**Request for QUALIFICATIONS**

**GENERAL CONTRACTOR SERVICES**

**RFP #2015-0408**

**Southern Oregon University**

**McNeal Pavilion Renovation & New Student Recreation Center**

**ISSUE DATE**: **April 8, 2015**

**CLOSING DATE: April 28, 2015**

**CLOSING TIME: 4:00 PM Local Time**

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**Southern Oregon University**

# Request for Qualifications – #2015-0408

**GENERAL CONTRACTOR SERVICES**

**McNeal Pavilion Renovation & New Student Recreation Center**

###### Section I - Information Regarding Response (Proposal)

**NOTICE IS HEREBY GIVEN:** Southern Oregon University (“the Owner”) Requests Qualifications from experienced, qualified General Contractor Firms to provide complete construction services for the McNeal Pavilion Renovation and the Student Recreation Center Projects.

Proposers must have relevant experience for university projects of this size that include demolition, site work, and building construction. The work from demolition to completion of the building and site work as set forth in the RFQ Documents. These Documents are not for bidding, permitting and construction purposes. These Documents are for the RFQ only. Furthermore, these Documents are subject to revision prior to the issuance of the ITB and therefore as provided in the ITB.

The Owner is using the Request for Qualifications (“RFQ”) process as the first step, in a two-step solicitation process, in which distribution of the Invitation to Bid (“ITB”) will be limited to the firms identified as most qualified through their submitted Statements of Qualifications (Qualifications). The IRB will be distributed only to those firms which have been qualified and selected through this RFQ process.

The General Contractor firms responding to this RFQ will be evaluated based on Company or Team Qualifications, history/safety, firm experience, staffing qualification, relevant experience in the construction of college and/or university buildings, and any other evaluation criteria in this procurement.

**A MANDATORY** Pre-Qualification Conference will be held on **April 21, 2015** at **3:30 PM** at McNeal Pavilion Lobby on the Southern Oregon University campus.

**Important Notice**

Read this RFQ carefully. By submitting a Response (Proposal) in response to this RFQ, you acknowledge that you have read, understand and agree to comply with all the provisions of this RFQ. SOU may modify this RFQ or make relevant information available to potential Respondents. It is the responsibility of potential Respondents to refer daily to the OUS Current Business and Bidding Opportunities website (<https://secure.ous.edu/bid/>) to check for any available addenda, responses to clarifying questions, or solicitation cancellations.

**PROJECT SCOPE OF WORK**

The existing McNeal Pavilion was originally built in 1956. The 1956 building includes a competition gymnasium, wrestling room, locker rooms, etc. The building was added onto in 1964 (area to the east of the 1956 structure), in 1977 (racquetball courts) and in 1991 (new lobby, classrooms, and offices). McNeal Pavilion will be demolished (except for the existing Racquetball Building).

There are two Projects: the McNeal Pavilion Project and the Student Recreation Center (SRC). Each of these projects has its own funding source (McNeal funded by G Bonds and the SRC funded from F Bonds (auxiliary fees).

Part Two –Bid consists of site work, major demolition (Hazardous materials removal with soft demolition will bid separately and the work will be completed prior to the start of the construction Project), renovation work and new construction. The overall construction budget is approximately ($ 27,800,000.00) twenty seven million eight hundred thousand. The anticipated start of construction is fall 2015 with completion in late spring 2017.

The new and renovated building will consist of three floors (basement, first and second floor) with approximately 125,000 square feet. The Owner is pursuing LEED Gold certification in accordance with the USGBC LEED BD+C New Constructionv3 LEED 2009 rating system.

**GENERAL INFORMATION**

The SOU Facilities Department will be your sole point of contact during the RFQ process. All correspondence pertaining to this RFQ should be appropriately addressed to:

**Bruce Abeloe, Project Manager**

Telephone: (541) 941 2581

Email: mailto: bruce\_abeloe@abeloe.com

*\*Email preferred*

Office Address: Southern Oregon University   
*(required for FedEx, UPS, etc)* Facilities Management and Planning

351 Walker Avenue

Ashland, OR 97520

**GENERAL PROVISIONS**

SOU reserves the right to reject any and all RESPONSES (Proposals) received as a result of this RFQ. Oregon Administrative Rules (“OAR”) Chapter 580, Divisions 61 and 63 govern the procurement process for the OUS.

