



Facilities Services

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Computer Solutions Hub Design/Build (“DB”) Contractor

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Request for Proposals (“RFP”)

RFP 2026-0501-FAC-GE

NO LATE PROPOSALS WILL BE ACCEPTED

There may be attachments to this RFP that are not available via the webpage. Contact the RFP Administrator listed below to confirm whether or not there are any attachments.

RFP Administrators

Gabriela Eyster, Project Manager
Facilities Services
(971) 341-9398
eysterg@wou.edu

Rebecca Chiles, Assistant VP
Facilities Services
(503) 838-8822
chilesr@wou.edu

Contracts Administrator

Barb Pena, Contracts Administrator
Office of the General Counsel
(503) 838-8930
penab@wou.edu

ISSUE DATE: Monday, July 6, 2026

PROPOSAL DUE DATE AND TIME: Friday, August 10, 2026, 3:00 PM PST

RFP SUBMITTAL LOCATION: Western Oregon University
ATTN: Gabriela Eyster (RFP 2026-0501-FAC-GE)
Facilities Services
345 N Monmouth Avenue
Monmouth OR 97361
eysterg@wou.edu

SCHEDULE OF EVENTS:

Issue Date: Monday, July 6, 2026

Mandatory Site Visit: Wednesday, July 15, 2026, 10:00 AM PST
(Exhibit A Mandatory Site Visit Location)
(Exhibit B Parking Map)

Addendum/Clarification Deadline (if necessary): Friday, July 31, 2026, 5:00 PM PST

Proposal Due Date: Monday, August 10, 2026, 3:00 PM PST

Electronic proposals may be accepted in lieu of paper-based proposals.

All dates listed above are anticipated and not fixed. **WOU may change any dates above, at its sole discretion, if necessary.**

PART I—INTRODUCTION AND GENERAL INFORMATION

Background:

Western Oregon University in Monmouth, Oregon is located within the traditional homelands of the Luckiamute Band of Kalapuya. Following the Willamette Valley Treaty of 1855, Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (<https://www.grandronde.org>) and the Confederated Tribes of the Siletz Indians (<https://ctsi.nsn.us>).

Founded in 1856, WOU is a mid-sized public university located in Monmouth, Oregon. WOU currently enrolls over 3,000 students and employs nearly 800 individuals on campus. WOU is a vibrant cultural and educational environment with student representatives from across the nation and abroad. WOU students participate in intercollegiate athletics at the National Collegiate Athletic Association Division II level, belonging to the Great Northwest Athletic Conference (“GNAC”).

Statement of Need:

Western Oregon University (“WOU” and/or “Owner”) is seeking proposals from qualified professional design, management, and/or construction firms (each a “Proposer”) to act as a design/build team through a competitive ONE OR TWO-STEP Request for Proposals (“RFP”) process as described in this solicitation to retain one (1) firm to provide professional design, management and construction services for the new Computer Solutions Hub building (“project”).

All firms that are submitting a response to this RFP, either through a joint venture, a joint collaborative proposal, others, etc., must submit a single response. WOU will only enter into an Agreement with ONE (1) firm.

The Computer Solutions Hub project (est. 17,000-30,000 sf) will be a new construction building on the WOU campus located on the previous site of the now demolished modular classrooms (“MOD”). This new project will replace our current server space in a 60-year-old masonry building that’s been reconfigured. The reconfigured area suffers from inadequate heating and cooling, dust mitigation, inadequate security and is vulnerable to seismic events. There is potential to expand the footprint towards the north parking lot as well as utilizing space inside ITC North. (Exhibit X, Future expansion site map)

The project will consist of a tier 3 data center, office area for staff, staging/loading dock, conference/flexible use spaces, and Emergency Operations Center. A challenge to the site is the proximity to the Rice auditorium and residential areas, which will require additional focus on noise reduction/levels.

A well-designed and efficient data and server space will provide stability to WOU’s computer infrastructure, classroom technology, and student services. Students will also have firsthand access to a micro-cloud computing environment, making digital careers less intimidating. Technology grants will be possible, accelerating research timelines in areas like big data and machine learning. This investment will spark student imaginations, fuel groundbreaking research, and position WOU to be at the forefront of innovation.

Mandatory Site Visit:

A mandatory site visit will occur on Wednesday, July 15, 2026, 10:00 AM, Lot B, 344 Knox St. N. Monmouth, Oregon 97361 (*See Exhibit A Mandatory Site Visit Location and Exhibit B Parking Map for meeting and parking location*). Campus Safety Policies are located at www.wou.edu/safety.

