

SOUTHERN OREGON UNIVERSITY

REQUEST FOR QUOTE (RFQ)

RFQ 2024-17

ADMINISTRATOR: Southern Oregon University

PHONE : (541) 552-6700

FAX : (541) 552-6138

Architectural and Engineering Services for SOU Softball Complex Upgrades

ISSUE DATE: **Friday, 10 Nov 2023**

RFQ DUE DATE: **Monday, 27 Nov 2023, 3:00 PM**

Web Viewers Note: There may be attachments to this RFQ.
Please contact sou-rfp@sou.edu to obtain any necessary attachments.

NO ORAL QUOTES WILL BE ACCEPTED

NO LATE QUOTES WILL BE ACCEPTED

Online Submittal Location:

<https://sou.bonfirehub.com/portal>

Email Submissions:

sou-rfp@sou.edu

SCHEDULE OF EVENTS

Request for Quote Issue Date Friday, 10 Nov 2023

SOU Worksite Walk-Through Meeting..... Thursday, 16 Nov 2023 9:00 AM

Deadline for Protest of Quote Specifications
And Requests for Clarification Monday, 20 Nov 21 3:00 PM

Deadline for Contractor Questions Monday, 20 Nov 2023 3:00 PM

Deadline for SOU Response to Questions..... Tuesday, 21 Nov 2023 3:00 PM

Request for Quote Due Date..... Monday, 27 Nov 2023, 3:00 PM

Any changes to schedule dates will be posted on the website <https://sou.bonfirehub.com/portal>

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1. INTRODUCTION AND BACKGROUND

SOU History and Mission Statement

Southern Oregon University began as Ashland Academy in 1872, and today serves as a regional University and center for education, culture and scholarship. The main campus is located in Ashland, Oregon, combining quality education with a spectacular location. Surrounded by rugged mountains, rivers, and lakes, the beautiful 175-acre campus is home to 5,500 students from around the world.

SOU is a four-year public university specializing in liberal arts, sciences, and select graduate and professional programs. Our faculty and staff create a dynamic environment that engages students in the process of learning. Our strong commitment to each student provides a personalized approach that is both academically challenging and personally supportive. Our rich liberal arts and sciences curriculum is balanced with career-focused preparation. With 100 areas of study including 35 majors, we are committed to making the educational experience unique and enriching for all of our students.

SOU's values are reflected in our mission statement:

Southern Oregon University is a regionally-engaged learning community committed to being the educational provider of choice for learners throughout their lives. We inspire curiosity and creativity, compel critical thinking, foster discovery, and cultivate bold ideas and actions. We achieve student success, professional preparation, and civic engagement through service excellence, evolving technologies, and innovative curriculum. We foster access, equity, inclusion and diversity in thought and practice. We prepare our learners to be responsible, engaged citizens in our democracy. We promote economic vitality, sustainability, cultural enrichment, and social well-being in our region, the state, the nation, and the world.

SOU is committed to the values of Diversity, Equity, Inclusion and Sustainability. One of the ways that SOU has memorialized this dedication is through its Sustainability and Equity in Purchasing Policy and associated Procedure.

You can view SOU's Sustainability and Equity in Purchasing Policy at the following link:

[Sustainability-and-Equity-in-Purchasing-Policy.pdf \(sou.edu\)](#)

2. PROJECT DESCRIPTION

SOU Softball Complex - Brief History and Planned Upgrade

The SOU Softball complex was originally the baseball field until the baseball program was canceled in the early 1980's. In 2001 softball was added as an intercollegiate sport and the field converted to the current configuration to accommodate this new sport. Since then, this program has won several conference championships and three national titles. It is one of our most popular sports with fans, alums and community members.

The field, dugouts, bleachers and press box have not been changed or upgraded since 2001. The concession stand has been converted to the team's locker room and a hitting facility was erected in 2015. The field currently has a dirt infield and natural grass outfield.