**1. Modification or Withdrawal of Response:**  Any Response (Proposal) may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the SOU Facilities Director (Drew Gilliland) prior to the Closing Date. The withdrawal of a Response (Proposal) will not prejudice the right of a Respondent to submit a new Response (\Proposal).

**2. Protests of Specifications:** Protests of the RFQ specifications may be made only if a term or condition of the RFQ violates applicable law. Protests of Specifications must be received in writing prior to the date and time indicated in the Schedule of Events at the email address listed under “General Information” in this RFQ. Protests may not be faxed. Protests of the RFQ specifications must include the reason for the protest and any proposed changes to the requirements.

**3. Requests for Clarification and Requests for Change:** Respondents may submit questions regarding the specifications of the RFQ. Questions must be received in writing prior to the date and time indicated in the Schedule of Events at the email address listed under “General Information” in this RFQ. Requests for changes must include the reason for the change and any recommended modifications to the RFQ requirements.

The purpose of this requirement is to permit SOU to correct, prior to consideration of the Responses (Proposals), RFQ terms or technical requirements that may be improvident or which unjustifiably restrict competition.

SOU will consider all requested changes and, if appropriate, amend the RFQ. SOU will provide reasonable notice of its decision to all Respondents that have submitted a Notice of Interest in accordance with section 21 of this RFQ.

**4. Addenda**: If any part of this RFQ is amended, addenda will be provided on the OUS Current Business and Bidding Opportunities website (<https://secure.ous.edu/bid/>). Respondents are exclusively responsible for checking the OUS Current Business and Bidding Opportunities website to determine whether any addenda have been issued. **By submitting a Response (Proposals), each Respondent thereby agrees that it accepts all risks and waives all claims associated with or related to its failure to obtain any addendum or addendum information.**

**5. Selection Award and Protest of Award:** SOU will notify the selected firms by e-mail. Competing Respondents will be notified by email of the selection of the apparent successful Respondents and shall be given seven (7) calendar days from the date on the “Notice” to request and review documents regarding the selection process and to file a written protest of award. Any protest must comply with OAR 580-061-0145. Any award protest must be received in writing at the SOU Facilities Director’s address or email address listed under “General Information” in this RFQ.

The SOU will consider any protests received and:

1. reject all protests and proceed with final evaluation of, and any contract language negotiation with, the apparent successful Respondent and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Respondent; OR

1. sustain a meritorious protest(s) and reject the apparent successful Respondent as nonresponsive if such Respondent is unable to demonstrate that its Response (Proposal) complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, the OUS may name a new apparent successful Respondent; OR
2. reject all Responses (Proposals) and cancel the procurement.

The SOU Vice President for Finance and Administration or designee will timely respond to any protests after receipt. The decision shall be final.

**6. Potential Selection of Finalists.** After the initial evaluation of Responses (Proposals), SOU, at its sole discretion, may select one or more Respondent(s) as designated finalists based on the evaluation criteria provided in Section III of this RFQ (“Finalists”). Finalists will be interviewed by telephone conference call. Interviews provide an opportunity for the Respondent to clarify or elaborate on the Response (Proposal), but Respondents shall not materially alter the content or terms of the original Response (Proposal). Members of the evaluation committee may award a Finalist up to 50 points (in addition to the 100 points available for award under Section III of this RFQ) based on their interview. **Note:** Telephone interviews are at the discretion of the evaluation committee and may not be conducted; therefore, **written Responses (Proposals) should be complete.**

If Finalists are selected, Respondents not selected as Finalists will be notified by email of the Finalist selections. Respondents not selected as Finalists will be given seven (7) calendar days from the date on the notice of Finalist selection to file a written protest. Any protest must be received in writing by the Facilities Director at email address listed under “General Information” in this RFQ.

**5. Public Records**: Responses are deemed confidential until the General Contractor Firms are notified. This RFQ and one copy of each original Response (Proposal) received in response to it will be kept and made a part of a file or record which will be open to public inspection. If a Response (Proposal) contains any information that is considered a **TRADE SECRET** under the Oregon Revised Statutes (“ORS”) 192.501(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL(RESPONSE) AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

By submitting a Response (Proposal) in response to this RFQ, Respondents acknowledge and agree that any information not set apart and labeled as described above is not a trade secret under ORS 192.501(2) and may be subject to disclosure under the Oregon Public Records Law.