All procedural questions must be submitted via e-mail to eysterg@wou.edu by the Question Deadline in order to be addressed. The email subject line should contain the Solicitation Number/Name and Firm Name.

Design / Preconstruction Services:

The selected Proposer will first perform design and preconstruction services, including, but not limited to, (i) project design, including review of project objectives and constraints, validation of the WOU's needs and preferences, development of conceptual design alternatives, and preparation of construction documents; (ii) preparation of final design documents and schematics for the design chosen by the WOU; (iii) pre-construction work, including cost estimation, schedule development, quality and safety program development, and jobsite logistics development; (iv) GMP development and approval; and (v) any other necessary design / preconstruction activities ("Design / Preconstruction Services").

The selected Proposer will be a part of a group composed of WOU stakeholders and other project consultants as needed through the completion of the project. This team must have significant experience in design-build projects, tier 3 data centers, and relevant higher education projects. The selected Proposer must be skilled in relevant design, construction, developing schedules, preparing construction estimates, performing value engineering, analyzing the constructability of alternative designs, studying labor conditions, understanding construction methods and techniques, selecting subcontractors, coordinating construction processes, managing construction activities within an occupied campus, and be capable of aiding WOU in procuring long-lead equipment and materials. The selected Proposer will be expected to communicate the construction-related aspects of the project to all team members throughout the design and construction phases. In addition, the selected Proposer will be familiar with the local labor and subcontracting market and be capable of working and contracting directly with sub-contractors to generate viable pricing, including but not limited to BOLI, prevailing wage, and apprenticeship utilization requirements for public university construction projects in the State of Oregon.

WOU intends for the initial phase of contracted work to include design-phase services only with construction services being added via a Pricing Amendment for Early Work and/or a Guaranteed Maximum Price ("GMP") Amendment.

Construction Management / General Contractor Services:

Upon completion of the initial project design / preconstruction phase and WOU's acceptance of a proposed GMP, WOU and the selected Proposer will amend the agreement to commence the construction phase and complete any remaining Design / Preconstruction Services. Construction management / general contractor services include, but are not limited to, construction oversight, subcontractor selection and management, cost and budget management, schedule management, validation and quality assurance testing, project closeout, and other activities necessary to construct the project ("CM/GC Services").

Budget:

The Construction Cost estimate will be between \$10.9-\$12.2M; this cost estimate does not include Design / Preconstruction Services.

Schedule:

Issue Date: Monday, July 6, 2026

Mandatory Site Visit: Wednesday, July 15, 2026, 10:00 AM PST
Lot B, 344 Knox St. N, Monmouth, OR 97361
Exhibit A Mandatory Site Visit Location
Exhibit B Parking Map

Question Deadline: Friday, July 31, 2026, 5:00 PM PST
Addendum/Clarification Deadline (if necessary): Friday, July 31, 2026, 5:00 PM PST
Proposal Due Date: Monday, August 10, 2026, 3:00 PM PST

The following dates are tentative and subject to change without notice:

Estimated notification of finalists (if applicable) Week of August 24, 2026
Presentations and Interviews (if applicable) Week of August 31, 2026
Identification of Apparent Successful Proposer/
Notice of Intent to Award By September 8, 2026
Estimated Contract Execution By September 14, 2026
Estimated Notice to Proceed By September 21, 2026
Estimated GMP Date: By January 2027

WOU's Stakeholders for the Computer Solutions Hub Building Contract:

The key stakeholders to the Computer Solutions Hub Building project include the following group:

Ted Beers
Michael Ellis
Gabriela Eyster
Thomas Litterer
Nathan Sauer
Mike Hanson
Mike Komes

WOU holds the partnerships of the above-referenced stakeholders to be of greatest importance. Therefore, it is WOU's expectation that any resulting Computer Solutions Hub Building proposal and contract emphasize the collaboration and cooperation necessary among these, and other, stakeholders.

PART II—WESTERN OREGON UNIVERSITY INSTRUCTIONS TO PROPOSERS

This and other RFPs may be viewed at <https://oregonbuys.gov/bsol/>.

All proposals are subject to the applicable Oregon Revised Statutes and the policies and procedures of Western Oregon University. WOU projects are subject to WOU's policies and procedures for contracting and procurement, not the State of Oregon's Public Contracting Code.