Project Scope

1. Selective demolition of existing facilities
2. Field realignment and reconstruction to meet NCAA standards. Field will be moved to the south (towards Iowa Street).
3. Installation of artificial turf at infield, outfield and bull pens. Project includes new grading and drainage systems
4. Construction of new pre-fabricated bleachers to seat approximately 500 fans. Bleacher system to be ADA compliant and include a new press box (approximately 200 square feet).
5. Construction of new dugouts.
6. Construction of new restroom and concessions facilities (new buildings)
7. Re-purpose the existing public toilet rooms into an officials' prep room.
8. New fencing (Including backstops, outfield fences and perimeter security fencing).
9. New welcoming entry plaza -possibly including architectural concrete, brick pavers and an entry gate.
10. New concrete circulation walkways.
11. New field lighting and site safety lighting
12. New scoreboard.
13. New sound system
14. Irrigation and landscaping.
15. Possible batting cages and golf practice facilities beyond the outfield fences (Design Alternate).

Budget

Preliminary estimates (for fundraising) indicate the project may cost between \$2.5M – \$3.7M

Schedule

SOU Athletics Department goal is to complete the facility in September 2024.

3. CONSULTANTS SCOPE OF SERVICES

Anticipated A/E Scope of Professional Services

A/E services required for this Project include complete design, bidding and construction administration services to implement the project priorities listed above:

- Architectural services
- Surveying
- Civil Engineering (grading, drainage, utilities)
- Electrical Engineering (exterior lighting & new structures)

- Plumbing Engineering (new structures)
- Structural Engineering (new structures)
- Landscape Architecture (irrigation and planting)

Phase 1 Design Services

- Documentation of existing conditions.
- Layout all new facilities in coordination with the SOU Athletics building committee
- Develop schematic level drawings and specifications sufficient to obtain a detailed Contractor estimate and/or an independent third-party cost estimate.
- Develop drawings and details required for the City of Ashland (COA) Site Review and Planning Department approval.
- Submit the Site Review application to the COA for planning department approval, and manage the process (including meetings and re-submittals) until approval is received.
- SOU will pay all COA Planning fees directly.
- The design consultant selected for this Project must be prepared to conduct presentations, solicit feedback and keep the building committee informed regarding the status of the Project.

Phase 2 Design Services

- Develop complete drawings, details and specifications for construction
- The project will be competitively bid
- Ensure the designs comply with all ADA requirements
- Comply with all state and local building codes and requirements
- Coordinate submittals to the City of Ashland for all required building permits.
- Implement design requirements for the State of Oregon "1% for Art Program".
- Phase 2 design services will be authorized after SOU has secured funding for the full project

Contract Term and Schedule

The contract awarded pursuant to this solicitation will commence approximately November 28, 2023. Completion of Phase 1 design work is expected by April 30, 2024. SOU, at its sole discretion, may choose to amend any ensuing contract for additional work.

The owner reserves the right to terminate services or Contract, in whole or in part, at any phase of the Project whenever the Owner determines that termination of the services or Contract is in the best interest of the Owner or the public. The Owner shall provide seven (7) Days' prior written notice of termination for Owner's or the public's interest or convenience. In the event of such termination, the selected Proposer's sole remedy shall be limited to recovery of amounts for work completed and accepted by SOU. In no circumstance shall the selected Proposer be entitled to lost profits for Work not performed due to termination.

Please note that this RFQ is subject to and contingent on Southern Oregon University's Board Approval. Any and all awarding will require the authorization of the Southern Oregon University's Board prior to proceeding.

4. INSTRUCTIONS TO PROPOSERS

All Quotes are subject to the provisions and requirements of the applicable Oregon Revised Statutes, Oregon Administrative Rules, and Southern Oregon University Policies.

QUOTE FORMAT: The Quote must follow the format outlined below in numerical order, and must be limited to no more than **12 single sided 8.5 x 11 inch pages** including pictures, charts, graphs and text that the firm deems appropriate in the Quote. The narrative text font should be no smaller than 10 point and in a style that is easy to read. The front and back cover, tab pages, Proposer Certification (Exhibit A) and resumes of key personnel are exempted from the 12-page limit.

SUBMITTAL REQUIREMENTS: Respondents will be evaluated on the basis of the following criteria. Please structure your Quote to follow the format outlined below in numerical order.