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.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of

a document submitted as part of a Proposal (Response), including those labeled as Trade Secrets, may depend upon official or judicial determinations made pursuant to the Public Records Law.

**6. Investigation of References**: SOU reserves the right to investigate all references in addition to supplied references and investigate past performance of any Respondent with respect to its successful performance of similar services, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and lawful payment of subcontractors and employees. SOU may postpone the award or the execution of the contract after the announcement of the apparent successful proposer in order to complete its investigation. Information provided by references may prevail in final selection, regardless of preliminary scoring results.

Despite its right to investigate all Respondent references, SOU is not obligated to utilize references as part of its evaluation criteria and may decline to investigate or consider references. Any decision made by SOU in regards to the use of references, including restricting the consideration of references to only Finalists, will not be considered grounds for protest.

**7. RFQ Preparation Costs**: Cost of developing the Response (Proposal) or any other such costs are entirely the responsibility of the Respondent and will not be reimbursed by SOU. By submitting a Response (Proposal), each Respondent thereby accepts all risks, and waives all claims, associated with or related to the costs it incurs in Response (Proposal) preparation, submission, and participation in the solicitation process.

**8. Clarification and Clarity**: SOU reserves the right to seek clarification of each Response (Proposal) or to make an award without further discussion of Responses (Proposals) received. Therefore, it is important that each Response (Proposal) initially be submitted in the most complete, clear, and favorable manner possible.

**9. Right to Reject Responses**: SOU reserves the right to reject any or all Responses (Proposals) if such rejection would be in the public interest. Whether such rejection is in the public interest will be solely determined by SOU.

**10. Cancellation**: SOU reserves the right to cancel or postpone this RFQ at any time or to award no contract.

**11.** **Usage:** It is the intention of SOU to utilize the services of the successful Responses(s) (Proposal(s)) to provide services as outlined in the below Scope of Work.

**12. Review for Responsiveness:** Upon receipt of all Responses (Proposals), the SOU Facilities Director or designee will determine the responsiveness of all Responses (Proposals) before submitting them to the evaluation committee. If a Response (Proposal) is incomplete or unresponsive in part or in whole, it may be rejected and, if rejected, will not be submitted to the evaluation committee. SOU reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived when determining if an error is grounds for disqualifying a Response (Proposal). The Respondent’s contact person identified in the Response (Proposal) will be notified by SOU to communicate the reason(s) the Response (Proposal) is non-responsive. One copy of the Response (Proposal) will be archived.

**13. Rejections and Withdrawals.** SOU reserves the right to reject any or all Responses (Proposals) or to withdraw any item from the award.

**14. Communication Blackout Period.**  Except as called for in this RFQ, Respondents may not communicate about this RFQ with members of the evaluation committee or ***any*** employees of SOU until the apparent successful Respondent is selected and all protests, if any, have been resolved. The contact person designated by the “General Information” section of this RFQ is exempted from this blackout period. If any Respondent initiates or continues contact in violation of this provision, SOU may, in its sole discretion, reject that Respondent’s Response (Proposal) and remove it from consideration for award of a contract under this RFQ.

**15. Prohibition on Commissions.**  SOU will contract directly with organizations capable of performing the requirements of this RFQ. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

**16. Ownership of Responses (Proposals)**. All Responses (Proposals) in response to this RFQ are the sole property of SOU and subject to the provisions of ORS 192.410-192.505 (the Public Records Act).

**17. Rejection of Qualified Responses (Proposals). Responses (**Proposals) may be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ. Any terms contained in Responses (Proposals) that conflict with or modify the terms of this RFQ and sample contract are expressly rejected unless specifically adopted in writing by SOU.

**18. Collusion.**  By responding, the Respondent states that the proposal is not made in connection with any competing Respondent submitting a separate response to the RFQ, and are, in all aspects, fair and without collusion or fraud.

**19. MWESB:** The selected Contractors will be required to document good faith efforts to develop business opportunities for Minority Owned, Women Owned, and Emerging Small Business Enterprises, as required by ORS Chapter 200.

**20. Prevailing Wage:** The selected Contractors will be required to comply with the applicable Oregon prevailing wage rates. The particular prevailing wage applicable to the Project will be specified in the ITB.

