



REQUEST FOR BIDS (RFB)

RFB Number & Title: 2122-01
**Rook Hall Tenant Improvement
General Contractor RFB**
Clackamas Community College
Oregon City, OR

Place of Submission: Barlow Hall – Business Office, Room 208
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Mandatory Walk-Thru **Friday March 18, 2022 at 2:00pm** at Rook Hall
Main Entrance

Date & Time of Opening: **Wednesday, April 20, 2022 at 2:00pm**

To Be Opened By: Elizabeth Cole
Purchasing Agent
503-594-3086

PURCHASING DEPARTMENT
19600 Molalla Avenue
Oregon City, OR 97045-7998
Phone: 503-594-3086
Fax: 503-722-5879
Email: purchasing@clackamas.edu

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ATTACHMENTS

- Exhibit A Signature Sheet
- Exhibit B Certification of Non-Discrimination
- Exhibit C Rook Hall Tenant Improvement Bid Form
- Exhibit C Addendum 1 Addendum 1
- Exhibit D Rook Hall Tenant Improvement Specifications Volumes 1
- Exhibit E Rook Hall Tenant Improvement Specifications Volumes 2
- Exhibit F Rook Hall Tenant Improvement Construction Documents
- Exhibit G AIA A101-2007 Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum (w/modifications)
- Exhibit H AIA201-2007 General Conditions of the Contract for Construction (w/modifications)

INTRODUCTION

Clackamas Community College (hereinafter called “College”), acting on behalf of its Board of Directors, seeks qualified Contracting firms to submit bids related to providing services for the benefit of the college and/or other public entities that may, by interagency agreement, contract with the College. This contract will be to provide services for the project described in this document.

The intent of this Request for Bid Package is to contract with a pre-qualified General Contractor to provide Construction services for Design-Bid-Build delivery model of Rook Hall Tenant Improvement, an 8,760 SF interior build-out of the first floor of Rook Hall, at Clackamas Community College in Oregon City, OR, with student-life program spaces, School President Offices, a classroom, and a multi-purpose boardroom and meeting area. The selected contractor will be required to provide the College with a Lump Sum for the project.

No officer or employee of the College has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications. Any clarification which may be required must be obtained from the Purchasing Office.

The College reserves the right to reject any and all bids as permitted by Oregon Statute, Administrative Rule, and the Community College Rules of Procurement and to waive minor irregularities when, in the opinion of the Purchasing Agent, it is in the best interests of the College to do so, and when doing so in no way creates an unfair situation for other bidders.

SECTION 1. GENERAL INFORMATION

1.1 Description of the College

Clackamas Community College is an accredited public two-year institution offering comprehensive programs in college transfer, professional technical training, continuing education, and developmental learning skills. Formed in 1966, the College is a fiscally independent municipal corporation, governed by a seven member Board of Education elected by zones. The College’s budget and Comprehensive Annual Financial Report are available at <https://www.clackamas.edu/about-us/leadership/budget>

1.2 Scope of Request for Bids

This Request for Bid (RFB) contains administrative and procedural instructions for preparation and submittal of qualifications, explanation of how the submittals will be evaluated, and conditions that will be included in any contract(s) which may be awarded as a result of the RFB.

1.3 Construction Documents and Specifications

The included **Construction Documents and Specifications** are the basis of the work that is expected to be completed under this RFB. Additionally, this work is to minimize

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interruption of the college's operations and it is expected that the selected firm will review any identified potential risks with the Owner for review and assessment.

