SCHOOL OF BUSINESS ADMINISTRATION
BUILDING ENVELOPE COMMISSIONING
Solicitation #1544

Request for Proposals for Commissioning Services
February 4, 2015

Mandatory Pre-Proposal Meeting**
February 11, 2015 10:00 AM
University Services Building
617 SW Montgomery Street, Room 302T
Portland, OR 97201

Proposal Due Date **
February 25, 2015 3:00 PM local time
Market Center Building
1600 SW 4th Avenue, Suite 260
Portland, OR 97201

**Note: Parking is difficult to find at PSU. Please schedule your time accordingly.

Contact: Stacey Balenger, Interim Construction Contracts Supervisor
(503) 725-4326, proposals@pdx.edu

All proposal documents are available at:
www.pdx.edu/purchasing-contracting/construction-contracting
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SECTION 1 – ADMINISTRATIVE INFORMATION

1.1 INTRODUCTION
Portland State University is proposing to expand and renew its existing home for the School of Business Administration, one of its most important academic programs. This expansion shall accommodate its growth over the last 10 years, its increasing array of programs and its critical ties to the regional business community. The current facility is located at 631 SW Harrison Street. By locating an expansion on the existing SBA site and reusing the existing structure, the new facility will be particularly symbolic of the School’s international prominence in sustainability.

The ethic supporting the mission of Portland State’s School of Business Administration is clear, consistent and direct. It is to research, teach and practice in a manner that advances new ideas, sustainability and environmental stewardship while partnering with area businesses to enrich the livability and economy of the region. Consequently, the new School of Business Administration building will enhance Portland State University’s reputation as an institution dedicated to social, economic and environmental sustainability. The building will seek LEED Gold certification at a minimum and aspires to achieve LEED Platinum certification. Given the School’s international reputation for social and environmental stewardship, the new building will be a living laboratory for creating the next generation of leaders in the sustainable economy.

The project will provide a building program developed with the following goals:

- Provide enough teaching space to house all SBA classes.
- Provide sufficient space for SBA faculty, staff and graduate assistants, while allowing for future growth.
- Increase the social and interaction space within the building to better serve students, faculty and guests.
- Create visible, expandable centers that enhance the school’s ability to directly contribute to the food, active wear and outdoor gear, and real estate industries, and to increase the success of the region’s many small businesses.
- Design for the greatest flexibility of space to adjust for shifting needs over time.
- Design the new expansion to seamlessly integrate to the existing building structures. The finished product shall appear to be a single concept.
- The new design and appearance shall inspire visitors as they approach the building by foot or vehicle.
- A significant portion of the renovated building and expansion’s ground floor shall be available for retail space.
- The building will meet the visions and objectives outlined in the “SBA Building Design and Sustainability Visions” created by the SBA faculty.

The two major components of the project are:

1) Construction of a new (approximately) 32,000 (+/-) square foot addition to the North end of the building that will fully utilize the project site, create a new dramatic entrance to the School, and activate the building along Sixth Avenue.
2) Modernization and upgrade of the existing structure that is currently occupied by SBA and the Graduate School of Education, including addressing a significant amount of deferred maintenance.

A schematic design report for design of the building, completed on Oct. 31, 2014, is provided in Appendix 4.5.

The RFP and selection process is provided in the Oregon Administrative Rules for Professional Consultants, 580-063-0025 and Chapter 580 Division 061.

This Request for Proposals (RFP) does not commit Portland State University (PSU) to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFP, or to procure or contract for any supplies, goods or services. PSU reserves the right, without liability to PSU, to cancel this RFP, to reject any proposal that does not comply with this
RFP or applicable administrative rules, and to reject any and all responses received as a result of this RFP upon a finding that it is in the public interest to do so.

1.2 **SCOPE OF WORK**

1.2.1 **Scope of Work**
The building envelope systems to be commissioned include, but are not limited to the following:

A. Sealants  
B. Waterproofing  
C. Flashings  
D. Exterior window, glazing, curtain wall system and skylights (including the atrium)  
E. Metal and single ply roofing systems  
F. Green roofs  
G. Concrete terraces

1.2.2 **LEED Credit - Exemplary Performance Credit for Envelope Commissioning**
Building envelope commissioning is included as one quality measure of the construction of this facility in order to assure that the final building meets the original intent of the Owner’s design. Although envelope commissioning is not specifically required for LEED certification, it is possible to achieve an innovation credit under the Exemplary Performance credit for Envelope Commissioning as long as the envelope commissioning work is performed in accordance to the standards for the base LEED Commissioning credits EAp1- Fundamental Commissioning and EAc3- Enhanced Commissioning. The requirements for both credits, addressed below, must be completed in order to achieve the innovation credit.

