



REQUEST FOR PROPOSALS

RFP #2022-10

ARCHITECTURAL DESIGN SERVICES FOR NEW RESIDENTIAL HALL

ISSUE DATE: September 2, 2022

CLOSING DATE: October 4, 2022

CLOSING TIME: 1:00 P.M., PT

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**OREGON INSTITUTE OF TECHNOLOGY
REQUEST FOR PROPOSALS
RFP #2022-10
Architectural Design Services for New Residential Hall**

Section I - Information Regarding Proposal

INTRODUCTION

The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to select a design firm to provide complete architectural design services for Oregon Tech’s new residential hall located on its Klamath Falls, Oregon campus.

IMPORTANT NOTICE

It will be the responsibility of potential proposers 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 Request for Proposals (“RFP”).

Mandatory Pre-Proposal Conference & Tour: September 13, 2022, from- 1:00 PM – 2:30 P.M. PT.

The mandatory pre-proposal conference and tour will begin in the Sunset Conference Room on the Second Floor, Student Union, located at 3201 Campus Drive, Klamath Falls, Oregon. The meeting is intended to clarify the requested information and provide an opportunity for questions and answers. There will be additional site data available for review and a site tour. There will be no other site tour opportunities for Proposers and their team members. Attendance will be limited to no more than two (2) persons from each firm.

Attendance and sign-in is required in order to be eligible to submit a proposal.

Please RSVP to Thom.Darrah@oit.edu if you plan to attend the Mandatory Pre-Proposal Conference & Tour, so Oregon Tech may arrange logistics and information packages.

GENERAL INFORMATION

Issuing Office: The Facilities Department of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications:

Thom Darrah, Director of Facilities Management Services and Capital Planning
Telephone: (541) 885-1661
Email: Thom.Darrah@oit.edu

RFP Process Questions:

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk
Telephone: (503) 821-1266

Email: Vivian.Chen@oit.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date.....	September 2, 2022
Deadline for Protest of Specifications	September 9, 2022 (5:00 P.M., PT)
Mandatory Pre-Response Conference.....	September 13, 2022 (1:00 P.M., PT)
Notice of Interest Deadline	September 13, 2022 (5:00 P.M., PT)
All Clarifying Questions Due	September 16, 2022 (5:00 P.M., PT)
Closing Date (Responses Due)	October 4, 2022 (1:00 P.M., PT)
Finalist Presentations (if required)	October 18, 2022
Notice of Intent to Award	October 25, 2022
Deadline for Protest of Award	Seven (7) calendar days after date on Notice of Award letter
Anticipated Contract Begin Date	On or around November 7, 2022

GENERAL PROVISIONS

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapter 580-61 and 580-62 govern the procurement process for Oregon Tech.

1. Modification or Withdrawal of Proposal. Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office, prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 P.M., PT, on the date indicated in the Schedule of Events, via email. In the Notice of Interest, the Proposer must provide the name of the primary contact person, plus that person's current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

3. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 P.M., PT, on the date indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest and on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

4. Protests of the RFP/Specifications: Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 P.M., PT, on the date indicated in the Schedule of Events, or within seven (7) business days of issuance of any addendum, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

5. Addenda: If any part of this RFP is amended, addendum will be provided on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>), with a copy to all parties who submit the Notice of Interest.

6. Post-Selection Review and Protest of Award: Oregon Tech will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR
- (C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the protest after receipt. This decision shall be final.

7. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and

deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

8. Public Records: proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET** under ORS 192.501(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure 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.

9. Investigation of References: Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

10. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by Oregon Tech.

11. Clarification and Clarity: Oregon Tech reserves the right to seek clarification of each proposal, or to make an award without further discussion of proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear and favorable manner possible.

12. Right to Reject Proposals: Oregon Tech reserves the right to reject any or all proposals, if such rejection would be in the public interest, as determined by Oregon Tech.

13. Cancellation: Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

14. Proposal Terms: All proposals, including any price quotations, will be valid and firm through a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

15. Oral Presentations: At Oregon Tech’s sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for the Proposer to clarify or elaborate on the proposal, but will in no material way change Proposer’s original

proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written proposals should be complete.**

16. Usage: It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

17. Sample Contract: Submission of a proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms listed in Exhibit A – Oregon Institute of Technology Architect's Agreement, attached hereto and made a part hereof. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 3 and 4 of the "General Provisions" of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

18. Review for Responsiveness: Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the evaluation committee. If a proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a proposal. The Proposer's contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

19. Rejections and Withdrawals. Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

20. RFP Incorporated into Contract. This RFP will become part of the Contract between Oregon Tech and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

21. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected, and all protests, if any, have been resolved.

22. Prohibition on Commissions. Oregon Tech will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

23. Ownership of Proposals. All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes ORS 192.410-192.505 (Public Records Act).

24. Clerical Errors in Awards. Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

25. Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions or specifications of the RFP or the Oregon Institute of Technology Architect's Agreement.

26. Collusion. By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, or employee of Oregon Tech has a

pecuniary interest in this proposal.

27. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

28. Commencement of Work: The Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by Oregon Tech.

29. Best and Final Offer: Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of initial proposal received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

TERM OF CONTRACT

The Contract is expected to begin on or about November 7, 2022, and extend to June 30, 2025. Oregon Tech intends to reserve the right upon thirty (30) days' prior notice to the Contractor to terminate the Contract for its convenience.

DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by **1:00 P.M. PT, October 4, 2022**. **Email subject line must be "Response to RFP #2022-10 Architectural Design Services for New Residential Hall."** **Proposal cannot exceed 25MB in electronic file size.** Proposer ***must*** telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech' sole discretion.

It is the responsibility of the Proposer to ensure that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:

Email: Purchasing@oit.edu

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

BACKGROUND

The new residential hall facility will be an approximately eighty to eighty-five thousand (80,000 to 85,000) gross square feet (GSF) facility located on the university's Klamath Falls, Oregon campus. The facility will include a minimum of five hundred (500) beds using a mix of single and double occupancy rooms. It is likely to be two (2) to three (3) stories high, depending on the final location, and will include various study and lounge spaces to accommodate student residents. The project will have a total project budget of Thirty-Five Million and 00/100 Dollars (\$35,000,000.00) and an estimated construction budget

for the new residential hall facility is Twenty-Eight Million and 00/100 Dollars (\$28,000,000.00). The construction of the new residential hall facility is anticipated to start on or about November 2023 and run through April 2025.

Oregon Tech neither represents nor warrants the accuracy of estimates and Proposers bear sole responsibility for and accepts all risks associated with their estimates of the reasonable costs of the performance of this contract.

SCOPE OF WORK

Architectural and engineering design and construction administration services are required through the planning, design, bidding, and construction phases for the new residential hall.

The design phase of the project is intended to achieve the following:

1. To accomplish this project with an architect/engineer group or with more than one design team in a joint venture. The project is expected to utilize a Construction Manager/General Contractor (CM/GC) procurement method and the architect or architectural firm will participate in the CM/GC request for response development and selection process.
2. To utilize a design process for the project including the following design phases:
 - a. Visioning/Programming Phase
 - b. Program Confirmation, Updating and Refinement
 - c. Facility Site Analysis & Confirmation
 - d. Schematic Design
 - e. CM/GC Selection Process Participation
 - f. Design Development
 - g. Construction Documentation
 - h. Permit and Bidding
 - i. Construction Administration
 - j. Project Closeout
3. To employ a design team offering a full range of design phase services and products, including planning, programming, design and construction drawings, engineering services, bidding assistance, and construction administration.
4. To produce all products in close cooperation with Oregon Tech staff and administrative personnel through multiple on-site project meetings.
5. To design in strict and complete compliance with all applicable Oregon Tech standards and guidelines, local, state, Federal, and national fire and building codes and performance criteria.

The architect or architectural firm selected for this project will be expected to provide the following generalized services within the base not-to-exceed fee:

1. Provide complete remaining design services to include facility site analysis and confirmation, schematic design plans, detailed design development drawings and schematic and design development civil, landscape, architectural, interior design, acoustical, structural, mechanical, plumbing, electrical, controls/alarms, communications, and equipment.
2. Work with Oregon Tech and CM/GC throughout the term of this project in a collaborative and

proactive manner to deliver a project that meets the program, schedule, and budget goals. The architect will work with the CM/GC, at a minimum, in the following areas: value engineering and assessing alternative construction options for cost reductions to achieve the construction budget; cost estimating; determining construction feasibility and constructability; site logistics; determining subcontract bid packages; sequencing of work and scheduling.