**Section 11 –Selection Process**

**McNeal Pavilion Renovation and Student Recreation Center**

**RFQ #2015 -0408**

**SELECTION OVERVIEW**

The RFQ/ITB approach established in lieu of the traditional Design-Bid-Build, in order to realize the maximum benefit from the design documents while ensuring that the Contractor is highly qualified to perform the Work of the Project

The selection process under this RFQ will be conducted in a fair and impartial; manner, whereby qualified individuals will evaluate all responsive Statements of Qualifications

The selection pursuant to the RFQ will have three major parts:

1. Evaluation of Qualifications;
2. Proposal evaluation and initial ranking;
3. Interviews (if deemed applicable), reference checks, final ranking and selection

The Owner has published the notice of the RFQ on the OUS Current Business and Bidding Opportunities website (<https://secure.ous.edu/bid/>).

The Owner will review all Statements of Qualifications to ensure that each Proposer meets the minimum qualifications required.

The Owner will convene an evaluation committee made up of three to five qualified members, representing the Owner to evaluate all Qualifications. The intent is to pre-qualify 3 to 5 General Contractors.

**SCHEDULE FOR SELECTION**

The timing and sequence of events resulting from this RFQ will be ultimately determined by SOU. This Schedule is illustrative of optimal timing goals, but may be changed.

**RFQ**

RFQ Issue Date April 8, 2015

Mandatory RFQ Meeting 3:30 p.m.(McNeal Lobby..… April 21, 2015

All Clarifying Questions Due April 23, 2015

Closing Date (Responses (Proposals) Due) April 28, 2015

Scoring of RFQ…………………………………………April 30, 2015

Deadline for Protest of Selection Notice 7 calendar days after date  
on Notice of Selection letter (or potential notice of non-Finalist status)

**ITB**

ITB issued to Pre-Qualified Contractors………………… TBD

Mandatory Pre-Bid Meeting………………………………TBD

Due Date – Submission of Bids …………………………..TBD

Notice of Intent to Award………………………………….TBD

Mandatory Pre-Construction Meeting……………………..TBD

**Section III – Delivery of Responses (Proposals)**

**McNeal Pavilion Renovation and Student Recreation Center**

**RFQ #2015 – 0408**

**SUBMITTAL REQUIREMENTS**

Marketing materials are neither requested nor desired.

**NO FACSIMILE (FAX) OR E-MAIL TRANSMITTED PROPOSALS WILL BE**

**ACCEPTED**

1. Interested General Contractors must submit their Responses – Statement of Qualifications no later than **4:00 PM Local Time on April 28, 2015**. The Responses – Statement of Qualifications shall be mailed or delivered to: (Including UPS, FEDEX)

Southern Oregon University

Facilities Management & Planning

351 Walker Avenue

Ashland, Oregon 97520

1. Late submissions: a Statement of qualifications shall be considered late if received at any time after **4:00 PM Local Time on April 28, 2015.** Statement of Qualifications received after the specified time shall be rejected.
2. Number and Form: Each potential General Contractor shall submit six (6) copies of its Response – Statement of Qualifications to the above location. The Response – Statement of Qualifications shall be tabulated in separate sections with separator sheets in response to the detailed RFQ requirements and in the same order. Pages should be numbered consecutively. All materials shall be 8-1/2” x 11” format, bound vertically (11” side) in a type no smaller than 10 point. The page limit shall not exceed (20) twenty double-sided pages. A letter of introduction and section dividers are not included in this limit. No other materials should be submitted.
3. The original Response – Statement of Qualifications must be signed by an authorized representative of the Respondent (Proposer). Alterations or erasures shall be initialed in ink by the person signing the Respondent (Proposer).
4. Bonding Capacity: each potential General Contractor must be capable of providing a 100% performance bond and a 100% payment bond for the Project in the full amount of the Contract. After the Notice to Award the Performance and Payment bonds will be required promptly after execution of the Contract and in any event prior to issuance of the Notice to Proceed.
5. Identifying the Response – Statement of Qualifications in total as a trade secret is not acceptable. Failure to identify a portion of the Response – Statement of Qualifications as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret.
6. The title page and/or cover should indicate the following: date; RFQ number; the name, address and telephone of the Respondent; and a signature of an authorized official with the authority to negotiate and contractually bind the Respondent.

