

ATTENTION DESIGN FIRMS!

IF YOU DOWNLOAD THE RFQ FROM THE WEBSITE, IT IS YOUR RESPONSIBILITY TO **ADVISE US, VIA EMAIL, THAT YOU HAVE DONE SO (INCLUDE YOUR FIRM NAME AND ADDRESS, CONTACT PERSON, PHONE, FAX, AND EMAIL). THIS WILL ALLOW US TO ADD YOU TO THE PLANHOLDERS LIST AND ADVISE YOU OF ANY ADDENDUMS ISSUED. FAILURE TO DO SO MAY CAUSE YOUR SUBMITTAL TO BE NON-RESPONSIVE.**

EMAIL: Heather.Cooney@oregonstate.edu

OREGON STATE UNIVERSITY

REQUEST FOR QUALIFICATIONS

#150933

Student Experience Center
Memorial Union East Wing Renovation
Snell Hall, Memorial Union East, Renovation

CONTRACT ADMINISTRATOR: Oregon State University
Heather Cooney
Purchasing Analyst
Phone: (541) 737-9635
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PROCUREMENT WEB SITE:
<http://PaCS.oregonstate.edu/>

ISSUE DATE: August 5, 2010
RFQ CLOSING (DUE) DATE: August 24, 2010, 3:00 PM, PST

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Procurement and Construction Contracting Office
Attention: Heather Cooney
Purchasing Analyst
644 SW 13th Street
Corvallis, Oregon 97333-4238

Introduction:

Oregon State University (OSU) is seeking qualifications from architectural firms for the architectural, structural, mechanical, telecommunications, electrical, civil and landscape design for the new Student Experience Center, Memorial Union East Wing Renovation and the Snell Hall, Memorial Union East, Renovation on the OSU Campus. This project will be designed and constructed in three phases. The same architectural team will be responsible for all three phases. It is expected that all three phases will be taken to the design development stage at the same time to allow for a single submission to the City of Corvallis Historic Resource Commission.

Phase 1 – Student Experience Center

The Memorial Union has been authorized to construct a new 65,000 square foot facility, which is referred to as the “Student Experience Center” or SEC. This facility will house student and administrative program spaces, a small restaurant and some common lobby/gathering spaces for general student use. Many of the programs are highly specialized as in the case of our Student Media, which will be a major tenant. Also included are many office spaces for such programs as Student Government, Student Leadership and Involvement, and many other smaller programs. This new building sits east of the Memorial Union on the site of a current parking lot. The space between the two buildings will be developed as a covered outdoor plaza.

Phase 2 – Memorial Union East Wing Renovation

The second phase of the renovation will be the renovation and repurposing all three levels of the east wing of the Memorial Union. Originally built in 1959 the 30,000 square foot East Wing is the current home of The OSU Bookstore. The bookstore will be vacating the East Wing in June of 2014. The intent is to renovate this space as a multi-purpose meeting and event space on one level and offices and other uses on the other two levels.

Phase 3 – Snell Hall, MU East, Renovation

Upon completion of the SEC, the Memorial Union will vacate Snell Hall/MU East, built in 1959, and embark on a third phase of the project to renovate and repurpose the one-story section of the 19,218 square foot MU East. The five-story section of Snell Hall and the one-story TV studio are planned for demolition at a later date as part of another project.

Response Requirements/Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

1. Provide a brief description of your firm. Include your firm's organizational chart (not the "project's" organizational chart). List the projects your firm is currently contracted for, the "key personnel" for those projects, and what stage they are in terms of completion. (10)
2. Provide the location of the Architect of Record’s home office. (25)
3. Identify the personnel in your firm who would be assigned to this project and give descriptions of their experience designing renovations of similar higher education student

activity facilities - use specific examples, including their role in the project. *Provide email addresses for your Key Personnel.* (25)

4. Describe your firm's experience working with higher education institutions in the Pacific Northwest. (10)
5. Describe your firm's recent (past 5 years) experience designing renovation of similar higher education student activity facilities (master plan, programming, design, construction management, etc.) – use specific examples. Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (30)
6. Describe your project management strategies for working directly for OSU in conjunction with a variety of student, faculty, and staff constituent groups. (15)
7. Identify the structural, mechanical, telecommunications, electrical, civil and landscape sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past 5 years) experience, and their specific role in, designing renovations of similar higher educational student activity facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (20)
8. Identify any other sub-consultant(s) and the key personnel of the sub-consultant(s) that you propose to use on this project. Describe their recent (past 5 years) experience, and their specific role in, designing renovations of similar higher educational student activity facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (20)
9. In addition, please provide the names, addresses and phone numbers of three Owners, three sub-consultants, and three contractors to be used as references for this Project. Please verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. OSU may check with these references and/or may check with other references associated with past work of your firm. (0)