3. Prepare detailed construction drawings and specifications for all aspects of the project.
4. Provide independent construction cost estimate of completed schematic design (SD) design, work with Oregon Tech and CM/GC to reconcile differences between independent cost estimate and CM/GC cost estimate.
5. Assist Oregon Tech and CM/GC in the preparation of bidding documents and bid advertising. Assist in the solicitation qualified bids and make recommendations to Oregon Tech regarding bidders' qualifications. Attend all pre-bid meetings.
6. Provide construction contract administration services, including regular site inspections, tracking of expenditures, shop-drawing processing and checking; the processing of payment applications, field directives, additional or extra orders, other similar documents; and make final reviews and deficiency inspections.
7. Attend all meetings associated with the project, including programming meetings, Facilities Management meetings, other Oregon Tech Committee sessions, permitting meetings, pre-bid and preconstruction meetings, meetings with CM/GC, meetings with regulating agencies and authorities, and all other public or private meetings as requested by Oregon Tech and on behalf of Oregon Tech.
8. Provide equipment planning and design services as part of basic services, including measuring and documentation of existing equipment for reuse and coordination with Oregon Tech staff, and any consultants, regarding the selection of new items of equipment (including casework and millwork). Verify dimensional, electrical, mechanical, structural, shielding, vibration, access, acoustical and plumbing adequacy of all designed spaces for the accommodation of equipment.

The architect or architectural firm selected for this project will be expected to conduct and perform services in the following manner:

1. Thoroughly document findings in a manner suitable for use by Oregon Tech.
2. Report to Oregon Tech during all phases of the work.
3. Coordinate all work with Oregon Tech.
4. Prepare graphic and narrative materials necessary for presentation to Oregon Tech groups, governmental and quasi-governmental agencies, and community groups.
5. Coordinate work with other consultants as needed and/or as determined necessary by Oregon Tech.
6. Meet with committees, CM/GC, area planning agencies, local, Federal, and State agencies, as required.

7. Review all reports and drawings in rough draft stage with Oregon Tech Facilities Department and Capital Budget staff, prior to their formal submission to Oregon Tech.
8. Revise all reports and drawings as directed by Oregon Tech prior to final printing and submission.
9. All documentation must provide the basis, source, and methodology for arriving at all estimates, projections, and assumptions. The CM/GC scope will require providing three (3) construction cost estimates at the end of each of the following design phases:
 - i. Schematic Design (SD) cost estimate
 - ii. Design Development (DD) cost estimate
 - iii. Construction Documents (CD) cost estimate

Section II – Information Required from Proposers

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The proposal should be written on standard size (8½” x 11”) paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Tax Laws and Non-discrimination Certification** sheet, signed by an authorized company official.
2. The proposal must also include the following:
 - a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of the Proposer, address, current telephone number, e-mail address, name and title of the Proposer’s contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind the Proposer.
 - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. **Summary Statement.** The Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than 500 words) any special considerations the Oregon Tech should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the proposal is unclear, Proposers may be asked to provide written clarification. **Proposals that do not specifically address the scope of work or do not include the complete proposal content may be rejected.**

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

- | | |
|----------------------------------|-----------|
| 1. Firm’s History and Experience | 15 points |
|----------------------------------|-----------|

- | | |
|---|-----------|
| 2. Experience with Higher Education Residential Hall Projects | 15 points |
| 3. Key Personnel | 15 points |
| 4. Scope of Work and Schedule | 15 points |
| 5. Fee Summary | 25 points |
| 6. Other:
Past projects completed for Oregon Tech;
Oregon Tech graduates on staff;
Oregon Tech student interns on staff; and
Klamath Falls-based design consultants on proposed team. | 15 points |
| 7. References | 0 points |

Total Possible: 100 points

Section III – Questionnaire for Proposers

Please submit your responses in order beginning with question 1 by restating the question, then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Firm's History and Experience

Description of past experience in the successful completion of similar services for higher education. Experience working with Oregon issues, preferred. Firms should provide evidence of the successful completion of at least three (3) such projects. Please provide name, address, and current phone number of contact person for such projects.

Identify specific person(s) who would be responsible for the proposed work and include a brief resume for each. Please list references for each person identified including name, address, and current telephone number of an appropriate reference contact person. (Weight: 15 Points)

2. Experience with Higher Education Residential Hall Projects

Describe your firm's experience with higher education residential hall projects. Identify at least three (3) specific projects of a size and/or complexity comparable to the project subject to this RFP. (Weight: 15 Points)

3. Key Personnel

Identify the personnel in your firm who would be assigned to this project and describe their specific experience on projects of similar size, complexity, and scope as the project subject to this RFP. For all key personnel, identify the length of their service with your firm, their responsibilities on this project, and their primary office location during project execution. Indicate their time commitment for this project during the visioning, design, and construction phases. Indicate whether the proposed key personnel have worked together as a team on previous projects. Clearly identify any and all time commitments the proposed key personnel will have to projects other than the new residential hall. Provide contact information, including current telephone numbers and email, for all proposed personnel.

Provide the names and current telephone numbers of references for each of the key personnel you proposed for this project in your RFP response. These references should be from projects of a size, scope and/or complexity comparable to the project subject to this RFP. Verify that the references identified had direct contact with your team member. Results obtained in reference checks may be used to score all evaluation criteria. (Weight: 15 Points)

4. Scope of Work and Schedule

Using the Scope of Work as a guide, outline a work plan (i.e., schedule), with target dates for beginning and completion of essential steps necessary to meet the deadlines. The schedule should include the following elements:

- a. Visioning and Programming Phase
- b. Program Confirmation, Updating, and Refinement
- c. Facility Site Analysis and Confirmation
- d. Schematic Design
- e. CM/GC Selection Process Participation
- f. Design Development

- g. Construction Documentation
- h. Permit and Bidding
- i. Construction Administration
- j. Project Closeout

(Weight: 15 Points)

5. **Fee Summary**

Pricing and fee schedule should reflect the scope of work as listed and be sufficiently descriptive to facilitate acceptance of a response. List the **total not-to-exceed (NTE) amount**, including reimbursable expenses, such as travel, lodging, printing, mailing, and miscellaneous expenses you propose for the project. (Weight: 25 Points)

6. **Other**

Please provide information regarding the following: past projects completed for Oregon Tech, if any; Oregon Tech graduates on staff, if any; Oregon Tech interns on staff, if any; and Klamath Falls-based design consultants on proposed team, if any. (Weight: 15 Points)

7. **References Review**

Provide three (3) references from clients your firm has served in the past three (3) years, including one client that has newly engaged the firm in the past three (3) years and one (1) long-term client (i.e., over three (3) years). Provide the name, address, and current telephone number of each the reference. (Weight: 0 Points)

Section IV – Contract Terms and Required Documents

**RFP #2022-10
Architectural Design Services for New Residential Hall**

Notice of Interest

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone: _____

Address: _____

Email address for contact: _____

Please email this form no later than September 13, 2022, to Purchasing@oit.edu.

BIDDER/PROPOSER
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION
RFP #2022-10
Architectural Design Services for New Residential Hall

I, the undersigned, have read all of the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, and Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business: DBE MBE WBE ESB

Certificate of Compliance with Tax Laws

I, the undersigned, (Check one)

- ___ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax laws,
___ hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and to the best of my knowledge; Contractor is not in violation of any Oregon tax laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620

Business Designation (check one): ___ Corporation ___ Partnership ___ Sole Proprietorship
___ Governmental/Non-Profit ___ Limited Partnership ___ Limited Liability Partnership
___ Limited Liability Company

Signature: _____ Date: _____
Name: _____ Title: _____
Firm: _____
Address: _____
City/State/Zip: _____ Phone: () _____
E-mail: _____ Fax: _____

Exhibit A

Oregon Institute of Technology Architect's Agreement

[Please see attached.]

Oregon TECH

OREGON INSTITUTE OF TECHNOLOGY
ARCHITECT'S AGREEMENT
[PROJECT NAME]
CONTRACT NUMBER [NUMBER]

This ARCHITECT'S AGREEMENT (this "Agreement") is made by and between

"Architect": [NAME]
[ADDRESS]
[ADDRESS]
Phone: [PHONE]
Fax: [FAX]
Email: [EMAIL]

and "Owner": Oregon Institute of Technology
Procurement and Contract Services
27500 SW Parkway Avenue
Wilsonville, OR 97070

regarding "Project": [PROJECT NAME]

The Project includes [INSERT PROJECT DETAILS/DESCRIPTION. PLEASE BE SPECIFIC].

The Architect and the Owner shall be referred to collectively as the "Parties," and individually as a "Party."

WHEREAS, the Owner desires to have the assistance of the Architect to provide certain professional services for the Project; and

WHEREAS, the Architect, with the aid of certain consultants ("Consultants"), is willing and able to perform such professional services in connection with the Project.

NOW, THEREFORE, the Owner and the Architect, for the considerations hereinafter named, agree as follows:

I. RELATIONSHIP BETWEEN THE PARTIES

- A. Scope of the Project. The scope of the Project, as described in more detail above, includes the following: [architectural and engineering design and construction administrative services through the design, bidding, and construction phases of the Project.]
- B. Scope of Services. The scope of Services to be performed under this Agreement includes the following: [Architect to provide all necessary architectural, engineering, and design services, bid schedule, construction estimates, bid package that include construction drawings, specifications, and bid documents, bidding process services, and detailed construction administration and inspections.]
- C. Critical Date Schedule. The Architect shall perform the Services according to the

following critical date schedule:

[SERVICE]	[DATE]

- D. Effective Date. This Agreement is effective on [DATE] (the “Effective Date”). No Services shall be performed or payment made prior to the Effective Date.
- E. Defined Terms. In addition to any terms defined elsewhere in the body of this Agreement, certain terms that are capitalized and/or set forth in bold letters throughout the Agreement are defined as follows:

“Additional Services” means additional Services performed by the Architect that are beyond the scope of the Basic Services described in **Section VII**, based on hourly rates for Architect personnel or Consultants, plus Reimbursable Expenses, in accordance with an agreed-upon schedule of charges, and performed by the Architect after the Owner has given prior written authorization to proceed with performance of the Services and the Parties have executed an amendment or supplement to this Agreement, as more particularly described in **Section VIII** of this Agreement.

