

REQUEST FOR QUOTES (RFQ) #2023-25

Issue Date: October 2, 2023

Project Name:	Snell Hall and Athletics Re-Roof Design Services		
Quote Due Date/Time:	November 2, 2023, 1:00 PM, Pacific Time		
Mandatory Walkthrough Date/Time:	October 19, 2023, 1:00 PM – 2:00 PM, Pacific Time		
Mandatory Walkthrough Location:	Oregon Institute of Technology Center for Excellence in Engineering and Technology Conference Room 250 (CEET 250) 3201 Campus Drive, Klamath Falls, Oregon 97601		
Project Coordinator:	Thom Darrah	Phone:	541-885-1661
		Email:	Thom.Darrah@oit.edu
Contract Coordinator:	Vivian Chen	Phone:	503-821-1266
		Email:	Vivian.Chen@oit.edu

SUBMIT QUOTES VIA EMAIL TO PURCHASING@OIT.EDU

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“RFQ #2023-25” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read and understand and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) from the Quote Due Date/Time. All payments for services will be paid in accordance with Oregon Revised Statute (ORS) 293.462. Quotes received after the Quote Due Date/Time indicated above may not be considered. If authorized in this RFQ, resulting contract, travel, and other expenses will only be reimbursed in accordance with the Oregon Institute of Technology (“Oregon Tech”) Contractor’s Travel Reimbursement Policy in effect at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response to clarifying questions, cancellations, or other information pertaining to this RFQ.

2. SCOPE

The purpose of this RFQ is to hire a professional engineering design firm for the re-roofing of Snell Hall and Athletics on Oregon Tech’s Klamath Falls, Oregon campus.

The successful firm shall provide all necessary design services to prepare complete, bid-ready construction drawings, specifications, bid schedule, engineer’s estimate, and services during bidding and construction administration. The selected firm will complete one hundred percent (100%) design and construction documents prior to February 29, 2024. Oregon Tech would like to complete all necessary construction before August 30, 2024.

Specific tasks shall include the following:

- Site visit to review existing conditions; kick-off meeting with Oregon Tech Project Manager Representatives and other Oregon Tech staff as necessary to review initial project scope, schedule, and budget.
- Coordinate roof coring where applicable to identify existing roof makeup, presence of hazardous materials, and removal limits.
- Perform code review relative to Oregon Structural Specialty Code Chapter 34 (Existing Buildings) and the 2021 Oregon Energy Efficiency Specialty Code to determine roofing and insulation requirements associated with roof replacement.
- Inform Oregon Tech of recommended building materials options based on expected life, purpose, and pros/cons based on Klamath Falls environmental conditions and building construction.
- Prepare ninety-five percent (95%) construction documents, technical specifications, and updated construction cost estimate.
- Incorporate final Oregon Tech review comments and prepare one hundred percent (100%) bid-ready construction documents including:
 - Demolition plans;
 - Roof replacement plans and specifications; and
 - Applicable architectural details, sections, and specifications as necessary to describe the project and direct the work.
- Respond to contractor questions and prepare addenda during the bidding phase.
- Attend pre-bid meeting(s).
- Prepare conformed construction documents incorporating addenda.
- Administer local agency entitlement (permit) if necessary or required.
- Bid-ready construction documents shall be submitted in the following hard copy and electronic formats. Electronic files shall be submitted on a thumb drive, and e-mailed to the Oregon Tech Project Manager.
 - One set of 8 ½" x 11" print-ready (hard copy) technical specifications.
 - One set of 11" x 17" print-ready (hard copy) signed, stamped drawings.
 - Electronic copy of technical specifications in Word and PDF format.
 - Electronic copy of all stamped, signed drawings, individually saved as PDF-formatted files formatted to print on 11" x 17" paper.
 - Electronic copy of all drawings in AutoCAD format.
- Provide construction administration services including attendance at pre-construction meeting(s), review and approval of submittals, preparation of design clarifications, and review of change orders.
- Perform review of shop drawings, material testing reports, inspection reports, and other submittals.
- Prepare and distribute field reports.
- Provide response to Request for Information (RFI) issued by the general contractor.
- Provide review and make recommendations for material substitution requests, alternative construction options (design not included), and change orders issued by the general contractor.
- Provide review and approval of contractor progress billings.
- Perform punch list site visit and prepare punch list.
- Perform a sufficient number of inspections to ensure the contractor completes the project per the approved specification and drawings. Multiple inspections services during construction as well as at substantial completion and final inspection.

Note that Oregon Tech intends to utilize a convenient contracting method with the selected firm, including Oregon Tech design contract templates.

3. Quote

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Experience of staff that will work on the project;
- C. Fee schedule on a time and material basis with a project not-to-exceed price to complete the project, which shall include a breakdown of the not-to-exceed fee and not-to-exceed reimbursable expenses;
- D. References;
- E. Estimated time to complete the project; and
- F. Any additional information that Oregon Tech should take into consideration for the project or qualifications.

4. Evaluation

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience, staff experience, not-to-exceed price for the inventory, references, and proposal to complete the inventory (including timeline).

**OREGON INSTITUTE OF TECHNOLOGY
CERTIFICATIONS
RFQ #2023-25**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification ("Certification") with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by the Oregon Revised Statutes (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. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 28% backup withholding.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to Oregon Tech Policy 580-061-0030(3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand, and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments);
2. Are an authorized representative of the Quoter;
3. That the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
4. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name (Type or Print): _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

☐ Minority: _____ ☐ Women: _____ ☐ ESB: _____

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

☐ Minority: _____ ☐ Women: _____ ☐ ESB: _____

OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Tech Policy and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to the Oregon Tech office via email.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Oregon Tech serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE PUBLIC UNIVERSITY PROCUREMENT WEBSITE (<https://www2.wou.edu/nora/orpu.bid.home>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN, AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Oregon Tech in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Oregon Tech.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Oregon Tech reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon Institute of Technology Engineer's Agreement may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Institute of Technology Engineer's Agreement (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Oregon Tech prior to quote closing time. Quotes may

also be withdrawn in person before quote closing time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes must be submitted to Oregon Tech Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via the method indicated. No oral, fax, or telephone quotes will be accepted. Submissions or emails containing Quotes should contain the RFQ number and RFQ title. Electronic quotes may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Oregon Tech generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Oregon Tech generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Oregon Tech that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Oregon Tech reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Oregon Tech may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Oregon Tech reserves the right to reject any quote or to reject all quotes at any time prior to Oregon Tech's execution of a contract if it is determined to be in the best interest of Oregon Tech to do so.
6. **METHOD OF AWARD:** Oregon Tech reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Oregon Tech.
7. **QUOTE REJECTION:** Oregon Tech reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.