1.4 Schedule of Events

Request for Bid Issued:	Monday, March 14, 2022
Mandatory pre-bid conference/job-walk:	Friday, March 18, 2022
Inquires/Questions Due:	Tuesday, March 29, 2022
CCC Responses to Questions:	Thursday, March 31, 2022
Request for Bids Due:	Wednesday, April 20, 2022
Intent to Award:	Monday, April 25, 2022
Board Approval:	Wednesday, May 18, 2022
Contract Start:	Monday, May 30, 2022

1.5 Contract

- 1.5.1 AIA A201-2007 Agreement between Owner and Contractor where the basis of payment to the Contractor is on a stipulated sum (fixed price) w/modifications.
- 1.5.2 AIA A201-2007 General Conditions of the Contract for Construction (w/modifications)

1.6 Prevailing Wage

- 1.6.1 This is a public works contract subject to the **Prevailing Wage as per ORS 279C.800 to 279C.870.**
- 1.6.2 Contractors will provide the College with copies of certified payroll certifying the hourly rate of wage of each worker who the contractor or subcontractor has employed upon this public works. Certified payroll will be submitted weekly to the Office of Purchasing, Clackamas Community College.
- 1.6.3 The prevailing wage fee shall be paid by the Contractor to BOLI before starting work on this project.
- 1.6.4 See www.oregon.gov/boli for state prevailing wage rates associated with this contract. Use Publication Prevailing Wage Rates for Public Works Contracts in Oregon BOLI dated January 1, 2022. OAR 839-025-0020.
- 1.6.5 Contractors and every subcontractor must have a public works bond filed with the Construction Contractors Board before starting work on the project. ORS 279C.830(3).
- 1.6.6 If contractor fails to pay for labor and services, the agency can pay for them and withhold these amounts from payments to the contractor. ORS 279.515; OAR 839-025-0020(2)(a).

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- 1.6.7 Contractor must pay daily, weekly, weekend, and holiday overtime as required. ORS 279C.540; OAR839-025-0020(2)(b).
- 1.6.8 Contractor will give each worker a written notice of the number of hours per day and days per week they may be required to work. OAR 839-025-0020(2)(c).
- 1.6.9 Contractor must make prompt payment for all medical services for which the contractor has agreed to pay, and for all amounts for which the contractor collects or deducts from the worker's wages. ORS 279C.530; OAR 839-025-0020(2) (d).
- 1.6.10 Workers must be paid not less than the applicable state or federal prevailing wage rate, whichever is higher. ORS 279C.830(1)(c); OAR839-025-0020(3).
- 1.6.11 Davis-Bacon covered construction projects to ensure that the proper Davis-Bacon wage determination(s) is/are applied to such construction contracts(s). (See [29 CFR 1.5](#) and [1.6\(b\)](#)).
- 1.6.12 No bid will be received or considered unless the bid contains a statement by the bidder that ORS 279C.840 will be complied with.

1.7 Resident Bidder

Each bid must identify whether the bidder is a resident bidder, as defined in ORS 279A.120.

1.8 License

Contractor must be licensed under ORS 468A.720. A bid may not be received or considered by the College unless the bidder is licensed by the Construction Contractors Board.

1.9 Workforce COBID/V Participation

The College has adopted two workforce programs to encourage minority, women, emerging small business, veterans, and student involvement in the bond projects. These programs are the **Student Applied & Integrated Learning (SAIL)** and **Business Opportunity Achievement Target (BOAT)** programs.

The goal of the **SAIL** program is to involve students in construction and professional services contract work on the bond projects, with a **minimum total student workforce participation goal of 1,000 hours**. The purpose of this program is for students to gain hands-on experience to develop their skillsets and improve their employability. The **BOAT** program has been implemented to encourage employment opportunities equally across Clackamas County residents and to encourage minority and veteran participation in the bond projects.

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As a matter of commitment, the College has **adopted a goal of 10%** for participation of COBID/V businesses in the Bond Projects' construction contracts. Additionally, the College encourages Clackamas County business participation. All proposers will be expected to seek COBID/V participation and demonstrate good faith efforts in doing so.

All COBID firms must be certified by the Certification Office for Business Inclusion and Diversity (COBID). For more information, please reference:

<https://oregon4biz.diversitysoftware.com/FrontEnd/SearchCertifiedDirectory.asp?XID=2315&TN=oregon4biz>

For certified Oregon Veteran Owned firms, please reference:

<http://www.veteranownedbusiness.com/or>

1.10 Performance Bond, Payment Bond, and Bid Bond

A performance bond and payment bond in the amount of the full contract price must be issued by a surety company or companies holding a certificate of authority to transact surety business in Oregon as defined in ORS 279C.380.