**Section IV – Qualification Information/ Evaluation Criteria**

**McNeal Pavilion Renovation and Student Recreation Center**

**RFQ #2015 – 0408**

**Every Response – Statement of Qualifications must reply to each of the following items. Responses must be in the same order listed below. Concise and direct answers are encouraged.**

By listing individuals in the Response – Statement of Qualifications, the firm guarantees that these individuals will be available to work on the Project at the appropriate percentages shown. The Owner reserves the right to approve or reject any changes to the personnel. The Owner further reserves the right to request a substitution of personnel if deemed to be in the best interest of the Owner.

1. **QUALIFICATIONS**
2. **Company Overview**
3. Provide an overview of your company including years in business, office locations, and general work history answering the following questions:
4. How long has your organization been in business in Oregon as contractor under your present business name and license number?
5. Please confirm that you hold an Oregon Construction Contractors License that is current, valid, and in good standing with the Oregon Construction Contractors Board (CCB). Has the license been suspended or revoked in the past 10 years? If so, please explain.
6. Have you, your responsible managing individual, or any partner, or officer or member ever been licensed in Oregon under a different name or license number? If yes, please list all the name(s) and license number(s).
7. Is your organization connected with other organizations as a subsidiary, parent, holding or affiliate? If so, please explain.
8. Has your organization ever failed to enter into a contract after being selected for a new college, university, school and/or public project? If so, please explain.
9. Has your organization ever failed to complete a new college, university, school and/or public contracts in the past ten years? If so, please explain.
10. Has your organization ever failed to complete a contract in the past ten years within the authorized contract time? If so, please explain.
11. Has your firm ever been assessed liquidated damages in the past ten years? If so, please explain.
12. Has your organization ever been disqualified from submitting a proposal or a bid on a State of Oregon project, college or university project, school district project or other public work? If so, please explain.
13. Bonding capacity – total capacity. A letter from your bonding company may be required.
14. What is your current bonding capacity?
15. During the last ten years, has your organization ever been denied bond credit by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when was required? If so, please explain.
16. Has your organization ever defaulted on a contract forcing a surety to suffer a loss? If so, please explain.
17. Has your organization received a Notice of Default, or Notice of Intent to Terminate, on a public works project in the last ten years? If so, please explain.
18. Is your organization currently involved in Dispute Resolution defined as Mediation, Arbitration, or Litigation related to a construction project in the past ten years? If so, please explain.
19. Are there currently any liens/stop notices for labor and/or materials filed against your organization? If so, please explain.
20. How many construction-related claims, complaints, and/or cross-complaints has your organization filed in court in the last ten years? Please explain.
21. In the past five years, how many unresolved change orders resulted in a claim filed by your organization? Please explain.
22. Has an employee, individual, or entity filed a complaint in the past ten years against your organization with the Oregon Construction Contractors Board (CCB)? If so, how many were filed and how many were resolved?
23. Has there been any occasion during the past ten years on which your firm was required to pay either back wages or penalties for your organization’s failure to pay state or federal prevailing wages or to failure to comply in any way with the state or federal prevailing wage laws? If so, please explain.
24. Provide a listing, in chronological order, of your ***organization’s public building construction contracts, regardless of amount over last 10 years***.
25. In addition, please provide a description of your company’s general construction experience.
26. **Safety**
27. Provide a general description of your company’s safety programs, as well as your most recent Workers Compensation Insurance experience modifier answering the following questions:
28. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?
29. List your organization’s Experience Modification Rate (EMR) (Oregon Workers’ Compensation Insurance) for each of the last three premium years:

Current year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year prior to previous years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Firm Experience:**

1. Provide a listing, in chronological order, of your organization’s most recently ***completed projects within the last seven (7) years of 80,000 square feet*** and over ***$20,000,000 (twenty million dollars) in direct construction*** cost or more. Provide a list of at least three (3) projects of similar size, and complexity and information on these projects should include the following:
2. Name of the owner, contact person, and current phone number
3. The architect, contact person, and current phone number
4. Location of the project and completion date
5. A brief description of the job
6. Amount of the contract award or negotiated GMP (if applicable)
7. Final contract amount and total amount of change orders
8. Total project claims going to mediation/arbitration/litigation and their disposition

**4. Staffing & Staff Qualifications:**

1. Provide a Project organization chart showing your proposed staff for this Project, including project management, corporate oversight and administration, estimating and onsite construction supervision. Detail whether each person is an employee or subcontractor
2. Include resumes for all individuals listed in the chart, indicate the proposed percentage that each person will work on this Project during the Construction Phase. The resumes must include each individual’s education, work history, length of tenure with the organization, prior work experience with similar projects and any experience working with public sector projects.
3. For those individuals who are not full-time, describe how and when they will work on the Project. Additionally, describe the prior experience, if any, of the team members working with each other on projects (please be specific) and what roles they will fit on the proposed team for the Project.

