

SOUTHERN OREGON UNIVERSITY

REQUEST FOR PROPOSAL (RFP)
RFP 2022-09

ADMINISTRATOR: Southern Oregon University
PHONE: (541) 552-6700
FAX: (541) 552-6138

Cascade Residence Halls
Hazardous Materials Survey

ISSUE DATE: September 17, 2021
RFP DUE DATE: October 14, 2021 3:00 PM

**Web Viewers Note: There may be attachments to this RFP.
Please contact the Procurement Analyst listed to obtain any necessary
attachments.**

NO ORAL PROPOSALS WILL BE ACCEPTED

NO LATE PROPOSALS WILL BE ACCEPTED

Preferred Submittal Location:

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

Alternative Submittal Location:

Southern Oregon University
Service Center, Susanne Homes
1250 Siskiyou Blvd
Ashland, OR 97520
Phone: (541) 552-6700

SCHEDULE OF EVENTS

RFP issue date	Sept 17, 2021
Deadline for protest of solicitation documents	Sept 22 at 4:00pm
Deadline for SOU to respond to inquiries and/or protests of RFP specifications and/or terms and conditions	Sept 24 at 4:00pm
Optional pre-proposal meeting on site at Cascade Residence Complex, 1450 Madrone Street, Ashland, OR. Meet in front of Aspen Hall.	Sept 30 at 11:00am
Deadline for questions or clarification requests from prospective proposers.	Oct 5 at 4:00pm
SOU to post addendum to RFP (if required)	Oct 7 at 4:00pm
Proposal Due Date	Oct 14 at 3:00pm
Proposal Review & Interviews (if required)	Oct 19– 21
Anticipated notice of intent to award	Oct 22
Deadline to protest award	Seven (7) calendar days after intent to award
Tentative completion date for Phase 1 hazardous survey & report	February 28, 2022

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 sustainability, which is integral to all we do.

Cascade Facility Description

Cascade Residence Hall consists of 9 dormitory buildings built around a center core. The center core originally contained food service and dining facilities, student lounges, and associated student services facilities. The Cascade Residence complex includes approximately 194,000 gross square feet of floor area that formerly housed about 500 SOU students.

The Cascade complex was constructed in (4) phases between 1960 and 1966. The dormitory buildings are all 3-story and 4-story structures with cast-in-place concrete floors and walls. Interior walls are a combination of CMU and wood-frame partitions.

In 2013, SOU constructed the new North Campus Village student housing complex and all Cascade student residents were relocated to the new facility. Since 2013 Cascade has been used for conference housing, ROTC activities and as "flex" space for academic departments temporarily displaced by remodeling in other campus buildings

SOU has as-built drawings for most of the Cascade complex. All of the (9) Cascade dormitory buildings are similar in size and construction type. Drawing pdf's for Dormitory Units A and B and the center core area can be viewed by contacting Jim McNamara (mcnamaraj@sou.edu) for shared drive access.

A basic ground floor plan is attached to this RFP (Attachment C). Simple AutoCAD floor plans of the building are also available for the consultant's use.

SOU has limited prior asbestos data available for Cascade from testing performed in 1990-91. (Attachment D).

2. SPECIFICATIONS

Required Scope-of-Work

SOU has received funding to completely demolish the Cascade complex. This project is to perform a complete building survey for asbestos containing materials, PCB's and other hazardous materials. The building is assumed to have lead based paint and lead testing will not be part of the work scope. The hazardous materials work scope will contain the four work phases detailed below:

Phase 1 Survey and Testing:

1. Perform a complete building survey to locate, identify and quantify asbestos containing materials.
2. Note other environmental concerns including PCB ballasts, chemicals, light tubes, etc.
3. Furnish a report to SOU including:
 - Summary of ACM materials, locations and estimated quantities.
 - Drawings showing locations of ACM and assumed ACM materials and estimated quantities.
 - Inventory of samples including sample locations, materials descriptions, and laboratory analytical results.
 - Laboratory analysis reports and chain of custody documentation.

Phase 2 Abatement Design

1. Develop Abatement drawings and specifications for competitive bidding by qualified Asbestos Abatement contractors. The abatement work will be bid concurrently with building demolition and removal. One contract will be issued for all abatement and demolition work. SOU will provide all the "front end" (Divisions 0, 1 and 2) bidding documents and will manage the bid process.

