

ATTENTION CONTRACTORS

If you download this RFQ from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add your company to the Respondent's List, and advise you of any addenda issued for this Project. Failure to do so may cause your submittal to be rejected as non-responsive.

To add your firm to the Respondent's List, simply email or fax a signed copy of your company's letterhead to:

litchfid@wou.edu

or

Fax: 503 838-8081

Be sure to clearly identify the name and email address of a contact person within your firm.



REQUEST FOR QUALIFICATIONS

CONTRACTOR SERVICES

for the

STUDENT HEALTH AND COUNSELING CENTER ADDITION

at

WESTERN OREGON UNIVERSITY

PROJECT WEB SITE:

<http://www.wou.edu/admin/plant/pp/planning2.php>

ISSUE DATE: 5 June 2015

RFQ CLOSING (DUE) DATE & TIME: Thursday, June 25, 2015, 3:00 PM, PST

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Western Oregon University
Planning Office
Attention: Paul Finke
345 N Monmouth Ave
Monmouth, Oregon 973610

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I. INTRODUCTION

The Oregon State Board of Higher Education, on behalf of Western Oregon University (“WOU” or “Owner”) is seeking Statements of Qualifications (SOQ) from General Contractors interested in bidding on the Student Health and Counseling Center Addition, hereafter referred to as “the Project.” The goal of the Project is to construct a two-story addition to WOU’s Student Health and Counseling Center.

The Student Health and Counseling Center, originally constructed in 1963, is a one story, wood framed, structure with a total gross area of approximately 7,000 square feet including a 2,200 sq. ft. addition constructed in 1994. It is located on West Church Street south of Todd Hall, across the street and slightly west of the Werner University Center. Its prairie style architecture is a unique and distinctive feature in the core of campus. As its name indicates the facility houses offices for doctors, counselors and staff who provide health and counseling services to WOU students.

Since 1994 student enrollment has grown by over 30%. The Student Health and Counseling program needs additional space to accommodate its growing demand for services. The goal of the Project is to construct a two-story addition with sufficient space to accommodate the current needs and unfinished shell space on the second floor that can be built-out in the future.

Contractors interested in responding to this RFQ must be registered with the Oregon Construction Contractors Board prior to submitting their SOQ. Respondents not registered with the Oregon CCB will not be considered for the Project.

II. PROJECT DESCRIPTION

The primary scope of the Project is the construction of a two-story, wood framed addition on the southwest corner of the building. The footprint area of the addition is estimated at approximately 3,500 square feet. The second floor of the addition will be approximately 3,100 Sq. Ft. Another 800 Sq. Ft. of the existing building will need to be remodeled to tie-in the addition to the existing structure.

The total Project budget is: \$2M; the estimated construction cost is: \$1.4M. The Project must be completed by August 31, 2016 – in time for Fall Term.

III. SELECTION PROCEDURE

WOU will utilize this Request for Qualifications (RFQ) as the first of two-steps in an otherwise typical design/bid/build project delivery method. The RFQ process will provide information necessary to pre-qualify three to five bidders.

The pre-qualified bidders selected in the first step will then be invited to bid the Project (step two.) They will receive the Invitation to Bid (ITB) including plans and specification describing the complete Scope of Work. A contract will ultimately be awarded to the lowest responsive and responsible bidder whose bid complies with the criteria and requirements set forth in the ITB documents.

General Contracting firms responding to this RFQ will be evaluated, scored, and ranked by an Evaluation Committee comprised of representatives from WOU. (WOU reserves the right to modify the Evaluation Committee make-up in its sole discretion.) On the basis of this evaluation, at least three (3) but not more than five (5), general contractors will be selected as pre-qualified bidders on the Project.

WOU encourages participation by Historically Underrepresented Businesses that are either certified or self-identified MWESB companies. This includes those MWESB companies that are federally certified or recognized as such by another state or entity with substantially the same requirements as those of the State of Oregon.

IV. CONTRACTOR SELECTION AND BIDDING TIMETABLE

The following timetables for the RFQ/Contractor Selection and ITB/Bidding process, outlined below, reflect an optimal scenario based on current conditions, it is subject to change at the sole discretion of WOU.