A. **Intent**
The intent of the Building Envelope Commissioning is to verify that the building exterior enclosure systems are designed, installed, and perform according to the Owner Project Requirements (OPR), Basis of Design (BOD) and construction documents.

B. **Scope**
Using NIBS Guideline 03-2006 and ASHRAE Guideline 0-2005 (or most current guidelines), the Building Envelope Commissioning process will be implemented to ensure adequate and quality functioning of the exterior enclosure system throughout its expected service life. The process will follow commissioning metrics including documentation, performance criteria, test procedures, and checklists. The commissioning scope will also consider impact of the building exterior enclosure on visual comfort and indoor air quality, accessibility to building exterior enclosure systems (maintenance, cleaning, etc.), and allowable ranges of operations for the building exterior enclosure (number of days/year that the Owner is willing to accept condensation, etc.), and quantify goals and provide the Owner with enhanced control of the building.

C. **Requirements**
The following are the steps at each phase of the project design and construction to be followed to satisfy the requirements for EAp1 and EAc3.

**Design Phase**
- Development of the OPR and BOD. The Building Envelope Commissioning Authority (BECxA) shall create the OPR and BOD based upon information provided to the BECxA from Owner through post-contract meetings and discussions.
• Develop an Envelope Commissioning plan that outlines the organization, schedule, and documentation requirements of the Commissioning Process. This plan will identify all the systems and assemblies included in the Commissioning Authority’s scope of work.

• Develop and incorporate Commissioning requirements into construction documents.

• Complete a review of the Construction Documents to ensure clarity and completeness and to ensure that all issues are identified early and addressed adequately.

**Construction Phase**

• Review submittals applicable to the systems being commissioned. The review should ensure that the submittals conform to the design, fulfill operation and maintenance requirements, and facilitate performance testing. (Refer to additional information in Scope of Work below at paragraph 1.2.3 ________).

• Verification of installation and performance of commissioned systems through installation inspections, functional performance testing, and evaluation of results from testing.

• Develop an Operations and Maintenance Systems Manual to provide Owner the information on the commissioned systems and their optimal operating conditions.

• Verify Operations and Maintenance training is completed and meets Owner expectations.

• Develop a complete Commissioning report summarizing the steps for the Commissioning process and its results.

**Occupancy Phase**

• Complete post-occupancy monitoring and review of building operations and maintenance within 10 months of Substantial Completion.

**D. Commissioning Authority**

In order to satisfy the requirements for EAp1 and EAc3, it is important that the selected Commissioning Authority meets the definition of “Disinterested party,” meaning an employee or subcontractor who has no project responsibilities other than commissioning.

**E. References**

NIBS Guideline 3-2006, Exterior Enclosure Technical Requirements for the Commissioning Process
ASHRAE Guideline 0-2005, The Commissioning Process

1.2.3 **Building Envelope Commissioning Authority’s Scope of Work**

The BECxA will plan, manage, perform, and document all related commissioning activities, utilizing the reporting formats and standardized forms created and provided by the BECxA whenever commissioning activities occur. It is extremely important that all commissioning tasks be conducted in a transparent manner and involve the Owner, Owner Representative, operations staff, the Architect of Record, and the CM/GC to the greatest degree possible.

The BECxA will be hired by, and report directly to, the Owner. The BECxA will submit deliverables and reports to the Owner.

The BECxA’s responsibilities include, but are not limited to:

A. Identify the scope and budget for the building envelope commissioning process.

B. Develop the initial Building Envelope Commissioning Plan; develop Building Envelope Commissioning Logs; and develop forms and reporting tools to be used throughout process.
C. Develop a schedule of the building envelope commissioning activities in a logical, sequential, and efficient manner using consistent protocols and using clear, regular communications and consultations with all necessary parties; review overall construction schedule and overlay commissioning milestones (i.e. commissioning plan deliverables, BECxA reviews, etc.); and identify, coordinate, schedule, and oversee all building envelope mock-ups and/or testing dates based on the CM/GC’s construction schedule and general “road map” for BECxA process.