Phase 3 Contractor Bidding

1. Attend (1) pre-bid meeting/project walk-through. Draft addenda responses to contractor questions and/or requests for additional information. Distribution of Addenda will be by SOU. Bid solicitation, review and award will be performed by SOU.

Phase 4 ACM Contractor Oversight

1. Provide AHERA accredited inspectors to monitor contractor's on-site work throughout the abatement period. Work tasks include (but are not limited to):
 - Review and monitoring of abatement contractor's work plans and procedures.
 - Documentation of asbestos workers credentials.
 - Inspection of area containments and controls.
 - Area sampling, air monitoring and air clearances.
 - Monitoring of the preparation and disposal of ACM's.
 - Laboratory analysis of clearance samples.
 - Documentation of all abatement activities and a final report including work logs, air sample logs, clearance reports, ACM transport and disposal records, worker certifications, etc.

Compensation shall be based upon a Not-to-Exceed amount for each of the Phases 1 through 4. SOU will issue a Professional Services Agreement (Attachment B) for Phase 1, followed by a second Services Agreement for Phase 2-4, after a demolition contractor is hired.

Minimum Proposer Qualifications

1. Prior Experience: Proposers must have successfully completed a minimum of at least (3) similar hazardous materials survey and testing projects within the last 3 years.
2. Licensure: All sampling and testing work shall be performed by AHERA accredited inspectors, designers and project managers. Testing laboratories must have current certification for ACM testing.

Contract Term and Schedule

The contract awarded pursuant to this solicitation will commence approximately November 1, 2021. Phase 1 (Survey &

Testing) completion is anticipated by February 28, 2022. 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.

3. SUBMITTAL REQUIREMENTS

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

PROPOSAL FORMAT: The Proposal must follow the format outlined below in numerical order, and must be limited to no more than **8 single sided 8.5 x 11 inch pages** including pictures, charts, graphs and text that the firm deems appropriate in the proposal. 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 8-page limit.

SUBMITTAL CRITERIA: Respondents will be evaluated on the basis of the following criteria. Please structure your proposal 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 Proposal. 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 (Exhibit A). (Weight: 0 points)

Tab 3 – Firm Information and Comparable Project History

Provide a brief description of your firm. Provide information for at least (3) comparable projects your firm has completed that are similar to this project. Include contact information (Project Owner) for each project listed. Indicate if your firm is a registered MWESB. (Weight: 30 points)

Tab 4 – Staff Qualifications

List the names of all staff who will be "hands on" doing work on this project. Provide a brief education background and recent work history for the proposed staff. Indicate relevant professional certifications or accreditations. Resumes may be attached to the back of the submittal and will not count in the (8) page limit. (Weight: 30 points)

Tab 5 – Fee Proposal

Submit a fee proposal for **each** of the **(4) Phases** described above. Include a description of anticipated reimbursable expenses and a not-to-exceed budget for reimbursable expenses for each of the (4) phases. Clearly identify any exclusions or qualifications to the terms of this RFP in your proposal (Weight: 30 points).

Tab 6 – 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. Results obtained in reference checks may be used to score other evaluation criteria. (10 points)

PROJECT TERM: The term for the contract awarded pursuant to this Request for Proposal (RFP) 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 RFP #2022-09 on your fax cover sheet

4. INSTRUCTIONS TO PROPOSERS

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

PROPOSAL PREPARATION

PROPOSAL FORMAT: Proposals must be typewritten or prepared in ink and must be submitted as detailed on pages 10-11 of this RFP and including the Proposer Certification. Proposals may be submitted in writing to the SOU Service Center via e-mail, mail, or in person. Proposals may also be submitted on Bonfire: <https://sou.bonfirehub.com/portal>.

NO ORAL OR FACSIMILE PROPOSALS WILL BE ACCEPTED.

CONFORMANCE TO PROPOSAL REQUIREMENTS: Proposals must conform to the requirements of the Request for Proposal. Proposal prices must also reflect consideration of all terms and conditions contained in the Request for Proposal, 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 proposal rejection.

ADDENDA: Only documents issued as addenda by the SOU Service Center serve to change the RFP in any way. No other direction received by the proposer, written or verbal, serves to change the RFP document. NOTE: IF YOU HAVE SUBMITTED A PROPOSAL, 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 PROPOSAL. 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 PROPOSAL. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE PROPOSER'S PROPOSAL NON-RESPONSIVE, WHICH MAY CAUSE THE PROPOSER'S PROPOSAL TO BE REJECTED.