Right to Reject: WOU reserves the right, for good and just cause, to reject any or all proposals received as a result of this RFP, or upon a finding that it is in the public interest to do so.

Questions and Request for Clarification/Change: All clarifications or requests for changes regarding technical information, procedural or contractual requirements or other issues related to this RFP must be submitted, in writing, no later than the date and time listed in the Schedule of Events to the name and physical or email address listed below in "Submittal Location" as described in this solicitation. All requests for change must be received in writing. No information obtained in any conversation with WOU personnel will serve to change the requirements and/or scope of the RFP.

Proposers must note that WOU may choose not to consider exceptions to the specifications that are not raised during the pre-closing protest period. If you have an exception or concern with anything in this RFP, it is important to raise that issue, *in writing*, by the deadline for Requests for Change/Questions, listed in the RFP Schedule of Events. By doing so, you afford yourself the maximum opportunity to discuss and potentially change the language.

The purpose of the pre-closing protest period is to permit WOU to correct, prior to the opening of proposals, technical or contractual requirements that may be unlawful, improvident, or which unjustifiably may restrict competition. This will allow WOU to make needed corrections through the issuance of an addendum, prior to the opening of proposals. This will help eliminate the waste of time which is inherent in protests and in the possible rejection of all proposals. In order to have their complaints considered, Proposers must submit them within the time established in the RFP.

WOU will consider all changes and, if appropriate, amend the RFP.

Envelopes containing requests for change, protest of the specifications will state and be marked with the following information in **BOLDED AND UNDERLINED FONT**:

"Request for Solicitation Specification"; "Request for Change" (or "Protest"); and include the Solicitation Document RFP Number 2026-0501-FAC-GE

Submittal Location: Requests submitted to anyone other than the person listed below will not be considered. WOU will not be held responsible for any requests to change the content of a response to an RFP that is not submitted by the due date and time. Requests for change may be submitted via email and regular postage. Submit requests for change or clarification to:

Gabriela Eyster
Facilities Services
345 N Monmouth Ave.
Monmouth, OR 97361
cysterg@wou.edu

Change or Modification/Addenda: Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to Proposers posting to <https://oregonbuys.gov/bsa/>. Only documents issued as addenda by the Contracts Administrator will serve to change the RFP in any way. No other directions received by the Proposer, written or oral, serve to change the RFP document. If you have received an RFP, you should consult with the Contracts Administrator or refer to <https://oregonbuys.gov/bsa/> to assure that you have missed any addenda announcements.

Proposers are not required to return addenda with their Proposal, however, Proposers are responsible to make themselves aware of, obtain and incorporate any changes made in any addenda issued, and to incorporate any changes made by an addendum into their final proposal. Failure to do so may, in effect, make the Proposer's proposal non-responsive, which would cause the Proposer's proposal to be rejected.

WOU wants to provide each Proposers will an opportunity to independently collect, review and verify data and information provided by or on behalf of WOU. WOU assumes no responsibility or liability of the adequacy, accuracy or completeness of any information provided in the RFP or otherwise, by WOU, its agents, employees, or representatives. The Proposer agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the Computer Solutions Hub Building DB Contract.

It is critical that WOU receives high-quality, creative and comprehensive responses in order to make the best-informed decision. Toward that end, through written questions, site visits, and this RFP process, all Proposers are encouraged to ask questions and seek whatever information is necessary to accomplish this goal.

Proposal Preparation and Submission: Responses to the requirements for this RFP will be of sufficient length and detail to demonstrate that the Proposers understands the WOU environment and the needs of the campus as it relates to the Computer Solutions Hub Building DB Contract.

In a joint effort to save costs, reduce waste, and produce energy savings, Proposers are encouraged to submit an electronic, PDF copy of the proposal response. However, hard-copy proposals may also be accepted. If submitted hard-copy, it is encouraged to use double-sided printing on standard 8-1/2" x 11" paper with 2-hole (top) fasteners or recyclable binders (when use of binders is indicated). Proposers should refrain from submitting proposal responses in 3-ring binders, spiral bindings, and other non-recyclable presentation folders.