Tab 1 – Transmittal Letter

Provide a cover letter including phone number and email address of a person to answer inquiries about the Quote. Indicate if your firm is a registered MWESB. The cover letter must be signed in ink by an officer of the company with authority to commit the firm. (Weight: 0 points)

Tab 2 – Proposer Certification

Provide a completed and signed “Proposer Certification” document (Attachment A). (Weight: 0 points)

Tab 3 – Firm Information and Comparable Project History

Provide a brief description of your firm. List at least three (3) recently completed projects, designed by your firm, that are similar in size, scope, and complexity to this Project. Focus on renovation and remodel projects. For each project identified, include the following information: the name of the Project architect, total construction cost, owner representative, project start and completion dates. (Weight: 20 points)

Tab 4 – Staff Qualifications

List the names of all staff who will be “hands on” doing the work on this project. Provide a brief education background and recent work history for the proposed architectural staff. Indicate relevant professional certifications or accreditations. List all other projects the proposed staff are currently assigned to. Resumes may be attached to the back of the submittal and will not count in the (12) page limit. (Weight: 25 points)

Tab 5 – Primary Sub-Consultants

List the firms and lead engineers for the major sub-consultants proposed for this project (civil, structural, plumbing, electrical, landscape). Briefly describe sub-consultant qualifications and your recent project experience with these consultants. (Weight: 20 points)

Tab 6 – Fee Quote

Submit a fee Quote and a description of services to be provided for **each Phase 1 and Phase 2**. Include an estimate of billable hours and hourly rates. Break out projected costs for Phase 2 design, bidding and construction administration phase services. Clearly describe any qualifications or exclusions in your Quote. Provide a summary of anticipated reimbursable expenses and a not-to-exceed budget for reimbursable expenses. (Weight: 25 points).

Tab 7 -Equity, Diversity, Inclusion and Sustainability Statement

Please provide your firm’s Equity, Diversity, Inclusion and Sustainability Statement (Weight: 10 points)

Tab 8 – References

Provide the names, addresses, emails, and phone numbers of three clients, as references for your firm's qualification for this Project (no SOU references permitted). These references should be from Owners of completed projects that are comparable in size and scope to this project. Please verify that the contact information is current and that the individuals identified have had direct involvement with the referenced project. SOU may also check with other reliable sources who can provide information on the respective firm. While the Reference category itself will not be scored, results obtained in reference checks may be used to score other

evaluation criteria. (Not Scored)

PROJECT TERM: The term for the contract awarded pursuant to this Request for Quote (RFQ) shall be for a period effective from the date of contract execution and extending until completion of the project as detailed herein. SOU, at its sole discretion, may choose to amend any ensuing contract for additional work.

Technical Contacts:

Email technical questions to sou-rfp@sou.edu

or

Fax technical questions to (541) 552-6138; be sure to reference RFQ #2024-17 on your fax cover sheet

QUOTE PREPARATION

QUOTE FORMAT: Quotes must be typewritten or prepared in ink and must be submitted as detailed on pages 6-7 of this RFQ and including the Proposer Certification. Quotes may be submitted in writing to the SOU Service Center via e-mail, mail, or in person. Quotes may also be submitted on Bonfire: <https://sou.bonfirehub.com/portal>.

NO ORAL OR FACSIMILE QUOTES WILL BE ACCEPTED.

CONFORMANCE TO QUOTE REQUIREMENTS: Quotes must conform to the requirements of the Request for Quote. Quote prices must also reflect consideration of all terms and conditions contained in the Request for Quote, including, but not limited to, the Southern Oregon University Standard Contract Provisions for Goods and Services Contract. Failure to comply with all requirements may result in Quote rejection.

ADDENDA: Only documents issued as addenda by the SOU Service Center serve to change the RFQ in any way. No other direction received by the proposer, written or verbal, serves to change the RFQ document. NOTE: IF YOU HAVE SUBMITTED A QUOTE, YOU SHOULD CONSULT THE BONFIRE WEBSITE TO ASSURE THAT YOU HAVE NOT MISSED ANY ADDENDA ANNOUNCEMENTS. PROPOSERS ARE NOT REQUIRED TO RETURN ADDENDA WITH THEIR QUOTE. HOWEVER, PROPOSERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE PROPOSER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE PROPOSER'S QUOTE TO BE REJECTED.

PRODUCT IDENTIFICATION: SOU reserves the right to reject any Quote when the information submitted with the Quote is incomplete.

DELINQUENT OREGON TAXES: Proposers must certify, under penalty of perjury, that they are not in violation of any Oregon tax laws. No contract for the purchase of goods and/or services will be awarded to a proposer who cannot so certify.

DEVIATIONS: Any deviation from Quote specifications, terms and conditions may result in Quote rejection.