RFQ/Contractor Selection

June 5, 2015	Issue RFQ
June 15, 2015	Deadline for Protesting RFQ Solicitation
June 25, 2015 (3:00 PM)	RFQ Closing Date – SOQ Due Date
July 2, 2015 (or Sooner)	Announce Three to Five Pre-qualified Bidders
3 Business Days After Announcing Qualified Pool of Bidders	Deadline for Protesting Qualified Pool of Bidders

ITB/Bidding (Estimated timeline based on current status of Project design)

July 27, 2015	Issue ITB to Prequalified Bidders
August 3, 2015	Mandatory Pre-bid Walkthrough with Prequalified Bidders
August 10, 2015	Bidders' Questions Due
August 11, 2015	Issue Final Addendum
August 18, 2015	Bids Due from Pre-qualified Bidders
August 25, 2015	Issue Notice to Proceed to Winning Bidder

V. INSTRUCTIONS TO RESPONDENTS

The qualifications statement must be contained in a document not to exceed twelve (12) single sided pages including pictures, charts, graphs, tables, and text that the firm deems appropriate in response to the requirements of the RFQ. No supplemental information or brochures will be allowed. The pages used in the response should be formatted with 1" margins, with easy to read font. The document must be composed on standard size paper (8 ½" x 11"), contained and submitted in a soft-bound binder (comb or spiral, spiral preferred – no three-ring binders.) A fold-out page, not exceeding 11" x 17", is allowed for a Project schedule – which would be included in the page count. Resumes of key individuals proposed for the Project are exempt from the page count limit as well as: a cover letter, table of contents, front and back covers, and blank tab dividers. The SOQ must follow the numerical format outlined below and be signed by an authorized company official.

The reference information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring the other criteria. Scoring will be based on all information received, presented, and gleaned throughout the course of this evaluation process.

WOU may reject any Solicitation Response not in compliance with all prescribed Solicitation Response procedures, and may cancel this solicitation or reject for good cause, all responses if determined that it is in the best interest of WOU to do so. (OAR 580-061-0130 and 580-061-0135)

WOU will not accept responses or queries that require WOU to pay the cost of production or delivery. WOU is an AA/EEO employer.

VI. SUBMISSION

Responses must be received by: 3:00 PM, Thursday, June 25, 2015

Submit five (5) hard copies – including one original – and one (1) pdf file on a CD or flash drive to:

Paul Finke
Facilities Engineer
Western Oregon University
Physical Plant
345 N. Monmouth Ave.
Monmouth, OR 97361

Except as noted below, telephone, facsimile, or electronically transmitted submittals will not be accepted, and no responses received after the closing date and time will be considered*. Failure to comply with these instructions may result in rejection of the response.

- * If respondent relies on a commercial delivery service, e.g. UPS, FedEx, etc. it is the responsibility of the respondent to confirm delivery of the packet prior to the deadline. If the package is late, due to no fault of the respondent, an electronic version of the document must be transmitted to WOU prior to the closing date and time, and proof of the contracted on-time delivery must be provided and the package received before noon of the following day.

VII. RESPONSE REQUIREMENTS/EVALUATION CRITERIA

Information provided in response to the following criteria will be evaluated and scored to rank contractors' qualifications. **Respondents must address each item in numerical order.** Please use folder tabs keyed to each of the following criteria numbers. Provide the following information about your company's ability and desire to perform this work.

For ease in scoring the responses,

1) Company Background and Business Information: (Weight 10)

Briefly describe your company's history, current status, and business philosophy. Include your office location, number of employees, annual volume and financial/bonding capacities, CCB#, etc. Identify the proportion of your company's work for public vs. private sector clients. Include a brief description of any project claims, within the last 10 years, that have gone to litigation/arbitration/mediation, and their disposition.

2) Experience: (Weight 25)

Using the form or format of the attached Form "A", describe your company's experience, as the general contractor, on projects within the last ten years that are similar in size, scope, and setting to the Student Health and Counseling Center Addition. Indicate which project(s) most closely resembles this Project and identify the work that your company self-performed on each. If applicable, list the projects completed for the Oregon University System (OUS) within the last five (5) years.

NOTE: Only list projects that were completed under your current Oregon CCB license.

3) Key Personnel: (Weight 15)

Identify the key personnel that your company will commit to the Project. Include information about their specific experience, how long they have been with the company, and their role on the Project.

4) Workload: (Weight 10)

Provide a list of your company's projects currently in progress, and discuss your capability to undertake this project in relation to your workload, availability of key personnel, bonding capacity, and schedule. Identify which projects the proposed key personnel are currently involved with.

5) Work Site Safety: (Weight 15)

Identify your company's Experience Modification Rate (EMR) for the past three years and briefly describe your company's safety policy, and program.

6) Quality Control (Weight 15)

Describe examples of how your company ensures superior quality construction and service and your firm's process for managing projects to ensure they are completed safely, professionally, on time, and on budget. Include information about your company's effort to manage and minimize changes in scope changes and avoiding claims.

7) Management Plan to Encourage MWESB Subcontractor Bidding: (Weight 10)

Submit a Management Plan as required by Oregon University System's Equity Contracting and Purchasing Policy. The Management Plan should address your firm's efforts to increase the diversity of the workforce and to subcontract with or purchase from Historically Underrepresented Businesses. The Management Plan may include your firm's nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by Historically Underrepresented Businesses. It may also include a description of your firm's past performance in regards to workforce diversity and subcontracting.