D. Review of the 100% DD phase documents and discussion of findings with Architect, noting any specific concerns or suggestions. The duration of this peer review effort is expected to be 5 days from March 30 to April 3, 2015.

E. Review the CD drawings and specifications, including testing procedures and issuance of comments in brief report.

F. On-Call Support Services: 8 hours/month and not to exceed 150 hours total. Provide non-specific support services including, but not limited to meetings, general research, technical support, etc. and as determined by the Owner, Owner Representative, and Architect. The duration for this support is March 30, 2015, through construction completion of the envelope systems. Include proposed fee in the Budget Table (Appendix 4.11), attached.

G. Participate in value engineering sessions (when required) relating to new technologies, installation, and long term maintenance issues.

H. Participate in meetings or phone discussions with Architect to clarify comments, as required.

I. Develop building envelope’s full testing procedures and specifications, coordinated and integrated with the Architect’s specifications. The envelope commissioning specification will include: a detailed description of the responsibilities of all parties; details of the building envelope commissioning process; reporting and documentation requirements (including formats); alerts to coordination issues; deficiency resolution; construction checklist; the functional mock-ups and testing process; and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned.

J. Submittals and Shop Drawing reviews including, but not limited to the following:
   i. Waterproofing and water repellants
   ii. Thermal insulation
   iii. Weather resistant barriers
   iv. Sealants
   v. Metal and single-ply roofing systems, flashings
   vi. Storefront and curtain wall systems
   vii. Windows, glazing and skylights including atrium
   viii. Green roofs
   ix. Concrete terraces
   x. Building maintenance equipment (window washing equipment)

K. The BECxA shall coordinate third-party testing and QA/QC management oversight. Note: Water infiltration testing shall be performed according to ASTM E-1105 “Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference” in conjunction with AAMA 503-08 “Voluntary Specification for Field Testing of Newly Installed Storefronts, Curtain Walls and Sloped Glazing Systems”. Both procedures shall be performed by an AAMA accredited independent testing agency, hired by the Owner under a separate contract.

L. The BECxA shall coordinate all tests; assist the CM/GC with the scheduling and organization of pre-test meetings and with the testing procedures; provide budgetary allowance for what it anticipates these services would cost; and make recommendations on the final scope and frequency of, and type of ASTM, AAMA testing requirements. Note: It is the Owner’s intent to contract for the performance of these testing services separately from the BECxA.
M. Schedule and attend field visits during installation of critical building envelope elements, observe field testing and mock-ups to verify performance, and issue field reports.

N. Issue deficiency notices, identify discrepancies, and verify that deficiencies and discrepancies have been corrected. The BECxA will maintain an Issue Log and will review it at the building envelope commissioning meetings. Deficiencies that are not corrected in a timely manner will be reported by the BECxA to the Owner and CM/GC.

O. Review Request for Information (RFI) Logs relating to the building envelope and related systems and be available to assist the Architect with related issues (such as review of issue and comment to the Architect of record where the BECxA can assist). Update and keep Owner, Architect, and Contractor aware of issues identified in the Issue Log and particularly highlight issues that may impact testing and mock-up schedule.

P. Prepare and submit the final Building Envelope Commissioning Report to Owner.

Q. Return to the site at 10 months into the 12-month warranty period; interview facility staff and identify problems or concerns they have with operating the building as originally intended. Identify areas that may come under warranty or under the original construction contract. Prepare a report for the Owner documenting remedies to any outstanding problems.

The following table describes the minimum mock-ups, tests and observation requirements for this project:

<table>
<thead>
<tr>
<th>MINIMUM MOCK-UP, TEST, VERIFICATION and/or OBSERVATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material or System</td>
</tr>
<tr>
<td>Sealants</td>
</tr>
<tr>
<td>Waterproofing</td>
</tr>
<tr>
<td>Flashings</td>
</tr>
<tr>
<td>Exterior Windows, Curtainwall, and Skylights</td>
</tr>
</tbody>
</table>
Roofing (All Buildings)

<table>
<thead>
<tr>
<th>Roofing (All Buildings)</th>
<th>Observe and verify the following installations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• 20% of the metal roofs</td>
</tr>
<tr>
<td></td>
<td>• 20% of the single ply membrane roof</td>
</tr>
</tbody>
</table>

Verify that roofing installations meet Architect’s specifications and manufacturer’s requirements.