**5. Schedule:**

a. At a minimum describe your organizations planning, scheduling, phasing, and

project monitoring skills

**6. Subcontractor Management:**

1. Describe how you manage your subcontractors. Include explanations of quality control and schedule adherence
2. **EVALUATION CRITERIA**

Potential contractors not submitting all the required information ort documents in their

Statements of Qualifications may be considered non-responsive, and the Owner at its

option may decide not to consider their Statement of Qualifications. Each Response –

Statement of Qualifications shall contain the desired information in the format specified.

Responsive Statement of Qualifications will be evaluated in accordance with the following:

Reference numbers below are from Section IV – Qualification Requirements/ Evaluation

Criteria Subsection A. Qualifications, which indicates the scope of each criterion. Points

listed below are the total possible points that can be awarded for each criterion.

Responses (Proposals) will be evaluated for completeness, clarity, and compliance with this RFQ. Responses (Proposals) considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFQ. If the Response (Proposal) is unclear, Respondent may be asked to provide written clarification. Responses (**Proposals) that do not clearly provide the Information Required or are incomplete may be rejected.**

**Review and Evaluation:** Proposals will be reviewed by a committee of qualified personnel selected by SOU. At the sole discretion of SOU, finalist interviews may be conducted.

**Criteria for Selection**: Proposals will be evaluated based on the following criteria.

|  |  |  |
| --- | --- | --- |
| 1 | **Company Overview** | 25 points |
| **2** | **Safety** | 10 points |
| **3** | **Firm Experience** | 10 points |
| **4** | **Staffing & Staffing Qualifications** | 30 points |
| **5** | **Schedule** | 10 points |
| **6** | **Subcontractor Management** | 10 points |
| **7** | **MWESB** | 5 points |

**TOTAL POINTS 100 POINTS**

**EXHIBIT A**

**BIDDER/PROPOSER**

**TAX LAWS AND NON-DISCRIMINATION CERTIFICATION**

**SOU McNeal Pavilion Renovation and Student Recreation Center**

**RFP #2015-0408**

I, the undersigned, have read all of the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

**Certified Minority, Women, and Emerging Small Business**

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business: **DBE  MBE  WBE  ESB**

**Certificate of Compliance with Tax Laws**

I, the undersigned,

(Check one) \_\_ hereby certify under penalty of perjury as provided in ORS 305.385(6), that, I am not in violation of any of the tax laws described in ORS 305.380(4).

\_\_ hereby certify that I am authorized to act on behalf of the Contractor, and affirm, under penalty of perjury as provided in ORS 305.385(6), that, to the best of my knowledge, the Contractor is not in violation of any of the tax laws described in ORS 305.380(4).

For purposes of this certification, “tax laws” means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one): Corporation  Partnership

Sole Proprietor  Governmental/Non-Profit  Limited Partners Limited Liability Partnership

Limited Liability Company

**Tax Identification Number (Federal TIN):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: |  | Title: |  |
| Firm: |  | | |
| Address: |  | | |
| City/State/Zip: |  | Phone: | ( ) |
| e-mail: |  | Fax: |  |