“Basic Services” are those Services more particularly described in **Subsections A, B, C, D and E of Section VII** of this Agreement.

“Construction Contract” is defined as the contract entered into between the Owner and the Contractor to provide all Work necessary to construct the Project, including the original base contract for construction of the Project, the Oregon Institute of Technology General Conditions For Public Improvement Contracts, any supplemental general conditions to the Construction Contract, any amendments to the Construction Contract, the Contractor’s performance bond and payment bond, the plans, specifications, approved shop drawings, all approved change orders, any solicitation documents, and any response by a successful bidder or proposer to any such solicitation documents.

“Construction Documents” means drawings, specifications, and other documents setting forth in detail the requirements for construction of the Project, as well as the documents pertaining to bidding and contracting for the construction of the Project

“Contractor” is defined as the general contractor that is awarded the contract to construct the Project.

“Design Criteria” means the Oregon Institute of Technology Design Criteria in effect at the time of the Effective Date of this Agreement, which by reference, is incorporated into this Agreement.

“Direct Construction Cost” means the cost to the Owner of all divisions of construction, including portable equipment only if designed or specified by the Architect for inclusion in the construction specifications.

“Reimbursable Expenses” are those expenses described in **Subsection B of Section III** of this Agreement.

“Services” are all those services to be performed by the Architect under the terms of this Agreement.

“Work” is defined as the furnishing of all materials, labor, equipment, transportation, services, and incidentals for the construction of the Project by the Contractor that is eventually awarded the Construction Contract for the Project.

F. Directives for Performance of the Services.

- i. The Architect shall provide, with the assistance of the Consultants, the professional Services more particularly described in **Section VII** below for this Project.
- ii. The Architect shall provide a schedule for the performance of the Services upon execution of this Agreement. **Time is of the essence in the performance of this Agreement.**
- iii. The total cost for the Project is [AMOUNT]. The Direct Construction Cost budget is estimated at [AMOUNT].
- iv. The Architect shall fully cooperate with Owner to meet all Project budgets. Owner understands that Architect, in providing opinions of probable construction cost, has no control over the cost or availability of labor, equipment, or materials, or over market conditions or Contractor’s method of pricing, and that Architect’s opinions of probable construction costs are made on the basis of Architect’s professional judgment and experience. Architect makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from Architect’s opinion of probable construction cost. In the event the Architect’s opinion of probable construction cost exceeds the budget for the Project listed in **Subsection iii** above by any amount during the design or construction phases, or in the event the bids or negotiated cost of the Work exceed the budget for the Project listed earlier in this **Section** by more than ten percent (10%), Architect, upon notice from Owner and prior to the award of the construction contract, agrees to modify, at Architect’s sole expense, Architect’s Schematic Design documents, Design Development documents or Construction Documents (or with owners approval those portions of those documents where opinions of probable construction costs or bids exceeded the budget or stipulated percentage). This redesign effort shall constitute Architect’s sole responsibility with respect to its opinions of probable construction cost, and Architect agrees to cooperate with Owner in revising the Project scope and quality in order to reduce the opinion of probable Construction Cost, or the bids or negotiated price, so that they do not exceed the Project budget.
- v. The Architect shall provide all Services for the Project in accordance with the terms and conditions of this Agreement. The Architect’s performance of Services shall be as a professional Architect to the Owner to perform the professional services necessary for the Project, and to provide the technical documents and supervision required to achieve the Owner’s Project objectives.

- vi. In administering this Agreement, the Owner may employ the services of an independent project manager and other consultants as needed to fulfill the Owner's objectives.
 - vii. The Architect shall utilize the key personnel and Consultants identified on the attached **Exhibit 1** in the performance of the Services for the Project. In addition to the full names, titles/positions and a summary of the duties and Services to be performed by the key personnel and Consultants that are included in the attached **Exhibit 1**, the Architect agrees to promptly provide such additional information on the professional background of each of the assigned personnel and Consultants as may be requested by the Owner. The Architect acknowledges that the Owner's award of this Agreement to the Architect was made on the basis of the unique background and abilities of the Architect's key personnel and Consultants originally identified in the Architect's RFP proposal or cost proposal. Therefore, the Architect specifically understands and agrees that any attempted substitution or replacement of a key person or Consultant by the Architect, without the written consent of the Owner, shall constitute a material breach of this Agreement. In the event that key personnel or Consultants become unavailable to the Architect at any time, Architect shall replace the key personnel and Consultants with personnel or Consultants having substantially equivalent or better qualifications than the key personnel or Consultants being replaced, as confirmed and approved by Owner. Likewise, the Architect shall remove any individual or Consultant from the Project if so directed by Owner in writing following discussion with the Architect, provided that Architect shall have a reasonable time period within which to find a suitable replacement. The Architect represents and warrants that the key personnel and Consultants identified on the attached **Exhibit 1** are fully licensed to perform the particular Services assigned to them on the Project.
 - viii. Architect shall make no news release, press release or statement to a member of the news media regarding this Project without prior written authorization from Owner.
- G. Suspension of Agreement by Owner. The Owner may suspend the Parties' performance of this Agreement in the event any of the following circumstances arise:
- i. Owner fails to receive funding, or appropriations, limitations, or other expenditure authority at levels sufficient to pay for the Architect's Services;
 - ii. Federal or state laws, regulations, or guidelines are modified or interpreted in such a way that either the Services performed under this Agreement are prohibited or Owner is prohibited from paying for such Services from the planned funding source;
 - iii. Architect, or one of Architect's Consultants currently performing Services, no longer holds any license or certificate that is required to perform the Services; or
 - iv. The public interest otherwise requires suspension of performance of the Agreement, as reasonably determined by the Owner.

Any suspension of performance under this provision constitutes a temporary stoppage of performance of the Agreement, and does not constitute a termination of the Agreement

pursuant to **Section XIX** of this Agreement. In the event that the condition(s) causing the suspension have been rectified and suspension is no longer required, the Parties will take all actions necessary to reactivate performance of the Agreement. In the event that the Owner determines that the conditions causing suspension of the Agreement are not likely to be rectified in a reasonable amount of time, the Owner retains the right to terminate this Agreement, pursuant to **Section XIX**. In the event of a suspension of performance pursuant to this Section of the Agreement, the Architect agrees to remain contractually obligated to perform the Services under this Agreement for the same hourly rates set forth in **Section III C** of this Agreement for a period of three years after the Effective Date of the Agreement. If the Agreement is reactivated and the Architect is required to perform Services beyond this date or such other time period agreed to by the Parties, the Parties may negotiate updated hourly rates for the Architect and any Consultants and amend this Agreement accordingly.

II. ARCHITECT'S STANDARD OF CARE; REPRESENTATIONS AND WARRANTIES

- A. Standard of Care. The Architect shall perform the Services in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care to ensure the orderly progress of the Project.
- B. Performance Requirements. In addition to performing the Services in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions, the Architect shall perform the Services in accordance with the following requirements:
 - i. All plans, drawings, specifications, and other documents prepared by the Architect shall accurately reflect, incorporate and comply with all applicable statutes, rules, building codes, regulations, ordinances and other laws which are applicable to the design and construction of the Project, and shall be complete and functional for the purposes intended;
 - ii. All plans, drawings, specifications, and other documents prepared by the Architect pursuant to this Agreement shall accurately reflect existing conditions for the scope of the Services to be performed;
 - iii. The Project, if constructed in accordance with the intent established by such plans, drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility suitable for the purposes for which it is intended;
 - iv. The Architect shall be responsible for any negligent inconsistencies or omissions in the plans, drawings, specifications, and other documents. It shall be the responsibility of Architect throughout the period of performance under this Agreement to use due care and perform with professional competence. Architect will, at no additional cost to Owner, correct any and all errors and omissions in the plans, drawings, specifications, and other documents prepared by Architect. Except as provided in **Section VIII** of this Agreement and at no additional cost, Architect further agrees to render assistance to Owner in resolving other problems relating to the design of, or specified materials used in, the Project; and

- v. The Owner's review or acceptance of documents, or authorization to continue to the next phase of design, bidding process participation, or construction administration, shall not be deemed as approval of the adequacy of the plans, drawings, specifications, or other documents. Any review or acceptance by the Owner will not relieve the Architect of any responsibility for complying with the standard of care set forth herein. The Architect is responsible for all Services to be performed under this Agreement, and agrees that it will be liable for all its negligent acts, errors, or omissions, if any, relative to the Services.