1.2.4 Responsibilities Not Required of the BECxA:
The building envelope commissioning authority is not required to:

A. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The BECxA will assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team.

B. Issue and review change orders for compliance with the construction documents.

C. RFI response: BECxA is not responsible for design input or design revisions related to questions, issues, or problems raised by the construction team.

D. Contractor direction. The CM/GC is responsible for providing direction to the sub-contractors. The BECxA will assist to schedule, coordinate testing and mock-ups, provide input to facilitate resolution of problems, but the BECxA is not responsible to direct Work.

1.2.5 Desired Qualifications
The required expertise for this project will be based on the skill and experience set of the full team and/or individual making the Proposal. The building envelope commissioning authority must have significant building envelope commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the responding entity’s Proposal. It is the Owner’s desire for the person(s) designated as the building envelope commissioning authority (BECxA) to possess as many of the following qualifications as possible:

- Experience as the principal envelope commissioning authority for at least three commercial projects of comparable size, type, and scope.
- Extensive experience in the weathering and troubleshooting of building envelope systems, especially with curtain walls, metal wall panel systems, wood systems, skylights, atriums, green roofs, concrete terraces, and glazing systems.
- Extensive field experience. A minimum of five (5) full years in this type of work is required.
- Knowledgeable in building design, construction and maintenance.
- Knowledgeable in national and local building codes.
- Knowledgeable in mock-ups and testing of all envelope systems.
- Excellent verbal and writing communication skills. Highly organized and able to work with both management and trade contractors.
- Experienced in writing commissioning specifications.
• A bachelor’s degree in architecture, engineering or construction engineering is strongly preferred; professional architect or engineer license is desired. However, other technical training, past commissioning, and field experience will be considered as a substitute for a degree or license.
• Membership and certification as a Certified Commissioning Professional with the Building Commissioning Association is desired but not required.

1.2.6 Data Submission and Access to Project Information
The Design Team shall access project RFI’s, submittals, meeting notes, change order proposals and issues through PSU’s Aim CPPM (Capital Planning & Project Module) system administered through Assetworks. This is an online data processing program that runs well on Internet Explorer 6 or 9, Firefox – all versions, and Safari. Access to the system will be granted to the Design Team. PSU shall provide training and technical support to the Design Team. Training for this system shall be an allowable reimbursable expense.

Estimated Cost: $60,000

1.3 INSURANCE AND PROFESSIONAL REGISTRATION REQUIREMENTS

Due upon signing an Agreement:
• General Liability insurance certificate – $1M/$2M
• Auto insurance certificate – $1M/$2M
• Worker’s Compensation insurance certificate
• Professional Liability insurance certificate – $1M/$2M
• The Consultant and all firms providing professional services shall be currently licensed to practice in each firm’s area of professional expertise in the State of Oregon, and shall comply with all necessary licensure requirements.

All insurance certificates must meet the requirements of the PSU Consultant Terms and Conditions, Appendix 4.1.

1.4 MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be conducted. Only Proposers who have a representative at the meeting shall be allowed to submit a proposal. Attendance will be documented through a sign-in sheet prepared by the PSU representative. After the meeting there may be a walk through and examination of the site and conditions.

Proposers who arrive more than 10 minutes after start of time of the meeting (as stated in the solicitation and by the PSU representative’s watch) or after the discussion portion of the meeting (whichever comes first) may not be permitted to submit a proposal on the project.

The location of the pre-proposal meeting is listed on the cover of this RFP.

