



Oregon State University

COMPREHENSIVE RESERVE REQUEST FOR PROPOSAL (RFP) #2024-015609

Valley Library Mechanical Renewal - GC

ISSUE DATE: June 18, 2024

MANDATORY PRE-PROPOSAL CONFERENCE:
June 24, 2024, at 1:30 PM Pacific Time (PT) at the
Valley Library

RFP DUE DATE/TIME:
July 12, 2024, at 3:00 PM Pacific Time (PT) via
electronic submission to bids@oregonstate.edu

QUESTION DEADLINE: June 28, 2024, at 5:00 PM Pacific Time (PT)

PROJECT NUMBER: 2436-23

CONTRACT ADMINISTRATOR:

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Email: constructioncontracts@oregonstate.edu

APPEALS:

Hanna Emerson
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Construction Contracts Administration
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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-STEP** Request for Proposals (RFP) process to retain ONE firm to provide *General contractor services for mechanical renewals for its Valley Library (the “Project”)*.

OSU is seeking proposals only from firms accepted into OSU’s 2019-2023 Construction Related Services Reserve Contracting Program.

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

MANDATORY SITE-VISITS – Mandatory Site-Visit shall take place at 1:30 PM PT on June 24, 2024 at the north entrance of the Valley Library on OSU’s Corvallis campus. Parking and building location information can be found at www.oregonstate.edu. A second site visit may take place at OSU’s discretion.

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. The Valley Library opened in 1963 as Kerr Library, named for OAC president William Jasper Kerr, who served from 1907 to 1932. In 1996, it was expanded and renamed the Valley Library for Wayne and Gladys Valley and their Valley Foundation. The building houses 1.4 million volumes, study rooms, collaborative study spaces, and the Ava Helen and Linus Pauling Papers. The library also offers services including a coffee shop, child care, Student Multimedia Services and OSU Press.

1.4 Summary of Work.

This project will be a minor renewal to a few of the mechanical systems at the Valley Library. HVAC controls upgrades include the first and second floors, and portions of the third and fourth floors that have not already been complete. This scope includes adding Automated Logic Controls to 151 Terminal Units; replacing heating water control valves at 55 terminal units (VAV boxes); and testing and balancing of the 151 terminal units and 55 heating water control valves. In addition to the above work, existing Webzone controllers on HVAC equipment in the basement will be replaced with Automated Logic Control SE line controllers with updated programming and graphics. These controllers control the following equipment: chiller 1 and associated pumps, chiller 3 and associated pumps, cooling towers, refrigerant monitor, steam converter, AHU-1/SF-1, AHU-2/SF-2, RF-1A, RF-1B, RF-2A, RF-2B, SF-3, SF-4. This project has an incentive from Energy Trust of Oregon based on energy savings potential and has a critical schedule timeline that must be met, controls system must be online and ready for testing 2/1/25.

The project also includes replacement of existing Duplex receiver condensate system with a Power Pressure Pump condensate return system and replacement of existing heating water system skid with two heating water skids to provide redundancies to the system. All work on the building will need to be completed without impacting the building occupancy and detailed coordination for access and construction sequencing will be needed.

Ideally, firms who propose will have experience with building controls and heating water systems in occupied facilities.

The scope of work includes terminal unit controller replacement, testing and balancing, terminal unit heating water control valves, heating water skid replacement, construction coordination, critical schedule coordination, project management, on site supervision and other associated tasks needed for completion of the project as determined and outlined during preconstruction.

NOTE: OSU has allocated \$7,500.00 as an allowance for Pre-Construction Services. See Section 7.8.5 for more information.

1.5 Scope of Services.

The selected contractor will provide construction and construction management services for the project. The project design team is still to be determined.

Construction services for the cost of the work will be added at a later date via change order.

Note that Subcontractors who perform work related to this project shall be selected by competitive bidding in a manner that will not encourage favoritism or substantially diminish competition. While not subject to the competitive procurement requirements of ORS Chapter 279C, Contractor's process shall conform to procedures included in the contract via supplemental general conditions in general compliance with the open and competitive nature of public procurement, taking into account standard industry subcontracting practices. See Exhibit 5 for more information.

1.6 Budget. Estimated budget is \$1.5M.

2.0 SCHEDULE

Issue Date	June, 18 2024
Mandatory Pre-Proposal Conference/Site Visit	June 24, 2024 at 1:30 PM PT at the Valley Library’s North Entrance
Additional Site Visit	As needed at OSU’s discretion
Question Deadline	June 28, 2024 at 5:00 PM PT
Final Addendum Issuance (if necessary)	By July 3, 2024
Proposal Due Date/Time	July 12, 2024 at 3:00 PM PT

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

Notice of Intent to Award	By July, 19 2024
Estimated Contract execution	By July 24, 2024
Estimated Notice to Proceed	By July 25, 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 Interim **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 **Interim 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 Reserve Supplement and Supplemental General Conditions are included as exhibits 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 BUREAU OF LABOR AND INDUSTRIES (BOLI) PREVAILING WAGES

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFP:

The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates (PWR) as outlined in Sections C.1 and C.2 of the General Conditions. The resulting Supplement is subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- 6.1 April 5, 2024 Prevailing Wage Rate Amendments
- 6.2 January 5, 2024 PWR Apprenticeship Rates
- 6.3 January 5, 2024 Prevailing Wage Rates for Public Works Contracts in Oregon
- 6.4 July 1, 2018 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available here:

https://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx.