If submitted in hard-copy, proposers shall submit ONE (1) ORIGINAL AND THREE (3) COPIES of their complete proposals to the located listed on page one of this RFP by the time listed on page one of this RFP. Original shall be marked "ORIGINAL." Original copy shall contain original signatures on any pages where it is requested. Additionally, Proposers shall submit their complete proposal on a thumb drive, or via email in PDF format as one file. Proposals submitted via email shall be sent to the RFP Administrator at the email address included in this solicitation. If submitting a hard-copy, Proposers who fail to submit the requested number of copies may delay the evaluation process by being required to submit additional copies for the evaluation team. Furthermore, hard-copy proposals and pricing shall be prepared by word processor or ink and shall be signed in ink by an authorized representative of the entity. At least one proposal submitted by Proposers should bear an original signature.

No oral, telegraphic, telephonic, or facsimile proposals will be accepted.

Pages should be numbered consecutively and a set of tabs inserted to identify each section of the proposal, such as: "A.1 Cover Letter", "A.2 Contractual Acceptance", etc. Alternatively, Proposals should include a Table of Contents identifying page numbers corresponding with the beginning of

important segments. All binders, reference materials, and other documents should be clearly labeled or otherwise identified and referenced in a clear and consistent manner throughout the proposal.

Hard-copy proposals must be submitted in sealed package(s) or envelope(s). To ensure proper identification and handling, all package(s) or envelope(s) must be clearly marked with the RFP Number seen on the cover of this document, and date and time of closing.

Proposals must be received and time-stamped or received in an electronic fashion capable of identifying the time of receipt by the RFP Administrator at the location or email address listed within the Submittal Location section above prior to scheduled RFP closing date(s) listed in the Schedule of Events. It is the Proposer's responsibility to submit proposals in a timely manner, allowing plenty of time for delivery. Proposals will be considered submitted when they are received. WOU will not be held responsible for late RFP delivery due to courier's inability to deliver the proposal in a timely manner. Under no circumstances will late proposals and/or modifications be considered regardless of failures in delivery, wrong address, or other obstacles to delivery.

Information Submitted: The Proposer is cautioned that it is the Proposer's sole responsibility to submit information related to the evaluation categories, and that WOU is under no obligation to solicit such information if it is not included within the Proposer's proposal. Failure by the Proposer to submit such information may cause an adverse impact on the evaluation of the Proposer's proposal.

Proposers must complete all applicable information and provide all information requested in the RFP. Failure to comply may be grounds for proposal rejection.

Proposer should also name its Contract Administrator, the individual's name, title and phone number, who is assigned the responsibility of answering questions and resolving problems related to the proposal.

In addition, Proposers must be aware that with the exception of trade secrets, all information submitted by them in response to this RFP is subject to open review by the public under the Oregon public records law.

If a proposal contains any information that is considered a "trade secret" under ORS 192.501(2), the Proposer must mark each sheet of such information with the following legend for those pages, and those pages alone:

This data constitutes a trade secret under ORS 192.501(2) and shall not be disclosed except in accordance with the Oregon public records law, ORS Chapter 192.

The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies "unless the public interest requires disclosure in the particular instance." ORS 192.501(2). 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.

The above restriction may not include cost or price information, which must be open to public inspection. An entire proposal marked as proprietary or trade secret is unacceptable. The Proposer will be requested to mark only specific pages or text and return the proposal prior to closing.

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

RFP Preparation Costs. WOU shall not be liable for any costs incurred in the preparation and presentation of proposals.

Alternate Proposals. Proposers may submit more than one proposal. All proposals must comply with the requirements of the RFP except that additional proposals may incorporate, by reference, repetitive information which is provided in the complete proposal.

Effort has been made to designate items according to standard sizes, weights and packaging. If Proposer proposes any items(s) at variance with descriptions given herein, the Proposer must clearly point out such difference(s).

Proposal Opening Procedure. All proposals received in response to this RFP shall be opened at the scheduled time and date.

Evaluation of Proposals. In addition to the specific, possible two-part evaluation process described later in this solicitation document, Proposals will be evaluated by a committee consisting of at least four (4) representatives of WOU and possibly others as deemed necessary by WOU.

The following general process will be used:

Proposals will be evaluated for completeness and compliance with the procedural requirements of this RFP. Those proposals that are incomplete will be rejected. WOU reserves the right to waive what are, in WOU's sole opinion, minor informalities.

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. Those proposals that do not meet all mandatory requirements will be rejected.