The representations and warranties set forth in this Section are in addition to, and not in lieu of, any other representations or warranties provided.

C. Architect's Representations and Warranties. Architect represents and warrants to Owner that:

- i. Architect has the power and authority to enter into and perform this Agreement;
- ii. When executed and delivered, this Agreement shall be a valid and binding obligation of the Architect enforceable in accordance with its terms;
- iii. Architect shall, at all times during the term of this Agreement be duly licensed to perform the Services, and if there is no licensing requirement for the profession or Services, be duly qualified and competent;
- iv. The Architect is an experienced architecture firm having the skill, legal capacity, and professional ability necessary to perform all the Services required under this Agreement and to design or administer a project having this scope and complexity;
- v. The Architect has the capabilities and resources necessary to perform the obligations of this Agreement; and
- vi. The Architect either is, or in a manner consistent with the standard of care set forth in this Agreement will become, familiar with all current laws, rules, and regulations which are applicable to the design and construction of the Project.

III. COMPENSATION.

The maximum, not-to-exceed, total amount payable under this Agreement is [AMOUNT] (the "Maximum Compensation"), for the combination of Basic Services and Reimbursable Expenses. The Maximum Compensation cannot be increased without a fully executed and approved amendment or supplement to this Agreement. Architect progress payments shall be made according to the provisions and schedule set forth in **Section IV** of this Agreement. The Maximum Compensation is more particularly described as follows:

- A. Basic Services. The Architect shall perform the Basic Services, directly or through the Consultants (including those Consultants identified in **Section IIIC**), on a **time and materials basis for each Phase of the Project**, with a total not to exceed of [AMOUNT].
- B. Reimbursable Expenses. The Owner shall reimburse the Architect for any allowable Reimbursable Expenses, up to a maximum amount of [AMOUNT] with the Reimbursable Expenses breakdown as follows:

[INSERT]

Reimbursable expenses for the Project mean actual direct expenditures (without overhead, fee, markup or profit) made by the Architect and the Consultants in the interest of the Project for the following items: reproductions, postage and handling of plans, drawings, specifications and other documents (excluding reproductions for the office use of the Architect and the Consultants); mileage and travel expenses more particularly described below; data processing and photographic production techniques; and renderings, models and mock-ups requested by the Owner. The Reimbursable Expenses will be reimbursed at cost, except travel expenses. Charges for travel expenses will be reimbursed at cost, but not in excess of the rate allowed by the Oregon Institute of Technology Travel Reimbursement Policy, hereby incorporated by reference. Travel expenses are only reimbursable when Services are rendered in excess of **twenty-five (25)** miles from Architect's or Consultant's office. As of the date of this Agreement, these rates are as follows. Charges for travel expenses will be reimbursed at the lowest of the following:

- i. cost; or
- ii. the rate allowed in the Oregon Institute of Technology Contractor Travel Reimbursement, attached as **Exhibit 2** to this Agreement.

Requests for reimbursement of allowable expenses, except meals, must include documentation of actual expenditures.

- C. Additional Services. The Owner will compensate the Architect for Additional Services performed by the Architect, whether directly or through its Consultants, beyond the scope of the Basic Services described in **Section VII**, based on hourly rates for Architect personnel or Consultants, plus Reimbursable Expenses, in accordance with the following schedule of charges for the duration of this Agreement (except in the case of a suspension and reactivation of performance beyond the date agreed to by the Parties, as more particularly described in **Section IG**), but only when the Owner has given prior written authorization and the Parties have executed an amendment or supplement to this Agreement. Any compensation for Additional Services performed prior to receiving the Owner's prior written authorization will not be allowed. The Architect will bear the burden that a service qualifies as an Additional Service.

ARCHITECT

Principal	\$ __/hour
Associate Principal	\$ __/hour
Associate	\$ __/hour
Project Architect	\$ __/hour
Project Manager	\$ __/hour
Specification Writer	\$ __/hour
Business Director	\$ __/hour
Interior Designer	\$ __/hour
Job Captain	\$ __/hour
Senior Technician	\$ __/hour
Architect Intern	\$ __/hour
Technician	\$ __/hour
Marketing Manager	\$ __/hour

Office Coordinator \$ __/hour

CONSULTANTS

[NAME]

[JOB TITLE] \$ __/hour

These charges shall also be used to determine amounts owed the Architect in the event this Agreement is terminated as provided in **Section XIX, D1**, or suspended pursuant to **Section IG**. Any amounts so derived may not exceed the limitations for each phase as specified by **Section IV** hereof.

IV. PAYMENTS

The Owner shall make monthly progress payments to the Architect based upon invoices submitted by the Architect for Services rendered and/or Reimbursable Expenses incurred during the preceding month. Payment requests, invoices and required documentation shall be submitted in the form and format stipulated by the Owner. One copy of each invoice, with required documentation, must be delivered to the following address:

Facilities Services
Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601

Payments to the Architect will be made following the Owner's receipt of the required documentation, review, and approval of the invoices. Approval of the invoices and/or any payment does not constitute a waiver by the Owner that the Services were performed consistent with this Agreement.

Payments to the Architect for such Services performed and invoiced will be made for each phase as follows, with final payment for each phase subject to written acceptance of the phase by the Owner. The total of all payments for Basic Services shall not exceed the maximum amount set forth in **Section IIIA** for Basic Services, and the total of all payments for Reimbursable Expenses shall not exceed the maximum amount set forth in **Section IIIB** for Reimbursable Expenses. The total of all such payments, for Services and Reimbursable Expenses, shall not exceed the Maximum Compensation. Owner reserves the right to retain up to five percent (5%) of the compensation limit set forth below for each phase, subject to Owner's acceptance of the Services and any deliverables for each phase. Notwithstanding "not to exceed" limits established in **Section IIIA** for each phase of Services, should an individual phase of design, beginning with Programming/Pre-Design, be completed without reaching the not-to-exceed limit for that phase, the balance remaining will be transferred to the next phase of work in succession through Project completion. At the completion of the Project, any remaining balance will revert to the Owner.

- A. Pre-Design/Schematic Design Phase: Not to exceed [AMOUNT].
- B. Design Development Phase: Not to exceed [AMOUNT].
- C. Construction Documents Phase: Not to exceed [AMOUNT].
- D. Bidding Phase: Not to exceed [AMOUNT].

E. Construction Administration Phase: Not to exceed [AMOUNT].

No deduction shall be made from the Architect's fee on account of penalty, liquidated damages, or other sums withheld from payment to the Contractor.

V. SERVICES OF ARCHITECT'S CONSULTANTS

The Consultants shall be paid by the Architect out of the Maximum Compensation, and the Parties understand and agree that the Owner has no direct or indirect contractual obligation or other legal duty to pay the Consultants or ensure that the Architect makes full and timely payment to the Consultants for Consultant services rendered on the Project. Services performed by the Architect through the Consultants shall be included on the Architect's invoices at the Architect's cost, without markup. The Architect shall provide to the Owner copies of the Consultant's invoices submitted to the Architect, along with the Architect's requests for payment that are submitted to the Owner under this Agreement.

VI. TIME OF PERFORMANCE

This Agreement shall take effect on the Effective Date and Architect shall perform its obligations according to this Agreement, unless terminated or suspended, through final completion of construction and completion of all warranty work.

VII. ARCHITECT'S SERVICES

A. Pre-Design/Schematic Design Phase. In consultation with the Owner, and in compliance with the Design Criteria for the Oregon Institute of Technology Projects provided by the Owner, the Architect shall:

- i. generally, from the current concept, coordinate with design disciplines;
- ii. identify scale, placement, and orientation of Program Requirements;
- iii. identify applicable building codes, administrative, and permit processing requirements as relevant;
- iv. verify, by on-site inspection unless specifically stated otherwise by the Owner, existing conditions and systems, including but not necessarily limited to architectural, structural, mechanical and electrical systems, to confirm that these conditions and systems are of adequate condition and capacity to support the Work to be executed on the Project;
- v. in consultation with Consultant Team, Owner Representatives, and other designated persons, use all available information to evaluate the Program Requirements, and with appropriate data and graphics propose a series of improvements deemed necessary and desirable to satisfy the Program Requirements, including; space needs, budget, availability of utilities, effect of codes and ordinances, safety and energy requirements, handicapped access to all spaces, historical character of the building, etc.;
- vi. based on the revised Program Requirements, develop Schematic Design studies

consisting of drawings, and other documents for the Owner's approval;