1.5 SCHEDULE

Advertisement of Request for Proposals .................................................. February 4, 2015
Mandatory Pre-Proposal Meeting ................................................................. February 11, 2015, 10:00 AM local time
Questions Due ......................................................................................... February 13, 2015, 5:00 PM local time
Solicitation Protest Deadline ................................................................. February 13, 2015, 5:00 PM local time
Final Addendum Shall Be Issued By ....................................................... February 18, 2015
Proposals Due ....................................................................................... February 25, 2015, 3:00 PM local time
The following dates are tentative and subject to change without notice:

Notice of Intent to Award or notification of the most qualified........ March 2, 2015
Proposers and assignment of interview appointments
Finalist Interviews .......................................................... March 6, 2015
Notice of Intent to Award (if interviews are held).................... March 9, 2015
Selection Protest Deadline ............................................. March 16, 2015, 5:00 PM local time
PSU Issues Agreement .................................................. March 23, 2015

Project Milestones
Start Work ................................................................. April 1, 2015
Substantial Completion Date .......................................... August 31, 2017
Final Completion Date .................................................. August 31, 2018

1.6 QUESTIONS

Prospective Proposers must submit questions or requests for clarification or change via email to proposals@pdx.edu. Questions must be received by the deadline indicated in Section 1.5.

Questions and requests for clarification or change that are timely received will be answered via addenda. Any changes to the RFP resulting from such questions will be made only via addenda to the RFP. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. The final addenda, if any, will be released no later than the date specified in Section 1.5. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

1.7 PROTESTS

1.7.1 Solicitation Protests
Prospective Proposers must submit protests of particular solicitation provisions, specifications, and/or conditions (including comments on any specifications that a firm believes limits competition) via email to proposals@pdx.edu. Solicitation protests must be received by the deadline indicated in Section 1.5.

Solicitation protests must include the reasons for the protest and any proposed changes to the RFP. Protests will be answered directly with the protesting Proposer. Any changes to the RFP resulting from a protest will be made only via addenda to the RFP. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

1.7.2 Selection Protest
Any person or entity who submitted a proposal on this RFP and who claims to have been adversely affected or aggrieved by the selection of a competing Proposer may submit a protest via email to proposals@pdx.edu. Selection protests must be received within seven (7) calendar days after Notice of Intent to Award is issued.
Protests will be answered directly with the protesting Proposer. Selection protests must comply with and will be addressed pursuant to Oregon Administrative Rule 580-061-0145. [http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_580/580_061.html]

1.8 ADDENDA

This solicitation will be modified only by documents issued as addenda by Owner. No other direction or comments received by Proposers, written or oral, will serve to change the solicitation document.

1.9 INCURRED COSTS

Portland State University is not liable for any costs incurred by any person or entity in the preparation or presentation of their proposal.

No billable work can proceed prior to negotiation and execution of Agreement and until after PSU has issued a Notice to Proceed.

1.10 PUBLIC RECORDS

PSU will keep this RFP and each proposal received in response to it, together with all documents pertaining to the award of any contract, as part of the file or record that is open to public inspection. If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), each sheet containing a trade secret must be marked 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 may apply “unless the public interest requires disclosure in the particular instance.” (ORS 192.501.) Therefore, nondisclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

1.11 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at Market Center Building located at 1600 SW 4th Ave., Suite 260, Portland, OR 97201 by the time specified in Section 1.5. Personal or hand-delivery is recommended. Proposers who must mail packages should mail them to Portland State University; PO Box 751 (FAST-CAPS); Portland, OR 97207-0751.

It is the sole responsibility of the Proposer to ensure timely delivery. Late Proposals shall not be considered.

Proposals will not be accepted at any other PSU location other than the address specified above.

FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Proposers selected may be requested to provide additional information, either informally or via the interview process, to clarify their proposals and to ensure mutual understanding of the scope of the work requirements and schedule.

1.12 FORM OF AGREEMENT
A sample copy of the Consultant Agreement is attached to this RFP (Appendix section 4.2). The Agreement will include the terms of this RFP and the PSU Consultant Terms and Conditions (Appendix section 4.1). PSU will enter into negotiations with the selected firm to determine final scope and description of services, schedule and cost and, if the negotiations are successful, will enter into an agreement substantially similar to the attached sample agreement. The sample agreement attached to this RFP is subject to change by PSU. All Proposers must identify in their proposal any terms and conditions that they wish to negotiate. Failure to identify those terms they wish to negotiate may result in termination of negotiation with the selected firm. If the negotiations are not successful, PSU reserves the right to enter into negotiations with the next highest ranked Proposer.