8) Scope Interpretation and Response Assessment (Weight 10) *No response or information need be submitted for this item.*

The score of this evaluation criterion is a reflection of the Respondent's overall attention to detail in their SOQ and how well it conveys an understanding of the Project itself and the Owner's needs.

9) References

Provide the names, addresses and phone numbers of three current or former client/project owners that may be contacted as references for your company and the key personnel identified above. Verify that the contact information is current and that the individuals identified have had direct involvement with the referenced project. References should be of projects currently underway or completed within the last five years.

VIII. PROPOSAL EVALUATION

Members of the evaluation committee will score each submittal on the basis of responses to the evaluation criteria described above. Each member of the evaluation committee will score each criterion between 0 and 5 (five being the best), and multiplied by the "weight" assigned to each category. The sum of the weighted scores will yield the total score for each firm. The evaluation committee will then tally the individual member scores and thereby determine the final ranking of all the candidate firms. The top ranked firms, at least three (3), but not more than five (5), will be selected to participate in the Invitation to Bid.

The reference information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring the other criteria. Final selection

of short-listed candidates will be based on all information received, presented, and gleaned throughout the course of this selection process.

IX. FINANCIAL RESPONSIBILITY

WOU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the company's financial responsibility to perform the anticipated contract. Submission of a signed response shall constitute approval for WOU to obtain any credit report information WOU deems necessary to conduct the evaluation. WOU shall notify the company, 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; etc. Failure to promptly provide this information shall result in rejection of the submission.

WOU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a company to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for response rejection.

X. QUESTIONS

All questions and contacts with WOU regarding any information in this RFQ must be addressed either in writing, fax, or email to Paul Finke at the address, email or fax listed in Section VI. If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions for formal clarification.

XI. SOLICITATION PROTESTS

Respondents may submit a written request to change or protest particular provisions, specifications, contract terms, or conditions of this Solicitation Document if they believe they have been adversely affected or aggrieved the solicitation requirements. Protests of this solicitation must be received in writing on or before 4:00 p.m. (Pacific Time), June 15, 2015. Submit written protest to Paul Finke at the address, email or fax listed in Section VI of this document. Such requests for change and protests shall include the reasons for the request and any proposed changes to the Solicitation Document.

XII. CHANGE OR MODIFICATION

Only information contained in this Solicitation Document and any subsequent addenda is reliable as authoritative and relevant to this Project. Previous information either, verbal or written, or any knowledge of past practice or policy for previous projects, should not be assumed as applicable to this Project.

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available to all firms by publication on the WOU's Planning Office web site at: <http://www.wou.edu/admin/plant/pp/planning2.php> It is the responsibility of each firm to visit the website and download any addenda to this RFQ. Failure to do so may render the firm's submission non-responsive. No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

XIII. SELECTION PROTESTS

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of competing respondents shall have three (3) business days, after the pool of prequalified bidders has been announced, to submit a written protest of the selection, pursuant to

OAR 580-061-0145. Protests should be addressed to: Mr. Eric Yahnke, Vice President for Business and Finance, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361. Any such protests will be reviewed by Mr. Yahnke, or his designee, and a written final agency order relevant to the protest will be issued in a timely manner.

XIV. PROPRIETARY INFORMATION

WOU shall retain this RFQ and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection after Respondent selection and intent to award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: **“This data 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.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, 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 response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

XV. CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By submission of the Proposal, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor is, to the best of the undersigned’s knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, “Oregon Tax Laws” means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

XVI. ATTACHMENTS

FORM "A"

END OF RFQ

FORM A

FOR: STUDENT HEALTH AND COUNSELING CENTER ADDITION RFQ

Use the following form or format to document your company's experience as required Section VII of this RFQ. Only provide relevant information in Item #1. If your firm has not completed any projects for OUS within the last five years, indicate "None" and proceed to Item #2.

1. Identify your company's three (3) largest projects completed for OUS within the last five years.
2. Identify any projects, completed within the last ten years, similar in size, scope, and setting to the Student Health and Counseling Center Addition. (OUS projects that fit these criteria should be included here.)

Verify that all contact names and phone numbers are current.

Project Name: _____

Project Manager: _____

Project Superintendent _____

Location: _____

Owner: _____

Contact: _____ Phone: _____

Architect: _____

Contact: _____ Phone: _____

Description of Project, Scope of Work Performed: _____

Trades Self-performed:

Total Bid/GMP: \$ _____ Total Cost of Change Orders: \$ _____

Total value of work contracted with MWESB Subcontractors: \$ _____

Number of RFI's: _____ Number of Warranty Work Callbacks: _____

Scheduled Completion Date: _____ Actual Completion Date: _____
mm/dd/yyyy mm/dd/yyyy