- vii. provide documents suitable for submission to the City of Klamath Falls Plan Review;
- viii. assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project; Owner shall pay for all required appeals and plan review fees;
- ix. prepare a comprehensive State Energy Efficiency Design ("SEED") Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for energy efficiency by 20% or more, and shall be a "model of energy efficiency" as that term is described in the above-referenced administrative rules;
- x. submit to the Owner an estimate, consistent with the requirements of Section I.F.4 above and prepared by an independent cost estimator, of the probable Direct Construction Cost of the Project based upon current area, volume or other appropriate unit costs, and compare and reconcile this independent cost estimate;
- xi. submit to the Owner the following documents, information and other data:
 - 1. written report of the results of a Fire and Life Safety review with the City of Klamath Falls;
 - 2. interior colors, materials and finishes recommendations;
 - 3. a project schedule delineating the estimated time required for the Architect to complete the Design Development and Construction Documents Phases of the Project;
 - 4. recommendations by the Consultants (structural, mechanical, electrical) of the technical requirements necessary to implement the Program Requirements;
 - 5. equivalent LEED scorecard; and
 - 6. preliminary plans, elevations, and other drawings necessary to describe the entire scope of the Project. These drawings may be used for local municipal review and campus review; and
- xii. perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon "1% For Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

B. Design Development Phase. Upon notification of the Owner's approval of the Services performed by the Architect under the Schematic Design Phase, and upon written authorization from the Owner to proceed, the Architect, in consultation with the Owner and in compliance with the Design Criteria for Oregon Institute of Technology Projects provided by the Owner, shall:

- i. prepare drawings and other documents to fix and describe the size and character of the entire Project as to architectural, site development, structural, mechanical, acoustical and electrical systems, materials and appearances, and such other essentials as may be appropriate and in accordance with governing codes and ordinances;
- ii. verify, by on-site inspection unless specifically stated otherwise by the Owner, prior to completion of the Construction Documents Phase, existing conditions as required to address significant constructability issues;
- iii. ensure that the Project complies with the State of Oregon Structural Specialty Code and with the American with Disabilities Act Accessibility Guidelines (ADAAG), latest version, and allows for access to programs, activities, and services in the most integrated setting possible. The Owner will be responsible for review of accessibility and interpretation of ADAAG for compliance with Federal requirements;
- iv. submit to the Owner, for approval, one independent cost estimate of probable Direct Construction Cost of the Project consistent with the requirements of Section I.F.4 above and based upon the current unit costs referred to above, as applied to the final design, and compare and reconcile this independent cost estimate with a separate, independent cost estimate obtained by the Owner;
- v. assist the Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project and at the Architect's expense revise such documents if required for approval of the Plan by the City of Klamath Falls (Owner shall pay for all required appeals and plan review fees);
- vi. prepare a comprehensive State Energy Efficiency Design ("SEED") Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for energy efficiency by 20% or more, and shall be a "model of energy efficiency" as that term is described in the above-referenced administrative rules.
- vii. submit to the Owner the following documents, information and other data:
 1. preliminary recommendations for interior colors, finishes, and materials;
 2. one-line diagrams for mechanical systems design(s);

3. one-line diagrams for electrical systems design(s);
 4. complete outline specification and Project manual;
 5. recommendations for additive alternates equivalent to 10% of the base bid estimate;
 6. recommendations for construction phasing to ensure continued operation of Owner's activities;
 7. four copies of the energy analysis conforming to ORS 276.905 to 276.915 (State Agency Facility Energy Design) and ORS 469.010, more particularly described above;
 8. equipment layouts showing location, size, and configuration of all equipment in the Project;
 9. an up-date of the Fire and Life Safety requirements resulting from previous reviews with the City of Klamath Falls; and
 10. a list of additive alternates, following consultations with the Owner; and
- viii. perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon "1% For Art Program", set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.
- C. Construction Documents Phase. Upon notification of the Owner's approval of the Services performed by the Architect under the Design Development Phase and upon written authorization from the Owner to proceed, the Architect, in consultation with the Owner and in compliance with the Oregon Institute of Technology Projects provided by the Owner, shall:
- i. prepare working drawings and specifications, setting forth all necessary plans, elevations, and construction details, descriptions of materials and equipment, methods of installation, and standards of workmanship;
 - ii. ensure that the Project complies with the American with Disabilities Act Accessibility Guidelines (ADAAG), latest version, and allows for access to programs, activities, and services in the most integrated setting possible (the Owner will be responsible for review of accessibility and interpretation of ADAAG for compliance with federal requirements);
 - iii. prepare Construction Documents as may be required to expedite the Work in phases so as to take maximum advantage of weather and availability of facilities for demolition and reconstruction;
 - iv. prepare specifications setting forth descriptions of materials and equipment, methods of installation, and standards of workmanship, including (in the

appropriate section of Division 1 of the specifications) a complete listing of all warranties required under the technical portions of the specifications;

- v. develop all required bidding information;
- vi. provide the Owner two (2) hardcopy and one (1) electronic copy sets of the one hundred percent (100%) complete Project manual, including specifications and drawings, for review and approval prior to advertising the Project for bid;
- vii. submit to the Owner, for approval, a second independent cost estimate of probable Direct Construction Cost of the Project, consistent with the requirements of Section I.F.4 above, as applied to the final design, and compare and reconcile this independent cost estimate with a separate, independent cost estimate obtained by the Owner;
- viii. assist Owner to file the required documents for the approval of various governmental agencies having jurisdiction over the Project (Owner shall pay for all required plan review fees);
- ix. prepare bidding documents with ten percent (10%) additive alternates.
- x. prepare a comprehensive State Energy Efficiency Design (“SEED”) Analysis of the Project, provide all documentation required for a SEED Award to the Owner for the Project and provide all other Services for the Project that are required under the SEED Program of the State of Oregon Department of Energy, consistent with the requirements of ORS 276.900 through 276.915 and OAR 330-130-0010 through 330-130-0080, that are applicable to this phase of the Services. When completed, the Project shall exceed the State Building Code requirements for energy efficiency by twenty percent (20%) or more, and shall be a “model of energy efficiency” as that term is described in the above-referenced administrative rules.
- xi. submit to the Owner the following documents, information and other data:
 - 1. final recommendations for interior colors, materials, and finishes;
 - 2. structural calculations;
 - 3. heat gain/loss and HVAC system design calculations; and
 - 4. electrical system design load calculations; and
- xii. perform those design Services during this phase of the design for fine arts and crafts to be identified and incorporated into the Project, pursuant to the State of Oregon “1% For Art Program”, set forth in ORS 276.073 to 276.090, as amended, relating to acquisition of fine arts or crafts to be part of the Project and consisting of consultations with the Owner on selection of artwork, commissioning and/or completion of the artwork and integration with the overall design of the Project.

D. Permitting and Bidding Phase. Upon notification of the Owner’s approval of the Services performed by the Architect under the Construction Documents Phase, and upon written

authorization from the Owner to proceed, the Architect shall:

- i. furnish the Contractor with one fully reproducible set of the Construction Documents, including working drawings and specifications for each bid package (assume four separate bid packages), complete as required for bid and construction purposes (for additional copies, see Section VIII, Additional Services);
- ii. identify all required permitting and noticing; submit all necessary documentation to Local and State jurisdictions as required by law; respond to all jurisdiction notices for correction or revision; coordinate Contractor assumption of permit responsibility
- iii. review published bid advertisement, instructions to bidders, and bid package in its entirety to make such recommendations for timely correction by addendum; respond in writing to Bidder inquiries, including substitution requests and requests for clarification; supply any written revisions to the Bid Documents as necessary to prepare a proper bid;
- iv. if requested, review the bids and assist in recommending the award of Construction Contract(s) for the Work;
- v. coordinate with the City of Klamath Falls to ensure that all plan review/building permit criteria are reflected in the final bid documents;
- vi. attend the pre-bid conference at the Project site; and
- vii. if the lowest acceptable bid exceeds the Direct Construction Cost allowance authorized by the Owner by ten percent (10%), then at the Owner's request, and at no additional cost to the Owner, the Architect shall modify the drawings and specifications in order that new bids may be solicited and a Construction Contract award made within said allowance, consistent with the requirements of Section I.F.4 above.

E. Construction Administration Phase. Commencing with the Owner's issuance of a notice-to-proceed for construction of the Project, the Architect shall:

- i. attend the pre-construction conference at the Project site;
- ii. provide general administration of the Work as contemplated by the provisions of the Construction Contract including assisting the Owner with evaluation of the feasibility of the Contractor-provided project time schedule;
- iii. make periodic visits to the Project site with such frequency as to ascertain the progress and quality of the Work, attend progress meetings with the Contractor, determine in general if the Work is proceeding in accordance with the Construction Documents, and submit a written report to the Owner within five (5) business days after each visit, with copies of each report to the Contractor;
- iv. arrange for periodic visits of Consultants to make similar determinations with respect to mechanical and other Work, as applicable;

- v. review and approve or take appropriate action, with reasonable promptness to cause no delay in the Work, regarding shop drawings and samples submitted by the Contractor;
- vi. prepare any supplemental drawings or large-scale details needed to clarify the Construction Documents;
- vii. respond promptly to requests from the Contractor for assistance with unforeseen problems so as to minimize the Owner's exposure to claims for delay;
- viii. advise and consult with the Owner, issuing appropriate instructions to the Contractor;
- ix. check proposed costs of any modifications to the Construction Contract and recommend acceptance or rejection to the Owner (Owner will prepare written change orders);
- x. endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor;
- xi. notify the Owner of any Work which does not conform to the Construction Documents and recommend to the Owner that the Contractor stop the Work whenever, in the Architect's opinion, it may be necessary for the proper performance of the Construction Contract;
- xii. issue certification to the Owner and the Contractor when all terms of the Construction Contract have been fulfilled to the Architect's satisfaction;
- xiii. conduct on-site observations to determine the date of final completion, receive written guarantees and related documents assembled by the Contractor and issue recommendation for final acceptance and payment;
- xiv. upon completion of the Work, the Architect shall, at no additional cost to the Owner, update CAD drawings (plans only) and submit the appropriate compact discs (including "book plans" of the construction area made to Oregon Institute of Technology standards) - compatible with AutoCAD Release latest version - along with one set of 3 mil Mylar drawings reflecting significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect (the "Record Documents"); and
- xv. review the completed Project near the end of any applicable warranty period(s) in order to identify defects of materials or workmanship and issue a written report to the Owner.