SIGNATURE ON QUOTE: The Proposer Certifications must be signed in ink by an authorized representative of the proposer. Signature on these documents 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 these documents also certifies that the proposer has read, fully understands, and agrees to be bound by the Request for Quote, which includes the SOU procurement policies, Instructions to Proposers, Southern Oregon University's Standard Contract Provisions, and all Attachments and Addenda to the Request for Quote. No consideration will be given to

any claim resulting from proposing without comprehending all requirements of the Request for Quote.

QUOTE MODIFICATION: Modifications or erasures made before Quote submission should be initialed in ink by the person signing the Quote. Quotes, once submitted, may be modified in writing before the time and date set for Quote closing. Any modifications should be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior Quote. Proposers may not modify Quotes after Quote closing time.

QUOTE WITHDRAWALS: Quotes may be withdrawn in writing on company letterhead signed by an authorized representative and received by the SOU Service Center prior to Quote closing time. Quotes may also be withdrawn in person before Quote closing time upon presentation of appropriate identification.

CANCELLATION: SOU reserves the right to cancel or postpone this RFQ at any time or to award no contract and to do so for any reason.

PROTEST OF QUOTE SPECIFICATIONS AND REQUESTS FOR CLARIFICATION: A proposer who believes Quote specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the SOU representative identified below. A proposer who does not understand the Quote specifications may also submit a request for clarification, in writing, to the SOU representative identified below. To be considered, protests and requests for clarification should be submitted via email, facsimile, or in person to the SOU representative identified below, and they must be received by the SOU representative at least two days before the Quote closing date (ten days if the Quote is for a public improvement), unless otherwise specified in the Quote document.

No information obtained in any conversation with any SOU personnel will serve to change the requirements of the RFQ.

The purpose of the period for protests and requests for clarification is to permit SOU to correct specifications, prior to the opening of Quotes. This period allows SOU to make needed corrections through the issuance of addenda, prior to the opening of Quotes. SOU will consider all properly made protests and requests for clarification, and, if appropriate, amend the RFQ.

Protests or requests for clarification submitted to anyone other than the SOU representative listed below may not be considered. SOU is not responsible for any protests or requests that are not submitted by the due date and time specified in the Schedule of Events. Protests should be marked as follows:

Quote Specification Protest for RFQ #2024-17, Closing Date: (November 17, 2021 3:00 PM)

Submit Protests and Requests for Clarification to:

Southern Oregon University
Service Center, Susanne Homes Hall
1250 Siskiyou Blvd
Ashland, OR 97520
E-Mail: sou-rfp@sou.edu
Voice: (541) 552-6700
Fax: (541) 552-6138

REQUIRED SUBMITTALS: It is the proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Quote. If pertinent information or required submittals are not included within the Quote, it may cause the Quote to be rejected or have an adverse impact on evaluation.

QUOTE SUBMISSION: Quotes may be submitted to the SOU Service Center in one of the following methods. No oral or

telephone quotes will be accepted.

Preferred Method. Complete Quotes (including all attachments) may be submitted online at <https://sou.bonfirehub.com/portal>. The Quotes must be electronically received by the Closing Date and Time indicated by the Schedule of Events.

Alternative Method. An original and electronic copy (on alternative electronic storage device) of the complete Quote may be mailed or hand-delivered to the SOU Service Center per the contact information provided below prior to the Closing Date and Time indicated by the Schedule of Events. The envelope/package containing the response must be clearly marked **“Response to RFQ #2024-17.”**

The original Quote must be signed by an authorized representative of the proposer. Alterations or erasures shall be initialed in ink by the person signing the Quote. Quotes may not be submitted by telephone or fax.

It is the responsibility of the proposer to ensure that Quotes arrive by the Closing Date and Time. **LATE QUOTES WILL NOT BE ACCEPTED.** Quotes may be hand delivered, or mailed to:

Hand Delivery: *(Including UPS, FEDEX)*

Southern Oregon University
Service Center
Susanne Homes Hall
1250 Siskiyou Boulevard
Ashland, Oregon 97520

Mailing Address:

Service Center
Southern Oregon University
1250 Siskiyou Boulevard
Ashland, Oregon 97520

SOU shall not be responsible for identifying or considering any Quote not properly marked and not submitted in a timely manner.