**EXHIBIT B**

**Chancellor’s Office (CO) Contractor Travel Reimbursement Policy**

**Rates Effective January 1, 2013**

|  |  |  |
| --- | --- | --- |
| **Category** | **Rate Summary** | **Policy** |
| **Instate Travel:**  Meal per diem $52   |  |  | | --- | --- | |  | B = $13.00 | |  | L = $13.00 | |  | D = $26.00 | | All Oregon Cities   |  |  |  | | --- | --- | --- | |  | Meals | $52.00 | |  | Lodging | $111.00 |   . | * The per diem equals the federal rate using the *IRS’s High-Low Substantiation Method*. All Oregon cities are currently Low Cost Cities. * No receipts are required for lodging, meals and incidental expenses (these are reimbursed on a per diem basis). * If meals are provided at the meeting or event, no meal per diem is allowed. * No meal per diem is allowed on one day trips. * Lodging tax is reimbursed as a miscellaneous expense. |
| **Out-of-State, and  Continental US Travel:**  **High** meal per diem $65   |  |  | | --- | --- | |  | B = $16.25 | |  | L = $16.25 | |  | D = $32.50 |   **Low** meal per diem $52   |  |  | | --- | --- | |  | B = $13.00 | |  | L = $13.00 | |  | D = $26.00 | | **High:** See list of High Cost Cities   |  |  |  | | --- | --- | --- | |  | Meals | $65.00 | |  | Lodging | $177.00 |   **Low:** All other cities, Continental US   |  |  |  | | --- | --- | --- | |  | Meals | $52.00 | |  | Lodging | $111.00 | | * The per diem equals the federal rate using the *IRS’s High-Low Substantiation Method* (see <http://www.ous.edu/dept/cont-div/fpm/trav-95-100#.730> for listing of High Cost Localities). * No receipts are required for lodging, meals and incidental expenses (these are reimbursed on a per diem basis). * If meals are provided at the meeting or event, no meal per diem is allowed. * No meal per diem is allowed on one day trips. * Lodging tax is reimbursed as a miscellaneous expense. |
| **Foreign & Non-Continental US and Overseas Non-Foreign Areas (Alaska, Hawaii, Guam, etc.)** | Contractor travel to these locations is minimal and the federal tables are complicated. Call for per diem rates. | * **Contact Chancellor’s Office Business Services at 541-737-3636 for current per diem rates for these locations.** * **If meals are provided at the meeting or event, no meal per diem is allowed.** * Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is included in the per diem for foreign travel. * No receipts are required for lodging, meals and incidental expenses. |
| **Mileage for Private Vehicle:** | 56.5 cents per mile. | * Mileage can be calculated one of 3 ways:   + Mileage Chart in the Excel file (see Excel file)   + Actual mileage (from the odometer)   + Mapping software (e.g., mapquest.com) * Mileage cannot be claimed in addition to fees for rented vehicles and fuel expenses for a rented vehicle. * Mileage is not reimbursable unless one way trip exceeds 25 miles from origin to destination. |
| **Pro-ration of meals for partial days involving an overnight stay:** | | |  |  |  |  | | --- | --- | --- | --- | | **INITIAL Day of Travel – Leave:** | **Prior to**  **7:00 am** | **7:00 am**  **to 12:59 pm** | **1:00 pm**  **and after** | | **Meal Allowance** | Breakfast,  lunch, dinner | Lunch, dinner | Dinner | |  |  |  |  | | **FINAL Day**  **of Travel –Return:** | **Prior to Noon** | **12:00 noon**  **to 5:59 pm** | **6:00 pm and after** | | **Meal Allowance** | Breakfast | Breakfast,  lunch | Breakfast,  lunch, dinner | |
| **Rented Vehicles: CO will only reimburse vehicle rental rates for compact and economy cars and their equivalent green class. CO will reimburse for liability insurance issued through the vehicle rental company. Other classes of vehicles may be rented for circumstances that are approved in advance by the CO representative for reasons that include space requirements or inclement weather conditions. Receipts are required.** | | |
| **Airfare: CO** will only reimburse actual economy rate airfare, plus mandatory taxes and fees. Receipts are required. | | |
| **Ground Transportation:** Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over $75 per item. | | |
| **Incidental Expenses:** *Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed.* Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters, taxi drivers, and baggage handlers. | | |
| **Miscellaneous Expenses: The m**iscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls, lodging taxes, and checked baggage for up to 2 standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the CO representative. All miscellaneous expenses must be itemized.  Receipts are required if over $25 per item. | | |
| **Unallowed Expenses: Expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services (e.g. waiters, taxi drivers, and baggage handlers) are not reimbursable.** | | |
| **Hosting Expenses: If the Statement of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact Chancellor’s Office Business Services at 541-737-3636 for allowable expenses.** | | |
| ***Travel reimbursement rates may periodically change. Contractor shall be responsible for ensuring that travel reimbursement requests are in accordance with the rates in effect at the time the expense was incurred. The current travel reimbursement rates may be found at http://www.ous.edu/cont-div/cobpp/28.05\_contractortravel.php.***  ***The Chancellor’s Office prefers that requests for travel reimbursement be made by completing the Contractor’s Travel Reimbursement Request.*** | | |