15 Points)

Provide a list of team members proposed to support this effort and explain their role, along with their current availability and expected project involvement. Include resumes with two client references for each person. These references should be relevant to the Scope of Work listing in this RFP and be for projects completed within the last 5 years.

7.8.5 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 Sustainability and Carbon Reduction (10 Points)

Explain your team's experience in addressing sustainability and carbon reduction strategies in the design and operations of collegiate dining facilities and programs.

7.9 Point Summary Table.

Criteria	Point Value
Experience with Similar Efforts	20 Points
Project Approach	20 Points
Fee Proposal	20 Points
Project Team	15 Points
Workforce Diversity Plan	15 Points
Sustainability and Carbon Reduction	10 Points

7.10 (Optional) Presentations/Interview and Reference Checks (60 Points).

7.10.1 Optional 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. 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 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 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 Info: <https://oregonstate.box.com/s/lld5zr229m3le1ct60i5k5k2z9qtxpna>

Exhibit 2 – Sample Consultant Agreement

END OF RFP