QUOTE OPENING: Quotes will be opened at the scheduled opening time at SOU Service Center (unless otherwise specified), 1250 Siskiyou Blvd, Susanne Homes Hall, Ashland, OR. Proposers may be present; however, award decisions will not be made at the opening. Only names of those companies that submitted Quotes will be announced.

QUOTE EVALUATION AND AWARD

EVALUATION PROCESS: Quotes will be awarded based upon the evaluation criteria in the Request for Quote and in applicable SOU Policies and Oregon Administrative Rules.

Ordinarily, Quotes will be evaluated to identify the "highest rated responsive responsible proposer." The "highest rated responsive responsible proposer" is the proposer who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably.

However, SOU may engage in the Negotiations process, the Low Tie Quotes process, or other processes identified in the applicable SOU Policies and Oregon Administrative Rules to determine the contract award.

If a contract is awarded, SOU will issue a Professional Services Contract (PSC) that incorporates the RFQ terms and conditions and proposer's Quote Form with Price Sheet and Proposer's Certifications.

The stages of review and evaluation are as follows:

- a. **Determination of Responsiveness:**
SOU will first review all accepted Quotes to determine Responsiveness. Quotes that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to proposers whose Quote is deemed non-Responsive identifying the reason. A proposer has the right to appeal the decision pursuant to SOU's Procurement and Contracting Code (FAD.057 (580-061)).

- b. **First Stage Evaluation:**
SOU may request in writing additional information from all qualified proposers prior to completing the first stage evaluation.

Those Quotes determined to be Responsive will be evaluated using the requirements identified in Section II Minimum Specifications, above at pages 5-7. Quotes will be scored based on the evaluation criteria listed below. Scores will be used to determine proposers within a competitive range. The competitive range will be made of proposers whose individual scores, when viewed together, form a group of the highest ranked proposers above a natural break in the scores.

SOU may award after the first stage evaluation to the highest ranked proposer without moving on to the second stage evaluation. If this option is selected, Written Notice of Intent to Award the Contract to the highest ranked proposer will be provided to all Responsive Proposers, or an award may be made directly without a notice of intent in those instances of a single Responsive Proposer.

- c. **Second Stage Evaluation:**
If an award is not made after the first stage evaluation, SOU may choose any of the following methods in which to proceed:
 - i. Issue a Written Invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Quote. SOU may also request in writing additional information from any or all proposers in the competitive range through the written invitation. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.

- ii. Engage in oral or written discussions with and receive best and final Quotes from all proposers in the competitive range or all proposers submitting responsive Quotes. Discussions may be conducted for the following purposes:
 - Informing proposers of deficiencies in their initial Quotes;
 - Notifying proposers of parts of their Quotes for which SOU would like additional information; or
 - Otherwise allowing proposers to develop revised Quotes that will allow SOU to obtain the best Quote based on the requirements set forth in this Request for Quote.

The conditions, terms, or price of the Quote may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Quote. Best and final Quotes will be scored based on the evaluation criteria listed below. Points awarded in the first stage evaluation will not be carried to the second stage evaluation. Contract will be awarded to the proposer who, in SOU's opinion, best meets the requirements and qualifications of the RFQ and SOU's needs.

d. Additional Stages of Evaluation:

If after completion of the second stage evaluation an award is not made, SOU may add another stage of evaluation using any of the methods outlined in the second stage evaluation above.

EVALUATION CRITERIA: Points will be given in each criterion and a total score will be determined. The maximum points available for each criterion are identified below.

<u>Evaluation Criteria</u>	<u>Points</u>
Company History and Comparable Projects	20
Staff Experience and Qualifications	25
Sub Consultants Experience and Qualifications	20
Equity, Diversity, Inclusion and Sustainability Statement	10
Fee Quote	25
<u>Client References</u>	<u>not scored</u>
Total	100

NEGOTIATIONS: SOU may commence serial negotiations with the highest ranked proposer or commence simultaneous negotiations with all eligible proposers. SOU may negotiate:

- a. The statement of work;
- b. The Contract price as it is affected by negotiating the statement of work; and
- c. Any other terms and conditions determined by SOU in its sole discretion to be reasonably related to those expressly authorized for negotiation.

Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal review or execution of the Contract. If a successful contract cannot be negotiated in a timely manner after award, SOU may conclude contract negotiations and rescind its award to that proposer and return to the most recent RFQ stage to negotiate with another proposer for award.