VIII. ADDITIONAL SERVICES

- A. Copies of Construction Documents. The Architect shall furnish copies of all Construction Documents upon the written request of the Owner. The Owner shall reimburse the Architect at the cost of reproduction if in excess of the number specified in Section VII hereof.

B. Conditions Required to Support Additional Compensation. The Architect shall be paid, subject to executed amendments or supplements, for extra expenses and services involved if:

- i. substantial changes are ordered by the Owner after the Owner has acknowledged the acceptance of one or more of the planning phases described above (except changes which are ordered for the purpose of maintaining the Direct Construction Cost of the Project within the allowance specified in Section I);
- ii. damage occurs as a result of fire or other casualty to the structure;
- iii. the Contractor becomes delinquent or insolvent and the delinquency or insolvency creates additional work for the Architect;
- iv. the Architect's attendance is required at City of Klamath Falls public and/or planning board presentations;
- v. the Owner requests detailed demolition drawings of existing structure(s) or if documentation must be made for salvage of existing materials, except as may be required to ensure that new construction may be fit to existing construction;
- vi. the Owner requests the selection and specification of furnishing(s) outside the scope of the Projects' direct construction allowance;
- vii. the Owner requests Additional Services not identified under the Basic Services provision of this Agreement, such as study models, renderings, etc.;
- viii. the Owner requests that the Architect perform Services related to:
 1. selection and installation of new furniture purchased by the Owner for the Project;
 2. preparation of any specifications required as part of the installation of the Owner's new furniture at the Project; or
 3. preparation of furniture plans for the Owner's use, related to coordinating, moving refinishing and relocating existing furniture at the Project site.

C. Payments at the time of Abandonment or Suspension. If any Services performed by the Architect are abandoned or suspended, the Architect shall be paid for the Services rendered, under the provisions and limitations of Section I.G and Section IV, in proportion to the amount of Services performed at the time of suspension or abandonment, provided the initiative for such abandonment or suspension is by the Owner and does not result from a design error of the Architect, a bid overrun, or other breach or default by the Architect.

IX. SURVEY, BORINGS AND TESTS

The Owner shall, so far as the Services under this Agreement may require, furnish the Architect the following information:

A. Survey. A survey of the Project site, giving the grades and lines of streets, pavements, and

adjoining properties and/or scale drawings reasonably representing existing conditions;

- B. Project Site Conditions; Utilities. The rights, restrictions, easements, boundaries, and contours of the Project site and full information as to sewer, water, gas and electrical service, existing utility tunnels, lines, etc. on site;
- C. Geotechnical Reports. Geotechnical investigation reports with recommendations for soil bearing capacities.

The Owner will pay for chemical, mechanical or other tests when required. The Owner does not warrant the accuracy of any of the information so provided. The Architect will not be held responsible for errors due to inaccuracy of any of the information so provided.

X. ARCHITECT'S RESPONSIBILITIES IN REGARD TO ASBESTOS AND OTHER HAZARDOUS SUBSTANCES

The Owner anticipates that this Project will not involve the removal of and destruction of asbestos, asbestos-related materials, hazardous substances or other hazardous materials (collectively the "Hazardous Substances"). The Owner shall contract separately for the identification and removal of any Hazardous Substances, either prior to the commencement of this Project or at such time as such Hazardous Substances are detected. The Architect shall not and does not prescribe any safety measure or abatement procedure and is not responsible for any act or omission relating to the acts of the Owner and/or professional consultant and/or the contractor and/or subcontractor which the Owner selects relating to the abatement of such Hazardous Substances.

XI. INSURANCE PROVISIONS

During the term of this Agreement, Architect shall maintain in full force and at its own expense each insurance coverage or policy noted below, from insurance companies or entities with an A.M. Best rating of A- or better that are authorized to transact the business of insurance and issue coverage in the State of Oregon,:

- A. Workers' Compensation. All employers, including Architect, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Oregon workers' compensation coverage, unless such employers are exempt under ORS 656.126. Architect shall ensure that each of its Consultants and subcontractors complies with these requirements.
- B. Commercial General Liability. Architect shall secure Commercial General Liability ("CGL") insurance on an occurrence basis policy with combined single limit of not less than \$2,000,000 each occurrence/\$4,000,000 annual aggregate for bodily injury and property damage. It shall include personal injury coverage and contractual liability coverage for the indemnity provided under this Agreement.
- C. Automobile Liability. Architect shall secure Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence, for bodily injury and property damage, including coverage for all owned, hired, or non-owned vehicles, as applicable. This coverage may be written in combination with the Commercial General Liability Insurance.

- D. Professional Liability/Errors & Omissions. Architect shall provide the Owner with proof of coverage for Professional Liability/Errors & Omissions insurance covering any damages caused by any negligent error, omission, or any act for the Project, its plans, drawings, specifications and/or project manual, and all related work product of the Architect. The policy may be either a practice based policy or a policy pertaining to the specific Project. Professional Liability insurance to be provided shall have a combined single limit of not less than \$2,000,000 per claim, incident or occurrence \$2,000,000 annual aggregate.
- E. "Tail" Coverage. If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of the Agreement for a duration of 24 months or the maximum time period available in the marketplace if less than 24 months. Architect will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following Owner's acceptance of and final payment for the Architect's Services. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this agreement. This will be a condition of the final acceptance of Work or Services and related warranty, if any.
- F. Certificate of Insurance/Notice to the Owner. Prior to the signature by the Owner to this Agreement, Architect shall furnish to the appropriate university official Certificates of Insurance as evidence of the insurance coverages required under this Agreement. The certificate(s) should state specifically that the insurance is provided for this Agreement. Insuring companies are subject to acceptance by the Owner. The Architect shall also provide 30 days' written notice to the Owner if any of the insurance required by this Agreement is canceled or materially changed, or if the aggregate limits have been reduced.
- G. Additional Insureds. The Certificates of Insurance, except for Workers' Compensation and Professional Liability/Errors & Omissions, shall provide that the policies have been endorsed/amended so that the State of Oregon, the Owner, and its institutions, officers, and employees are Additional Insureds with respect to the Architect's Services to be provided under this Agreement.
- H. Consultant's Insurance. The Architect shall cause all its Consultants to carry and maintain the insurance coverage required of the Architect in this Section in amounts and with limits mutually agreed upon by the Owner and the Architect. In the absence of any such agreement, the amounts and limits shall be the same as those required of the Architect.
- I. Failure to Maintain. The Architect's maintenance of its and its Consultants' insurance coverage in full force and effect for the Project is a condition precedent to the Architect's right to exercise or enforce any right or remedy for money damages against the Owner. Failure by the Architect to procure and maintain the insurance required above in full force and effect during the performance of services under this Agreement, and during any extensions or Additional Services hereunder, shall constitute a breach of this Agreement, in which case the Owner shall have the right, in addition to and without prejudice to any other rights, to purchase such insurance on behalf of the Architect. The Architect shall reimburse the Owner upon demand and shall furnish such information needed by the Owner to obtain such insurance or, alternatively, the Owner may immediately terminate this Agreement for cause pursuant to this Agreement.
- J. Self-Insured Retentions/Deductibles. If the Architect has any self-insured retention or deductibles for any of the required coverages, the Architect must identify on the certificate

of insurance the nature and amount of such self-insured retention or deductibles and provide satisfactory evidence of financial responsibility for such obligations. Satisfaction of all self-insured retentions or deductibles shall be the sole responsibility of the Architect.