PRODUCT IDENTIFICATION: SOU reserves the right to reject any proposal when the information submitted with the proposal 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 proposal specifications, terms and conditions may result in proposal rejection.

SIGNATURE ON PROPOSAL: The Proposer Certifications must be signed in ink by an authorized representative of the proposer. Signature on these documents certifies that the proposal is made without connection with any person, firm or corporation making a proposal 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 Proposal, 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 Proposal. No consideration will be given to any claim resulting from proposing without comprehending all requirements of the Request for Proposal.

PROPOSAL MODIFICATION: Modifications or erasures made before proposal submission should be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal 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 proposal. Proposers may not modify proposals after proposal closing time.

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

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

PROTEST OF PROPOSAL SPECIFICATIONS AND REQUESTS FOR CLARIFICATION: A proposer who believes proposal 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 proposal 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 proposal closing date (ten days if the proposal is for a public improvement), unless otherwise specified in the proposal document.

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

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

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:

Proposal Specification Protest for RFP #2022-09, Closing Date: (October 14, 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 Proposal. If pertinent information or required submittals are not included within the proposal, it may cause the proposal to be rejected or have an adverse impact on evaluation.

PROPOSAL SUBMISSION: Proposals 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 proposals (including all attachments) may be submitted online at <https://sou.bonfirehub.com/portal>. The proposals 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 proposal 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 RFP #2022-09.**"

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

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

Hand Delivery: *(Including UPS, FEDEX)*

Southern Oregon University
Service Center
1250 Siskiyou Boulevard
Susanne Homes Hall
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 proposal not properly marked and not submitted in a timely manner.

PROPOSAL OPENING: Proposals 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 proposals will be announced.

PROPOSAL EVALUATION AND AWARD

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

Ordinarily, proposals 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 Proposal and who can be expected to deliver promptly and perform reliably.

However, SOU may engage in the Negotiations process, the Low Tie Proposals 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 RFP terms and conditions and proposer's Proposal 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 proposals to determine Responsiveness. Proposals that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to proposers whose proposal 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 proposals determined to be Responsive will be evaluated using the requirements identified in Section II Minimum Specifications, above at pages 5-7. Proposals 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 Proposal. 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 proposals from all proposers in the competitive range or all proposers submitting responsive proposals. Discussions may be conducted for the following purposes:
 - Informing proposers of deficiencies in their initial proposals;
 - Notifying proposers of parts of their proposals for which SOU would like additional information; or
 - Otherwise allowing proposers to develop revised proposals that will allow SOU to obtain the best proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, or price of the proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final proposals 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 RFP 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	30
Staff qualifications, Experience and Certifications	30
Fee Proposal	30
<u>Client References</u>	<u>10</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 RFP stage to negotiate with another proposer for award.

PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS: Due to limited resources, SOU generally will not completely review or analyze proposal responses which on their faces fail to comply with the requirements of the proposal documents or which clearly are not the best proposals, nor will SOU generally investigate the references or qualifications of those who submit such proposal responses. Therefore, neither the release of a proposer’s proposal bond (if applicable), the return of a proposal 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 proposals are based on equivalent products, indicate in the proposal form the manufacturers' name and number. Proposers shall submit with their proposal sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal 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. Proposals that do not comply with these requirements are subject to rejection. Proposals 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 RFP.

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

PAYMENT: Proposals 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 proposal evaluations. SOU reserves the right to reject any proposal response or to reject all proposal 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.

PROPOSALS ARE OFFERS: The proposal is the proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, 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 proposal must be a complete offer and fully Responsive to the Request for Proposal.

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

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

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

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

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

PUBLIC RECORD: Upon completion of the Request for Proposal process, information in your proposal 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 proposal 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 Proposal, 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 Proposal, 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 Proposal number and title. The rules governing protests are at SOU’s Procurement and Contracting Code (FAD.057 (580-061)).

Attachments:

- Attachment A: Proposal Certification Statement
- Attachment B: Sample SOU Professional Services Agreement
- Attachment C: Cascade Ground Floor Plan
- Attachment D: Prior Cascade ACM Test Results

End of RFP