Evaluation Process:

This Request for Qualifications (RFQ) is the first step in a three-step process in the selection of an Architect for this Project. The three-step selection process includes evaluation of the written responses to this RFQ and then short-listing from three to five firms, who will be invited to submit a response to a Request for Proposal and then to participate in an interview that is anticipated to be scheduled in October 2010 (times will be drawn at random). The selection committee will score each submittal on the basis of responses to the evaluation categories. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories.

Each category has been assigned a weight between 0 and 30. Each member of the evaluation committee will rank each firm in each category between 0 and 5, and multiply that number by the

weight assigned to the category. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFQ also requires reference information for your firm. OSU will utilize this information and any other independently obtained references that can provide background on the firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other categories and in the final ranking.

The evaluation committee will meet and use the individual evaluation committee member rankings as a beginning of their discussion. The discussion of the responses will include firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee discussion will result in the consolidated ranking from which the finalists for interviews will be selected.

The firms selected as finalists will be asked to respond to OSU's RFP, which will provide additional project-specific information to digest and respond to. In addition, that response will be used in preparation for interviews of the finalists. Firms chosen to respond to the RFP and to participate in the interviews may be asked to respond to additional questions designed to clarify and/or expand on their proposals. Interviews will include a presentation period for the proposers to highlight their original proposal as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate Q&A session. After all of the interviews/discussions are completed, the evaluation committee shall select the Apparent Successful Proposer by ranking the interviewed proposers based on all information received, presented, found and heard.

Financial Responsibility:

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed qualifications package shall constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU shall notify the firms, 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.

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

Submission:

Submit **eight (8)** copies of your written response, **along with an electronic version on CD**, to be received by the closing date listed to:

Heather Cooney
Procurement and Construction Contracts
Oregon State University
644 SW 13th Street
Corvallis OR 97333-4238

Your response must be contained in a document **not to exceed twenty five (25) single sided pages** including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the 25-page limit and should be **appended to the end of your response**. No supplemental information to the 25 page Proposal will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 25 page limit.

Information should **be presented in the same order as the following evaluation criteria**. Your response should follow the format outlined below and be signed by an officer of your firm with the authority to commit the firm. **The response should be submitted in a soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8 ½ x 11 inches with no fold-outs except one fold out project schedule and one site logistics plan (should not exceed 11 x 17 inches each). The basic text information of the response should be presented in standard business font size, and reasonable (we prefer 1 (one) inch) margins.

OSU may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by OSU that it is in the public interest to do so.

Please note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery. OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted submittals will not be accepted.

Responses received after the closing date and time will not be considered.

Questions:

All questions and contacts with the University regarding any information in this RFQ must be addressed either in writing, fax or email to Heather Cooney at the address, email or fax listed in this document.

Solicitation Protests:

Respondents may submit a written request for change of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) to Heather Cooney at the address, email or fax listed in this document. Such protests shall be received no later than 5:00 p.m. August 12, 2010. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions

and specifications and conditions.

Change or Modification:

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 PaCS web site (PaCS.oregonstate.edu). It is the responsibility of each firm to visit the website and download any addendums to this RFQ. **Failure to do so may render the firm's submission as 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.

Selection Protests:

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have five days after notification of that selection to submit a written protest of the selection to Kelly Kozisek at the Procurement and Contract Services address given in the RFQ. Any such protests must be received by Ms. Kozisek no later than 5 days after the selection has been made.

Proprietary Information:

The Owner 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 responder selection, and 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.

Project Termination:

OSU is seeking to award an architect's agreement to an architectural firm for Pre-Design/Programming, schematic design, design development, construction document, bidding and construction phases; however, OSU reserves the right to terminate the project or architectural agreement after completion of any phase in the project.

Certification Of Compliance With Tax Laws:

By submission of our qualifications the signatory (a duly authorized representative of the submitting firm) shall certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, "Oregon Tax Laws" are ORS Chapters 118, 119, 314, 316, 317, 318, 320, 321 and 323, and Sections 10 to 20, Chapter 533, Oregon Laws 1981 as amended by Chapter 16, Oregon Laws 1982 (Special Session); the Homeowners and Renters Property Tax Relief Program under ORS 310.630 to 310.690; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.

End of RFQ