XII. INDEMNITY

- A. Claims for Other Than Professional Liability. Architect shall indemnify, hold harmless and defend the Owner for which Services are performed under this Agreement as supplemented or amended, and their officers, agents, employees and members from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of whatsoever nature resulting from, arising out of, or relating to the activities of the Architect or the Architect's Consultants, partners, joint venturers, subcontractors, officers, agents or employees acting under or pursuant to this Agreement or any supplement or amendment hereto.
- B. Claims for Professional Liability. Architect shall save, defend, indemnify and hold harmless the Owner for which Services are to be performed under this Agreement as supplemented or amended, and their officers, agents, employees and members from and against all claims, suits or actions, losses, damages, liabilities, costs and expenses of whatsoever nature resulting from, arising out of or relating to the professional negligent acts, errors or omissions of Architect or its Consultants, partners, joint venturers, subcontractors, officers, agents or employees acting under or pursuant to this Agreement or any supplement or amendment hereto.
- C. Owner Defense Requirements. Notwithstanding the foregoing defense obligations of the Architect, neither the Architect nor any attorney engaged by the Architect shall defend any claim in the name of the Owner, nor purport to act as legal representative of the Owner, without the prior written consent of the Oregon Institute of Technology General Counsel. The Owner may, at any time at its election assume its own defense and settlement in the event that it determines that the Architect is prohibited from defending the Owner, that Architect is not adequately defending the Owner's interests, or that an important governmental principle is at issue or that it is in the best interests of the Owner to do so. The Owner reserves all rights to pursue any claims it may have against the Architect if the Owner elects to assume its own defense.
- D. Agency's Actions. **Subsections A and B** above do not include indemnification by the Architect of the Owner for the Owner's activities, whether related to this Agreement or otherwise.

XIII. LIMITATION OF LIABILITIES

Except for any liability of the Architect arising under or related to the Architect's failure to perform according to the standard of care or any other liability arising under or related to the Architect's representations and warranties under Section II of this Agreement, neither Party shall be liable for any indirect, incidental, consequential or special damages under this Agreement or any damages of any sort arising solely from the termination of this Agreement in accordance with its terms.

XIV. [RESERVED]

XV. OWNERSHIP AND USE OF WORK PRODUCT OF ARCHITECT

- A. Work Product. Copies of plans, specifications, reports, or other materials required to be delivered under this Agreement (“Work Product”) shall be the exclusive property of Owner. The Owner and the Architect intend that such Work Product be deemed “Work made for Hire”, of which the Owner shall be deemed the author. If for any reason such Work Products are not deemed “Work made for Hire”, the Architect hereby irrevocably assigns to the Owner all of its right, title and interest in and to any and all of such Work Products, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. The Architect shall execute such further documents and instruments as the Owner may reasonably request in order to fully vest such rights in the Owner. The Architect forever waives any and all rights relating to such Work Product, including without limitation, any and all rights arising under 17 USC 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use of subsequent modifications.
- B. Architect’s Use of Work Product. The Architect, despite other conditions of this Section, shall have the right to utilize such Work Product on its brochures or other literature that it may utilize for its sales and in addition, unless specifically otherwise exempted, the Architect may use standard line drawings, specifications and calculations on other unrelated projects.
- C. Owner Reuse or Modification of Work Product. If the Owner reuses or modifies the Work Product without the Architect’s involvement or prior written consent, to the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, the Owner shall indemnify, within the limits of the Tort Claims Act, the Architect against liability for damage to life or property arising from the State’s reuse or modification of the Work Product, provided the Owner shall not be required to indemnify the Architect for any such liability arising out of the wrongful acts of the Architect or the Architect’s officers, employees, Consultants, subcontractors, or agents.

XVI. CONSULTANT AGREEMENTS

After the original Agreement is executed, Architect shall not enter into any new Consultant agreements for any of the Services scheduled under this Agreement or assign or transfer any of its interest in or rights or obligations under this Agreement, without Owner’s prior written consent. In addition to any provisions Owner may require, Architect shall include in any permitted Consultant agreement under this Agreement a requirement that the Consultant be bound by Sections XI-INSURANCE, XII-INDEMNITY, XIII -LIMITATION OF LIABILITIES, XV-OWNERSHIP AND USE OF WORK PRODUCT OF ARCHITECT, XVIII-MEDIATION, XIX-TERMINATION OF AGREEMENT; NON-AVAILABILITY OF FUNDS, XX-TAX COMPLIANCE, XXII-FOREIGN CONTRACTOR, XXIII-COMPLIANCE WITH APPLICABLE LAWS, XXIV-GOVERNING LAW; VENUE; CONSENT TO JURISDICTION, XXV-INDEPENDENT CONTRACTOR STATUS OF ARCHITECT, XXVI-ACCESS TO RECORDS and XXIX-NO WAIVER of this Agreement.

XVII. NO THIRD PARTY BENEFICIARIES

Owner and Architect are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

XVIII. MEDIATION

Architect and Owner, in an effort to resolve any conflicts that may arise during the design or construction of the Project or following the completion of the Project, agree that all disputes between them arising out of or relating to this Agreement or any supplements hereto, shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Architect further agrees to include a similar provision in all agreements with Consultants retained for the Project, thereby providing for mediation as the primary method for dispute resolution between the Parties to those agreements. All Parties agree to exercise their best effort in good faith to resolve all disputes in mediation.

Each Party will pay its own costs for the time and effort involved in mediation. The cost of the mediator shall be shared equally by all Parties to the dispute.

XIX. TERMINATION OF AGREEMENT; NON-AVAILABILITY OF FUNDS

- A. Mutual Agreement. The Owner and the Architect, by mutual written agreement, may terminate this Agreement at any time. The Owner, on 30 days' written notice to the Architect, may terminate this Agreement for any reason deemed appropriate in its sole discretion.
- B. Termination by Owner. Owner may terminate this Agreement, in whole or in part, immediately upon notice to Architect, or at such later date as Owner may establish in such notice, upon the occurrence of any of the following events:
 - i. Owner fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Architect's Services;
 - ii. Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Services performed under this Agreement are prohibited or Owner is prohibited from paying for such Services from the planned funding source;
 - iii. Architect no longer holds any license or certificate that is required to perform the Services;
 - iv. Architect commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform the Services under this Agreement within the time specified herein or any extension thereof, or so fails to perform the Services as to endanger Architect's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within 10 business days after delivery of Owner's notice, or such longer period of cure as Owner may specify in such notice.
- C. Owner Funding. Owner reasonably believes that sufficient funds are anticipated to pay all amounts due hereunder and hereby covenants and agrees that it will use its best efforts to obtain and properly request and pursue funds from which payments hereunder may be made, including making provisions for such payments to the extent necessary in the budget submitted for the purpose of obtaining funds and using its best efforts to have such budget approved. It is Owner's intention to make all payments due hereunder if funds are legally

available therefor and in that regard Owner represents and warrants to Architect that this agreement is important to Owner's efficient and economic operation. If, despite the above, Owner is not allotted sufficient funds for the next succeeding fiscal period by appropriation, appropriation limitation, grant, or other funds source lawfully available to it for such purposes to continue the Project and make payments hereunder, Owner may terminate this Agreement, by notice to Architect, without penalty, effective at the end of the current fiscal period for which funds have been allocated and if not so terminated Owner will remain fully obligated for all amounts owing hereunder. Such termination shall not constitute an event of default under any other provision of the Agreement, but Owner shall be obligated to pay all charges incurred through the end of such fiscal period. Owner shall give Architect notice of such non-availability of funds within thirty (30) days after it received notice of such non-availability.

D. Effect of Termination. In the event of termination of this Agreement:

- i. Pursuant to **Subsections A, B.1 or B.2** above, the Owner, using the Schedule of hourly rates set forth in Section III, and within the limitations specified in Section V shall compensate the Architect for all Services performed prior to the termination date, together with reimbursable expenses then due, and such amounts shall immediately become due and payable.
- ii. Pursuant to **Subsections B.3 or B.4** above, the Owner shall have any remedy available to it under this Agreement or at law or in equity. Such remedies are cumulative and may be pursued separately, collectively and in any order.
- iii. For any reason, the Architect shall immediately cease performance of Services under this Agreement, unless Owner expressly directs otherwise in the notice of termination, and shall provide to the Owner all plans, specifications, CAD drawings on compact discs, mylar drawings, and all documents, information, works-in-progress or other property that are or would be deliverables had this Agreement been completed.
- iv. For any reason, the Architect shall be responsible to the Owner for the quality of its Services and work product through the date of termination.

XX. TAX COMPLIANCE CERTIFICATION

By signature on this Agreement, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of the Architect and that the Architect is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816, 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.

XXI. DISCLOSURE OF SOCIAL SECURITY NUMBER

Architect must provide Architect's Social Security number unless Architect provides a federal tax ID number. This number is requested pursuant to ORS 305.385 and OAR 150-305.100. Social Security numbers provided pursuant to this authority will be used for the administration of state, federal and local tax laws.

XXII. FOREIGN CONTRACTOR

If Architect is not domiciled in or registered to do business in the State of Oregon, Architect shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Architect shall demonstrate its legal capacity to perform the Services under this Agreement in the State of Oregon prior to entering into this Agreement.

XXIII. COMPLIANCE WITH APPLICABLE LAW

Architect shall comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the Services to be provided under this Agreement. Architect specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Architect also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659a.142, and all regulations and administrative rules established pursuant to those laws. Failure or neglect on the part of Architect to comply with any or all such laws, ordinances, rules, and regulations shall not relieve Architect of these obligations nor of the requirements of this Agreement. Architect further agrees to make payments promptly when due, to all persons supplying to such Architect labor or materials for the performance of the Services to be provided under this Agreement; pay all contributions or amounts due the Industrial Accident Fund from such contractor incurred in the performance of this Agreement; not permit any lien or claim to be filed or prosecuted against the State on account of any labor or material furnished; and pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Architect fails or refuses to make any such payments required herein, the appropriate Institution official may pay such claim. Any payment of a claim in the manner authorized in this Section shall not relieve the Architect or Architect's surety from obligation with respect to any unpaid claims. Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Oregon Building Codes require all new construction to be totally accessible to people with physical limitations. Owner expects that all spaces in designs for new facilities and in remodel projects will be accessible to people with physical limitations.