PRIOR ACCEPTANCE OF DEFECTIVE QUOTES: Due to limited resources, SOU generally will not completely review or analyze Quote responses which on their faces fail to comply with the requirements of the Quote documents or which clearly are not the best Quotes, nor will SOU generally investigate the references or qualifications of those who submit such Quote responses. Therefore, neither the release of a proposer's Quote bond (if applicable), the return of a Quote response, nor acknowledgment that the selection is complete operates as a representation by SOU that an unsuccessful response was complete, sufficient, or lawful in any respect.

ADDITIONAL INSTRUCTIONS

DELIVERY: Significant delays in delivery of product or services specified may be considered in determining award if early delivery is required.

MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Unless qualified by the provision "NO SUBSTITUTE," any manufacturers' names, trade name, brand names, information and/or catalogue numbers listed in a specification are for information and not intended to limit competition. Proposers may offer any brand for which they are an authorized representative which meets or exceeds the specification for any item(s). If Quotes are based on equivalent products, indicate in the Quote form the manufacturers' name and number. Proposers shall submit with their Quote sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous Quote will not satisfy this provision. Proposers shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Quotes that do not comply with these requirements are subject to rejection. Quotes lacking any written indication of intent to provide an alternate brand will be received and considered in complete compliance with the specification as listed in the RFQ.

CASH DISCOUNTS: Cash discounts will not be considered for award purposes unless stated in the Quote documents.

PAYMENT: Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.

INVESTIGATION OF REFERENCES AND CONSIDERATION OF PAST PERFORMANCES: SOU reserves the right to investigate the references and the past performance of any proposer, including but not limited to the proposer's performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. SOU may postpone the award or execution of the contract after the announcement of the apparent successful proposer in order to complete its investigation and may take the results of its investigation into account when conducting Quote evaluations. SOU reserves the right to reject any Quote response or to reject all Quote responses at any time prior to SOU's execution of contract if it is determined to be in the best interest of SOU to do so.

QUOTES ARE OFFERS: The Quote is the proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Quote, its Exhibits, and Addenda. The offer is binding on the proposer for one hundred twenty (120) days. SOU's award of the Contract constitutes acceptance of the offer and binds the proposer. The Quote must be a complete offer and fully Responsive to the Request for Quote.

CONTINGENT QUOTES: Proposer shall not make its Quote contingent upon SOU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Quote, its Exhibits, or Addenda.

METHOD OF AWARD: SOU reserves the right to make the award by item, groups of items, or entire Quote, whichever is in the best interest of SOU.

RIGHT TO REJECT: SOU may reject, in whole or in part, any Quote not in compliance with the Request for Quote, Exhibits, or Addenda, if upon SOU's written finding that it is in the public interest to do so. SOU may reject all Quotes for good cause, if upon SOU's written finding that it is in the public interest to do so. Notification of rejection of all Quotes, along with the good cause justification and finding of public interest, will be sent to all who submitted a Quote.

QUOTE RESULTS: Ordinarily, only proposers who receive awards will be notified of Quote results; unsuccessful proposers will not be notified.

Proposers may view tabulations of awarded Quotes by requesting a copy of such from the SOU Service Center.

PUBLIC RECORD: Upon completion of the Request for Quote process, information in your Quote will become subject records under the Oregon Public Records Law. Only those items considered a “trade secret” under ORS 192.345(2) may be exempt from disclosure. If a Quote contains what the proposer considers a “trade secret” the proposer must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

LEGAL REVIEW: Prior to execution of any Contract resulting from this Request for Quote, the Contract may be reviewed by a qualified attorney for SOU pursuant to the applicable Oregon Revised Statutes, Oregon Administrative Rules, and SOU policies. Legal review may result in changes to the terms and conditions specified in the Request for Quote, Exhibits, and Addenda.

PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD: Any proposer who feels adversely affected or aggrieved may submit a protest within three (3) business days after SOU issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the Request for Quote number and title. The rules governing protests are at SOU’s Procurement and Contracting Code (FAD.057 (580-061)).

Attachments:

Attachment A: Proposer Certification Statement

Attachment B: SOU Standard Contract Provisions

Attachment C: Site Plan

Attachment D: Sample Owner-Architect Agreement

End of RFQ