1.13 NON-RESPONSIVE PROPOSALS

Proposals which are incomplete, conditioned or qualified, are not in conformity with the law, contain a statement by the Proposer reserving the right to accept or reject an award or to enter into the Agreement, or include any other irregularity shall be rejected as non-responsive if the irregularity is material and may be rejected as non-responsive if the irregularity is not material.

1.14 PROPOSAL VALIDITY PERIOD

By submitting a proposal, Proposers agree that their Proposal submitted in response to this RFP shall be valid for 60 calendar days after the proposal submission deadline.

1.15 TERMS FOR PROPOSING

By submitting a proposal, the Proposer certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. The Proposer shall provide Owner with all information and reports required by any federal, Oregon State, or local government having responsibility for the enforcement of the foregoing upon Owner’s request for purposes of investigation to ascertain compliance with the foregoing.

Pursuant to OAR 580-061-0030, by submitting a proposal, the Proposer certifies that the Proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR-061-0040, Proposers are notified that PSU has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that Proposer and their employees are required to adhere to Owner’s policy prohibiting sexual harassment in their interactions with members of Owner’s community.

The Owner is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses. Therefore the Owner strongly encourages its contractors and consultants to use these businesses in providing services and materials for Owner contracts and projects.

END OF SECTION 1
SECTION 2 - PROPOSAL REQUIREMENTS

2.1 PROPOSAL SUBMISSION

To be considered for selection, written Proposals must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 1.5. Personal or hand-delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

2.1.1 Proposals must:
1. Include responses to the requested information in Section 2.2.
2. Include name, address, email and phone number for the main proposal contact person
3. Include page numbers and firm name on each page
4. Respond with information in the same order and headings as in Section 2.2.
5. Not exceed six (6) double-sided 8 ½” x 11” sheets of paper in length for a total of twelve (12) pages. Ledger size 11”x17” pages may also be used. Each side of an 11”x17” page counts as two (2) pages. Page count includes all sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page.
6. Be of a readable font size (such as Arial size 10)
7. Be stapled in the corner and printed on recycled paper

2.1.2 Submission must include:
1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal
2. Four (4) paper copies of the proposal
3. Items above submitted in a sealed envelope that includes Proposer name and project name & number

2.2 EVALUATION CRITERIA

2.2.1 Firm Background and Experience – 25 Points
Describe Proposer’s history and complete Appendix 4.10, Firm Experience Form. Explain relevant experience particularly with working on projects of similar scope for public entities. Information identifying the firm’s strengths and weaknesses, along with special capabilities that may be appropriate to this Project, will assist in the evaluation.

2.2.2 Key Personnel – 25 Points
Provide the names of the Project Manager and staff that the Proposer will commit to this Project. Demonstrate your personnel’s specific experience on projects of similar type, size, and scope. Include specific information regarding your team’s prior experience as it relates to achieving LEED Platinum goals and envelope commissioning. Identify personnel’s length of employment with Proposer and, if less than three years, provide information regarding their experience at their recent prior firm(s), their responsibility on this Project, and their primary office locations.

2.2.3 Project Execution and Labor Hour Planning – 10 Points
Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of building envelope commissioning effort for the various systems and equipment.
2.2.4 Continuity of Firm’s Proposed Staff and Subconsultants - 10 Points
Demonstrate continuity of service of staff. Describe past experiences of the proposed staff working on projects together and also with any proposed subconsultants.

2.2.5 Equity and Diversity – 10 Points
PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB). PSU is seeking qualified firms that demonstrate a commitment to diversity in the workforce and in its contracting practices.

Include a Management Plan for the project as follows: Include your plan to increase the diversity of a business’s workforce and to subcontract with or purchase from MWESB firms or businesses that have been historically underrepresented on public contracts. The Management Plan should also include your nondiscrimination practices, sub-consultant strategy, workforce diversity plan, and outreach plan to increase participation by MWESB firms. The Management Plan, except for any percentage goals to utilize MWESB firms, shall become part of the Agreement.

Identify by name any MWESB sub-consultants, partners, or suppliers that you will utilize on this project team. Please include their specific role on the project. Substitutions of these sub-consultants or suppliers after award shall require PSU approval.