XXIV. GOVERNING LAW; VENUE; CONSENT TO JURISDICTION

This Agreement is to be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between Owner and Architect that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether based on sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the United States Constitution or otherwise. ARCHITECT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

XXV. INDEPENDENT CONTRACTOR STATUS OF ARCHITECT

- A. Architect as Independent Contractor. Architect shall perform all required Services as an independent contractor. Although Owner reserves the right (i) to determine (and modify) the delivery schedule for the Services to be performed and (ii) to evaluate the quality of the

competed performance, Owner cannot and will not control the means or manner of Architect's performance. Architect is responsible for determining the appropriate means and manner of performing the Services.

B. Agency Status. Architect is not an officer, employee, or agent of the State or Owner as those terms are used in ORS 30.265.

C. Benefits; Payment of Taxes. Architect is not a contributing member of the Public Employee's Retirement System and will be responsible for any federal or state taxes applicable to any compensation or payments paid to Architect under this Agreement. Architect will not be eligible for any benefits from these Agreement payments of federal Social Security, unemployment insurance or worker's compensation, except as a self-employed individual. If this payment is to be charged against federal funds, the Architect certifies that it is not currently employed by the federal government.

XXVI. ACCESS TO RECORDS

For not less than three (3) years after the termination or full performance of this Agreement, the Owner, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the Architect and the Consultants which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. If for any reason, any part of this Agreement, or any resulting construction contract(s) is involved in litigation, Architect shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. The Architect will provide full access to such documents in preparation for and during any such litigation.

XXVII. SEVERABILITY

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

XXVIII. FORCE MAJEURE

Neither party shall be held responsible for delay or default caused by fire, riot, acts of God, and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

XXIX. NO WAIVER

The failure of the Owner to enforce any provision of this Agreement shall not constitute a waiver by the Owner of that or any other provision.

XXX. NOTICE; PARTIES' REPRESENTATIVES

Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to Architect or Owner at the address or number set forth below, or to such other addresses or numbers

as either Party may hereafter indicate pursuant to this Section. Any notice so addressed and mailed shall be deemed to be given five (5) calendar days after the date of mailing. Any notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against Owner, such facsimile transmission must be confirmed by telephone notice to Owner's Representative named below. Any notice by personal delivery shall be deemed to be given when actually delivered. Regular, day-to-day communications between the Parties may be transmitted through one of the methods set forth above, in person, by telephone, by e-mail, or by other similar electronic transmission.

Representatives for the Architect and the Owner for purposes of notice and for other specific purposes provided for under this Agreement are:

Architect:

[NAME]

Attn: [NAME], [TITLE]

[ADDRESS]

[ADDRESS]

Phone: [PHONE]

Fax: [FAX]

Email: [EMAIL]

Owner:

Oregon Institute of Technology

Procurement and Contract Services

Attn: Vivian Chen, J.D., Director of Procurement, Contracts, and Risk

27500 SW Parkway Avenue

Wilsonville, OR 97070

Phone: 508-821-1266

Email: Vivian.Chen@oit.edu

With Copy to:

[INSERT]

XXXI. CONFIDENTIALITY.

Architect shall maintain the confidentiality of information of Owner, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Architect from establishing a claim or defense in an adjudicatory proceeding. Architect shall require the Consultants to execute similar agreements to maintain the confidentiality of information of Owner.

XXXII. CONFLICT OF INTEREST.

Except with Owner's prior written consent, Architect shall not engage in any activity, or accept any employment, interest or contribution that would or would reasonably appear to compromise Architect's professional judgment with respect to this Project, including without limitation, concurrent employment on any project in direct competition with the Project, and will provide copies of any such agreements within ten (10) days of the full execution of such agreements.

XXXIII. SURVIVAL

Any provision of this Agreement that contemplates future performance, survives the termination of this Agreement, including without limitation, representations of warranty, the Architect's standard of care, any indemnity obligations, ownership and use of the Work Product, termination of the Agreement, governing law, venue, consent to exclusive jurisdiction, access to records, insurance, and confidentiality.

XXXIV. SUCCESSORS AND ASSIGNS

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

XXXV. COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed shall constitute an original.

XXXVI. MERGER CLAUSE

THIS AGREEMENT AND ANY ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES ON THE SUBJECT MATTER HEREOF. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIED INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. ARCHITECT, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS AGREEMENT AND THE ARCHITECT AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

[Signature Page Follows.]

IN WITNESS HEREOF, the Parties have duly executed this Agreement as of the Effective Date.

[ARCHITECT], Architect

By: _____

Name: _____

Title: _____

Date: _____

Oregon Institute of Technology, Owner

By: _____

Name: _____

Title: _____

Date: _____

SAMPLE AGREEMENT

EXHIBIT 1

ARCHITECT'S KEY PERSONNEL AND CONSULTANTS

Key Personnel:

1. [INSERT]
2. [INSERT]
3. [INSERT]
4. [INSERT]
5. [INSERT]

Consultants:

1. [INSERT]
2. [INSERT]
3. [INSERT]
4. [INSERT]
5. [INSERT]

SAMPLE AGREEMENT



EXHIBIT 2

OREGON TECH CONTRACTOR TRAVEL REIMBURSEMENT POLICY

Rates Effective January 1, 2022

Category	Rate Summary	Policy
Instate Travel: Meal per diem \$64.00 B = \$16.00 L = \$16.00 D = \$32.00	All Oregon Cities Meals \$64.00 Lodging* \$138.00 *Actual, up to rate	<ul style="list-style-type: none"> • The per diem equals the federal rate using the <i>IRS's High-Low Substantiation Method</i>. All Oregon cities are currently Low Cost Cities. • No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Out-of-State, and Continental US Travel: High meal per diem \$74.00 B = \$18.50 L = \$18.50 D = \$37.00 Low meal per diem \$64.00 B = \$16.00 L = \$16.00 D = \$32.00	See list of High Cost Cities	<ul style="list-style-type: none"> • The per diem equals the federal rate using the <i>IRS's High-Low Substantiation Method</i>. • No receipts are required for meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Non-Continental US and Overseas Non-Foreign Areas (Alaska, Hawaii, Guam, etc.)	Contractor travel to these locations is minimal and the federal tables are complicated. Call for per diem rates.	<ul style="list-style-type: none"> • Contact Oregon Tech Office Business Affairs at 541-885-0567 for current per diem rates for these locations. • If meals are provided at the meeting or event, no meal per diem is allowed. • Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is included in the per diem for foreign travel. • No receipts are required for meals and incidental expenses.
Mileage for Private Vehicle:	\$0.585 per mile.	<ul style="list-style-type: none"> • Mileage can be calculated one of 3 ways: 1) Mileage Chart (see Excel file) 2) Actual mileage (from the odometer) 3) Mapping software (e.g., mapquest.com) • Mileage cannot be claimed in addition to fees for rented vehicles and fuel expenses for a rented vehicle. • Mileage not reimbursable unless one way trip exceeds 25 miles from origin to destination.

Pro-ration of meals for partial days involving an overnight stay: Meal per diems for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times:	INITIAL Day of Travel – Leave:	Prior to 7:00 am	7:00 am to 12:59 pm	1:00 pm and after
	Meal Allowance	Breakfast, Lunch, Dinner	Lunch, Dinner	Dinner
	FINAL Day of Travel – Return:	Prior to Noon	12:00 noon to 5:59 pm	6:00 pm and after
	Meal Allowance	Breakfast	Breakfast, Lunch	Breakfast, Lunch, Dinner

Rented Vehicles: Vehicle rental reimbursements will only be for compact and economy cars and their equivalent green class. Liability insurance issued through the vehicle rental company may be reimbursed. Other classes of vehicles may be rented for circumstances that are approved in advance by the contract representative for reasons that include space requirements or inclement weather conditions. Receipts are required.

Airfare: Only economy rate airfare, plus mandatory taxes and fees, will be reimbursed. Receipts are required.

Ground Transportation: Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over \$25.00 per item.

Incidental Expenses: Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed. Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters, taxi drivers, and baggage handlers.

Miscellaneous Expenses: The miscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls, lodging taxes, and checked baggage for up to 2 standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the contract representative. All miscellaneous expenses must be itemized. Receipts are required if over \$25.00 per item.

Hosting Expenses: If the scope of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact the contract representative for allowable expenses.

Travel reimbursement rates may periodically change. Contractor shall be responsible for ensuring that travel reimbursement requests are in accordance with the rates in effect at the time the expense was incurred. The current travel reimbursement rates may be found at <http://www.oit.edu/faculty-staff/purchasing-contracting>.

Oregon Tech prefers that requests for travel reimbursement be made by completing the Contractor's Travel Reimbursement Request.