Proposals that meet all requirements will be evaluated by an Evaluation Committee on their value to WOU in meeting its needs and assigned points within specific categories to a maximum of 100 total points awarded. Each category will be weighted to reflect their relative value to WOU. The weightings are described in this RFP. At the option of WOU, Proposers may be asked to provide written clarification and/or to provide a presentation to clarify their proposal to aid the Evaluation Committee in awarding desirable points to the proposal.

The findings of the Evaluation Committee will be summarized and a summary created and provided to the Contracts Administrator.

WOU reserves the right to conduct negotiations with multiple Proposers at the same time as well as to terminate negotiations with any of the finalists when WOU deems further negotiations to be not in the interest of WOU.

WOU reserves the right not to enter into negotiations with Proposers/finalists but to simply select the Contract with the highest aggregate score as the best proposal for WOU. If negotiations between WOU and multiple Proposers/finalists takes place, the Contract Administrator will review the results of the negotiations and select for contract award the Proposer with the overall best final proposal for WOU.

If there is a tie in aggregate score between highest aggregate scoring proposals, WOU reserves the right to and may request that the tied Proposers provide their best offer. Such requests will come from the RFP Administrator, who will provide a submission date for the best offer. Best offers must be submitted in a timely fashion to be considered. Once the best offers are received, they will be scored again.

Prior Acceptance of Defective Proposals. Due to limited resources, WOU generally will not completely review or analyze proposals which on their face fail to comply with the requirements of the RFP or which clearly are not the best proposals, nor will WOU generally investigate the references or qualifications of those who submit such proposals if they are not to be fully considered due to a deficiency. Therefore, neither the return of a proposal, nor acknowledgment that the selection is complete shall operate as a representation by WOU that an unsuccessful proposal was complete, sufficient, or lawful in any respect.

Investigation of References. WOU reserves the right to investigate the references and the past performance of any Proposer with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of contractors, subcontractors, and workers. WOU may postpone the award or execution of the Contract after the announcement of the apparent successful Proposer in order to complete its investigation. WOU reserves the right to reject any proposal or to reject all proposals at any time prior to WOU's execution of a Contract if it is determined to be in the best interest of WOU to do so.

WOU reserves the right to consider past performance, historical information and facts, whether gained from the Proposer's proposal, question and answer conference, references, WOU or any other source in the evaluation process.

Negotiations. WOU may enter into negotiations with one or more Proposers concurrently. The resulting contract for the project shall be based on WOU's standard Design/Build Contract and General Conditions for Design/Build Services Contracts (see Part III, below), the submitted proposal, and the negotiations concerning the proposal. Should negotiations between WOU and any Proposer reach an impasse, WOU reserves the right at its sole discretion to break off the negotiations.

Post-Selection Review. After completion of negotiations, WOU will name an apparent successful Proposer. Identification of the "apparent successful Proposer" is procedural only and creates no right in the named Proposer to award of the Contract. Competing Proposers shall be notified in writing of the identity of the apparent successful Proposer and shall be given five (5) calendar days to review the RFP file and evaluation report. Any questions or concerns about, or protests of, the evaluation process must be in writing and must be delivered to the **RFP Administrator** within five (5) calendar days after the date of the letter identifying the apparent successful Proposer.

Within a reasonable time following the end of this five (5) day protest period, WOU will consider all protests received, if any, and:

- (1) Reject all protests and proceed with final evaluation of the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation, enter into a Contract with the named Proposer; or
- (2) Sustain a meritorious protest(s) and reject the apparent successful Proposer as non-responsive, if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation; thereafter, WOU may name a new apparent successful Proposer; or
- (3) Reject all proposals and cancel the procurement.

PART III—CONTRACT TEMPLATE

Any Proposer, including the apparent Successful Proposer, will be expected to negotiate with WOU and execute a contract substantially similar to WOU's standard Contract for Design/Build Services with Guaranteed Maximum Price. *See Exhibit C - Contract for Design/Build Services with Guaranteed Maximum Price.* The contract will be subject to WOU's General Conditions for Design/Build Services Contracts. *See Exhibit D -WOU General Conditions for Design/Build Services Contracts.*

PART IV—CONTRACT REQUIREMENTS

GENERAL ISSUES

Scope of Work: Western Oregon University (“WOU” and/or “Owner”) is seeking proposals from qualified professional design, management and/or construction firms to act as a Design/Build (“DB”) team through a competitive ONE OR TWO-STEP Request for Proposals (“RFP”) process as described in this solicitation to retain one (1) firm to provide professional design, management and construction services for the new Computer Solutions Hub building (“project”).