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 Mandatory Pre-Proposal Conference and Site Visit.

7.2.1 The Mandatory Pre-Proposal Conference and site visit will take place on June 24th, 2024 at 1:30 PM PT. Please meet at the north entrance of the Valley Library, located at 201 SW Waldo Pl, Corvallis, OR 97331.

The Proposer must attend the Mandatory Site Visit. Proposals will not be accepted from those firms who have not had a representative attend a Mandatory Site Visit. Attendance will be documented by OSU. Proposers who arrive more than five (5) minutes late or after the start of the Site Visit as determined by OSU (whichever is later) 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 and Site Visit 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.

7.3.3 All Proposers must be registered and licensed with the Oregon Construction Contractors Board and have on file with the Construction Contractors Board the required public works bond prior to submitting Proposals. Failure to be licensed and have the bond in

place will be sufficient cause to reject Proposals as non-responsive.

7.4 Proposal Submission Requirements.

7.4.1 Your Proposal must be contained in a document that **should not exceed Ten (10)** 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 should 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 should also acknowledge receipt of all addenda. Include an email address for communication purposes.**

7.4.3 RESERVED

7.4.4 The electronic Proposal **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 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 with the top scoring firm being awarded.

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 on Similar Projects (10 points)

Describe your firm's relevant experience with general contracting work, including your firm's relevant experience with public Construction Management (CM), preconstruction work, and subcontractor bidding practices. Describe how your firm will provide construction management expertise and leadership for the Owner and the Owner's design team.

7.8.2 Key Personnel (10 Points)

Identify the personnel in your firm who would be assigned to the project, their specific roles in this project, and their previous experience in those roles.

7.8.3 Project Schedule (30 Points)

Prepare a proposed Project schedule that identifies milestones and duration for each proposed activity.

Schedule of Work shall account for continuous building occupancy and operations. **It is imperative that Critical controls work be complete by 2/1/25, be sure to demonstrate and explain how you plan to accomplish this in your schedule.** Outline key schedule considerations, risk factors and mitigation strategies. Identify long lead items and their estimated lead time.

Outline Schedule coordination techniques and meet Oregon energy trust timelines.

7.8.4 Workforce Diversity Plan (15 Points)

(a) Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veterans

(DSV) certifications for your team and a description of your nondiscrimination practices. Provide historical information on MBE, WBE, ESB, or DSV Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years.

(b) Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this Project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors/subconsultants needing or requesting such services.

The Contractor 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, Hourly Rates, and Preconstruction Services (35 Points)

Fee (20 points)

Provide your firm's Construction Fee as a percentage of the Estimated Cost of the Work for this Project. The Fee shall cover the Contractor's Main Office Overhead and Profit including, but not limited to: Administration, Safety Officer, IT, Legal, Accounting/Payroll, CAT Tax, Bonuses, General Liability/Auto Insurance and Corrective Work. The Fee shall be added onto the Cost of Work only, with Change Orders after construction begins reverting to the standard markups in the general Conditions.

Scoring for the fee is worth up to 20 points and will be based on the following formula:

NOTE: 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%/ Fee%) x Points Available**

Hourly Rates (5 points)

Provide an hourly rate sheet listing the names of each staff member and their hourly rate, this will be scored based on completeness, alignment with current industry standards, team member experience to rate comparison, and will be compared against other proposing firms and historic OSU project hourly rate sheets.

Preconstruction Fee (10 Points)

Provide a **preconstruction fee** for the Valley Library on a time and materials cost reimbursement basis up to a **maximum not to exceed amount of \$7,500.**

Scoring for preconstruction fee will be based on how well proposer addressed the following criteria, not total price:

Provide an outline describing the scope of work that can be provided for this preconstruction fee. Outline goals of the preconstruction work including proposed

outcomes. Outline hours of work proposed as part of this scope. Show hours per each staff member, staff members should be named.

7.9 Point Summary Table.

Criteria	Point Value
Experience on Similar Projects	10 Points
Key Personnel	10 Points
Project Schedule	30 Points
Workforce Diversity Plan	15 Points
Pricing and Hourly Rates	35 Points
Total Possible Points	100

7.10 RESERVED

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 If OSU and the Apparent Successful Proposer are unable to reach agreement on contract terms and conditions, OSU may cease negotiations with the Apparent Successful Proposer and enter negotiations with the next highest scoring Proposer, etc.

8.0 MISCELLANEOUS

8.1 Financial Responsibility.

8.1.1 OSU reserves the right to investigate, at any time prior to execution of the contract, the Proposers financial responsibility to perform the anticipated services. Submission of a Proposal will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will notify Proposers, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to promptly provide this information may result in rejection of the Proposal.

8.1.2 OSU may postpone the selection of finalists or execution of a contract in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility may render it non-responsible and constitute grounds for Proposal rejection.

8.2 Project Termination.

8.2.1 OSU reserves the right to terminate the Project or contract during any phase in the Project.

8.2.2 Should the Agreement be terminated prior to the first Lump Sum/GMP Amendment, OSU reserves the right to obtain services from any other source available to it under the relevant contracting laws and OSU Standards and policies, including negotiating with the next highest scoring Proposer(s).

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– Sample Reserve Contract

Exhibit 2 – Reserve General Conditions

Exhibit 3 – MWESB Instructions and Form

Exhibit 4 – Payment and Performance Bonds

Exhibit 5- Sample Supplemental General Conditions

END OF RFP