Provide examples of your past performance in regard to workforce diversity and sub-consulting plans. Include the number and dollar amount of sub-contracts awarded, and any utilization percentages or other performance indicators.

2.2.6 Base Bid – 20 Points
Complete Appendix 4.11 Budget Table. The Proposer with the lowest base fee will receive full points, higher cost Proposers will receive proportionally lower points according to the formula: [1-(Proposer’s Fee – Low Proposer’s Fee)/ Proposer’s Fee] x 20 points.

2.2.7 Optional Reference Check – 5 Points
List four clients for whom you have provided similar services for a similar type of project in the past four years. These references should have had direct contact with the primary staff proposed on this project. Give a brief scope of work for each project. Provide the reference contact person’s name and current telephone number. Provide two client and contractor references for projects currently under construction, or completed within the last year, including contact names and current telephone numbers. References to be scored for short-listed firms only. Inform these references that PSU intends to seek permission to tour their facilities (for short-listed firms only).

2.2.8 Optional Interview – 30 Points
For short-listed firms, interviews may be conducted to allow the Proposer to expand on each of the above categories.

END OF SECTION 2
SECTION 3 - EVALUATION AND SELECTION PROCESS

3.1 EVALUATION CRITERIA

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.2:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria and Points</th>
<th>Evaluated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1</td>
<td>Firm Background and Experience – 25 Points</td>
<td>Evaluation committee</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Key Personnel – 25 Points</td>
<td>Evaluation committee</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Project Execution and Labor Hour Planning – 10 Points</td>
<td>Evaluation committee</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Continuity of Firm’s Proposed Staff and Subconsultants – 10 Points</td>
<td>Evaluation committee</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Equity and Diversity – 10 Points</td>
<td>MWESB Committee</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Base Bid – 20 Points</td>
<td>Calculation</td>
</tr>
</tbody>
</table>

**Total available for written proposals – 100 points**

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria and Points</th>
<th>Evaluated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.7</td>
<td>Optional Reference Check – 5 Points</td>
<td>Evaluation committee</td>
</tr>
<tr>
<td>2.2.8</td>
<td>Optional Interview – 30 Points</td>
<td>Designee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation committee</td>
</tr>
</tbody>
</table>

**Total available for short-listed firms – 35 points**

**Total possible – 135 points**

3.2 SELECTION PROCESS

Proposals will be evaluated by a committee. Evaluation Committee member names will not be announced prior to interviews. The Evaluation Committee will numerically evaluate the responses to the RFP based on the Evaluation Criteria. A Notice of Intent to Award may be released naming the top scoring Proposer. Or, the highest scoring Proposers may be “short-listed” and selected for final consideration through interviews and/or further investigation of references.

The proposal packages will be evaluated as follows:

A. Review for inclusion of all elements specified in Proposal Requirements Section 2. Any proposals that do not include all required elements may be rejected as non-responsive at Owner’s discretion.

B. Total preliminary point ratings will be given to each Proposer using the criteria specified in Section 2.2, items 2.2.1 through 2.2.6.

C. At Owner’s sole discretion the Proposers submitting the proposal packages who receive the highest point totals may be short-listed and invited to an interview with the Evaluation committee. Should interviews occur, points will be assigned using the criteria specified in Section 2.2, item 2.2.8.

D. At this point, references may be checked and scored for interviewed Proposers. Points will be assigned using the criteria specified in Section 2.1, item 2.2.7.

E. The Proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.8) shall be issued a Notice of Intent to Award.

END OF SECTION 3
SECTION 4 – APPENDICES

4.1 PSU CONSULTANT TERMS AND CONDITIONS
4.2 SAMPLE CONSULTANT AGREEMENT
4.3 PRELIMINARY PROJECT SCHEDULE
4.4 PSU CAMPUS MAP
4.5 OCT. 2014 SRG/ BEHNISCH SCHEMATIC DESIGN REPORT
4.6 BEHNISCH OUTLINE SPECS
4.7 CURRENT FLOOR PLANS
4.8 ORIGINAL SBA DESIGN DRAWINGS
4.9 ORIGINAL ED DESIGN DRAWINGS
4.10 FIRM EXPERIENCE FORM
4.11 BUDGET TABLE