All firms that are submitting a response to this RFP, either through a joint venture, a joint collaborative proposal, others, etc., must submit a single response. WOU will only enter into an Agreement with ONE (1) firm.

The Computer Solutions Hub project (est. 17,000-30,000 sf) will be a new construction building on the WOU campus located on the previous site of the now demolished modular classrooms (“MOD”). This new project will replace our current server space in a 60-year-old masonry building that’s been reconfigured. The reconfigured area suffers from inadequate heating and cooling, dust mitigation, inadequate security and is vulnerable to seismic events. There is potential to expand the footprint towards the north parking lot as well as utilizing space inside ITC North.

The project will consist of a tier 3 data center, office area for staff, staging/loading dock, conference/flexible use spaces, and Emergency Operations Center. A challenge to the site is the proximity to the Rice auditorium and residential areas, which will require additional focus on noise reduction/levels.

A well-designed and efficient data and server space will provide stability to WOU’s computer infrastructure, classroom technology, and student services. Students will also have firsthand access to a micro-cloud computing environment, making digital careers less intimidating. Technology grants will be possible, accelerating research timelines in areas like big data and machine learning. This investment will spark student imaginations, fuel groundbreaking research, and position WOU to be at the forefront of innovation. This building will serve as the new network demarcation point for WOU as well as the primary network core.

Exhibit A Mandatory Site Visit Location

Exhibit B Parking Map

Exhibit C Contract for Design/Build Services with Guaranteed Maximum Price

Exhibit D WOU General Conditions for Design/Build Services Contracts

Exhibit E Combine Room Descriptions and Sizes

Exhibit F Future Expansion Site Map

Exhibit G Power Requirements

PART V(a)—EVALUATION CRITERIA

In addition to the general information regarding the evaluation of Proposals included in this solicitation document, Part V(a) describe the specific process, including the potential for a two-part evaluation process including presentations and interviews, that will be used for this RFP.

An Evaluation Committee of at least four (4) WOU representatives will score the written Proposals based on the evaluation criteria included in this solicitation document. After individual committee members score the Proposals, the committee will meet to discuss the scores and the strengths and weaknesses of the Proposals. After the committee discussion, individual committee members may adjust their initial scores based on the discussion and information shared in the committee members. Information from optional reference checks may be discussed and impact the scores from individual committee members. After the committee meeting and discussion, the final scores will be submitted to the RFP Administrator and if, after the final scores have been submitted, WOU, in its sole discretion believes there is a clear winner based on the written Proposals, it will proceed with the identification of an apparent successful Proposer and pursue contract negotiations as described in this solicitation document.

It is possible, however, for WOU to pursue a two-step evaluation process if, among other reasons, there are multiple Proposals that are attractive to the WOU. If after evaluating written Proposals described above, the Evaluation Committee wishes to consider more than one Proposal, two or more top scoring firms will be invited to advance to further evaluation steps, including virtual Proprietary Discussions and Presentations/Interviews should the RFP Administrator and Evaluation Committee determine they advisable.

Proposers invited to participate in Presentations/Interviews will prepare a 20-minute presentation and will participate in a separate 30-minute Q&A session.

After all the Presentations/Interviews are completed, the members of the selection committee will discuss the strengths and weaknesses of the finalists. The members of the selection committee will then score the finalists based on all information received, presented and heard during the Presentations/Interviews. Information from optional reference checks may be discussed and impact the scores from individual committee members. Upon completion of final scoring, negotiations may commence with all Proposers submitting responsive proposals or all Proposers in the competitive threshold.

Final scoring of the Interviews will be separate and not cumulative from the scores of the written Proposals.

The following items constitute the evaluation criteria for the selection committee to score Proposals. Provide tabs keyed to each of the following criteria:

(1) Firm Background and Expertise—20 points

Describe firm's history and include information identifying the firm's annual volumes, financial/bonding capacity for this project, and speak to the firm's stability in the marketplace. Explain relevant experience particularly with working on projects of similar scope for public entities. Include information identifying the firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation. Include information about previous projects which involved progressive design, tier 3 data centers, and relevant higher education projects. Include examples within the last 3-5 years.

(2) Key Personnel—15 points

Provide the names of the Project Manager and Superintendent that the firm will assign to this Project. Demonstrate their specific experience on projects of similar type, size and scope. Provide specific job experience as it relates to their experience with the DB process and working with WOU or similar large public entities' contracting rules. Identify their length of employment with the firm and, if less than three years, recent prior firm(s), their responsibility on this Project, and their primary office locations. Include information about personnel with current DBI certification and current relevant experience in similar projects.

(3) Proposed Project Schedule and Execution Plan—15 points

Prepare a proposed project schedule that identifies milestones and duration for each proposed activity. Identify times on the schedule for bringing on different sub-consultants and describe the advantages of bringing them in at that time. Explain what your team's approach will be to maximize the opportunities that the DB process brings to this project. Describe how your team will navigate the pre-construction, design, and construction phases in a way that will maximize value, identify risks, and create cohesiveness amongst all team members.

(4) Proposed Site Logistics and Site Safety Plan—10 points

Describe your firm's approach to the management and administration of on-site construction activities for this Project. Address mobilization, construction staging, site access, vehicular circulation, pedestrian circulation, noise, material storage, onsite offices, security, etc. Describe how you will keep construction workers, students, faculty, staff and visitors to campus safe while minimizing impact to the day-to-day operations of the campus.

(5) Workforce Diversity Plan—10 points

(a) Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Emerging Small Business (ESB), or Disabled Service Veterans (DSV) certifications for your team and a description of your nondiscrimination practices. Provide historical information on MBE, WBE, ESB, or DSV Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years in order to maximize broad-based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors/subconsultants needing or requesting such services.

(b) Provide a narrative description of your current workforce diversity program/plan and the plan for obtaining subcontracting, consulting, and supplier diversity for this Project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors/subconsultants needing or requesting such services.

The selected Proposer must perform the Work according to the means and methods described in the workforce plan described in its Proposal, unless changes are requested and approved in writing in advance by WOU or are required by applicable laws, ordinances, codes, regulations, rules or standards.

(6) Firm Experience with Sustainability and Accessibility—10 points

Describe your firm's experience with innovative sustainable design and construction practices as related to construction of new buildings. Demonstrate experience with LEED, Living Buildings, Net Zero

Buildings or other advanced sustainable construction protocols. Provide examples of how your firm plans to reduce environmental impacts during construction and while operating on campus.

Describe your firm's experience with accessible design in higher education projects. Provide examples of similar projects that focus on accessible, ADA, and other inclusive design and construction.

(7) Compensation Proposal—20 points

(a) Design / Preconstruction Services Fee. Provide a fee proposal for Design / Preconstruction Services on a time and materials cost reimbursement basis up to a maximum not-to-exceed amount. As previously described, Design / Preconstruction Services includes (i) project design, including review of project objectives and constraints, validation of the WOU's needs and preferences, development of conceptual design alternatives, and preparation of construction documents; (ii) preparation of final design documents and schematics for the design chosen by the WOU; (iii) pre-construction work, including cost estimation, schedule development, quality and safety program development, and jobsite logistics development; (iv) GMP development and approval; and (v) any other necessary design / preconstruction activities. (Maximum of ten (10) of the twenty (20) Points available).

Each Proposer's score for the compensation proposal for Design / Preconstruction Services will be determined as follows: (i) the Proposer with the lowest fee will receive full points and (ii) Proposers with higher fees will receive a proportionally lower number of points according to this formula:

$$\left(\frac{\text{lowest fee bid}}{\text{Proposer's fee}} \right) \times \text{points available} = \text{Proposer's compensation points for preconstruction services}$$

For example, if the lowest Proposer's fee is \$500, a bid for a \$1,000 fee would be scored as follows:

$$\left(\frac{\$500}{\$1,000} \right) \times 10 \text{ points available} = 5 \text{ points earned for Proposer for Design / Preconstruction Services compensation}$$

(b) CM/GC Services Fee. Provide your firm's proposed CM/GC Services fee as a percentage of the Estimated Cost of the Work for this Project. This fee shall cover, at a minimum, the Construction Management elements and Costs Excluded from Cost of the Work, specifically identified in the Direct Costs / General Conditions Work Costs Matrix ("Matrix"). Items identified in the Matrix as applicable to the CM/GC Services fee shall not be reimbursed as General Conditions Work ("GC Work"). GC Work means (i) that portion of the Work required to support construction operations that is not included within overhead or general expense, but is specifically identified as GC Work as identified in the Matrix, and (ii) any other specific categories of Work approved in writing by WOU as forming a part of the GC Work.

The Matrix is included in the RFP as guidance in developing the CM/GC Services fee and understanding which items will be considered a direct cost of the work or GC Work costs and which items are not reimbursable, but which will be recovered through the CM/GC Services fee. After contract award and prior to construction work being performed under the first Early Work Amendment or the Pricing Amendment, as applicable, the maximum not-to-exceed amount for General Conditions Work items for the Project will be established and set forth in the applicable amendment. (Maximum of ten (10) of the twenty (20) Points available).

Each Proposer's score for the compensation proposal for CM/GC Services will be determined as follows: (i) the Proposer with the lowest fee will receive full points and (ii) Proposers with higher fees will receive a proportionally lower number of points according to this formula:

$$\left(\frac{\text{lowest fee bid}}{\text{Proposer's fee}} \right) \times \text{points available} = \text{Proposer's compensation points for CM/GC Services}$$

For example, if the lowest Proposer's fee is 3%, a bid for a 4% fee would be scored as follows:

$$\left(\frac{3\%}{4\%} \right) \times 10 \text{ points available} = 7.5 \text{ points earned for Proposer for CM/GC Services compensation}$$

(8) References

Please provide at least four (4) references, including contact information, of Owners that can speak to the firm's ability to successfully and efficiently perform, produce and execute a project of the scale, scope and cost similar to the Computer Solutions Hub Building. The references will not be scored separately, but as described in this solicitation document, may impact how individual committee members score Proposals.

(9) Point Summary Table

Criteria	Point Value
Firm Background and Experience	20 Points
Key Personnel	15 Points
Proposed Project Schedule and Execution Plan	15 Points
Proposed Site Logistics and Site Safety Plan	10 Points
Workforce Diversity Plan	10 Points
Firm Experience with Sustainability and Accessibility	10 Points
Compensation Proposal	20 Points
TOTAL	100 points

(10) Optional Presentation/Interview and Reference Checks—50 points

Presentations/Interviews, as described in this solicitation document, may be conducted to aid in determining the apparent successful Proposer. Proprietary discussions may also be conducted with all finalists prior to Presentations/Interviews. Information regarding the Proprietary Discussions and Presentations/Interviews will be provided to the finalists following the initial review and scoring. Final scoring of the Presentations/Interviews will be separate and not cumulative from the scores of the written Proposals.

PART VI—PROPOSER CERTIFICATIONS

EACH BIDDER (PROPOSER) MUST READ AND COMPLY WITH THE FOLLOWING SECTIONS. FAILURE TO DO SO MAY RESULT IN BID (PROPOSAL) REJECTION.

CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By signature on this Contract, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Contractor and that Contractor 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 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

FINANCIAL RESPONSIBILITY

WOU reserves the right to investigate and evaluate, at any time prior to award and execution of the Contract, the apparent successful Proposer's financial responsibility to perform the Contract. Submission of a signed bid/proposal shall constitute approval for WOU to obtain any credit report information WOU deems necessary to conduct the evaluation. WOU shall notify the apparent successful Proposer, in writing, of any other documentation required, which may include, but need not be limited to, recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to promptly provide this information shall result in bid/proposal rejection.

WOU may postpone the award or execution of the Contract after announcement of the apparent successful Proposer in order to complete its investigation and evaluation. Failure of the apparent successful Proposer to demonstrate financial responsibility shall render the Proposal non-responsive and shall constitute grounds for bid/proposal rejection.

SIGNATURE BLOCK

SIGNATURE OF PROPOSER'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER; ANY ALTERATIONS OR ERASURES TO THE PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he/she/they:

1. Has read and understands all bid (proposal) instructions, specifications, and terms and conditions contained herein (including the attachments listed in this document);
2. Is an authorized representative of the Proposer, that the information provided in this proposal is true and accurate, and that providing incorrect or incomplete information may be cause for bid rejection or Contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and
4. Will furnish the designated item (s) and/or service(s) in accordance with the bid and the Contract; and
5. PROPOSER WILL PROVIDE/FURNISH FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER WITH PROPOSAL SUBMISSION.

Authorized Signature:

Title:

FEIN ID # (required):

Contact Person (type or print):

Telephone Number:

Email Address:

UPON COMPLETION OF RFP EVALUATION, WOU WILL ISSUE A CONTRACT DOCUMENT THAT WILL BE SIGNED BY ALL PARTIES.