A 10% Bid Bond must be submitted with the bid.

1.11 Insurance Requirements

1.11.1 Contractor shall secure, at Contractor's expense, and keep in effect during the term of any Contract, **Worker's Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon worker's compensation coverage for all their subject workers.

1.11.2 Contractor shall secure, at Contractor's expense, and keep in effect during the term of any Contract, occurrence form commercial **general liability and automobile liability insurance** for the protection of Contractor, College, its Board of Directors, officers, agents, and employees. Coverage shall include personal injury, bodily injury (including death), and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than two million dollars (\$2,000,000.00) combined single limit per occurrence and in an amount not less than four million dollars (\$4,000,000.00) aggregate for general liability.

1.11.3 Contractor will be required to provide College with evidence of **professional errors and omissions liability insurance** for the protection of Contractor and its employees, insuring against bodily injury and property damage and arising out of or resulting from Contractor's negligent acts, omissions, activities or services, in an amount not less than two million dollars (\$2,000,000.00) combined single limit per occurrence and in an amount not less than three million dollars (\$3,000,000.00) aggregate for professional liability. Such insurance shall be endorsed to include contractual liability.

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- 1.11.4 Contractor shall maintain in force, at its own expense, **Builder's Risk insurance** on an all risk form, including earthquake and flood, for an amount equal to the full amount of the Contract. Any deductible shall not exceed 2 percent of each loss or \$50,000, whichever is more. The policy will include as loss payees the Owner, the Contractor, and its Subcontractors as their interest may appear.
- a) Contractor shall maintain in force, at its own expense, **Builder's Risk Installation floater** and keep in effect during the term of this Contract, a Builder's Risk Installation Floater for coverage of the Contractors; labor, material, and equipment to be used for completion of the Work performed under this Contract. The minimum amount of coverage to be carried shall be equal to the full amount of the Contract. This insurance shall include as loss payees the Owner, the Contractor, and its Subcontractors as their interest may appear.
- b) A loss insured under the Builder's Risk insurance shall be adjusted by the Owner and made payable to the Owner for the insureds, as their interest may appear. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner. The Owner shall have power to adjust and settle a loss with insurers.
- 1.11.5 **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to Clackamas Community College.
- 1.11.6 **Certificates of Insurance.** As evidence of the insurance coverage required by this Contract, the Contractor will be required to furnish acceptable insurance certificates to Clackamas Community College prior to issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insured. Insuring Companies or entities are subject to Clackamas Community College acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to Clackamas Community College. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

1.12 Closing Date for Submittal

- 1.12.1 Interested firms must submit their Bids via electronic submission no later than Wednesday, April 20, 2022 at 2:00pm PDT and the First Tier Subcontractor List before 4:00pm PDT to:

Elizabeth Cole
Purchasing Barlow 205 i
Clackamas Community College
19600 Molalla Avenue
Oregon City OR 97045
Ph. 503-594-3086
purchasing@clackamas.edu

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1.12.2 It is entirely the responsibility of the bidder to deliver their bid on time. No late bids will be accepted. No faxed bids will be accepted.

1.12.3 All RFB's shall be submitted electronically to purchasing@clackamas.edu.

1.13 Right of Award or Rejection

Submittal of bids shall indicate to College that the firm accepts all the terms and conditions contained in the RFB and associated documents. It is understood that all submittals shall become a part of the public file on this matter without obligation to the College.

The College may reject any bid that does not comply with all the prescribed submission procedures and requirements in this Request for Bid, and College may, for good cause, reject any or all submittals, or any part of a submittal, upon a finding of college that it is in the public interest to do so.

1.14 Inquiries

Questions that arise during preparation of the RFB shall be submitted in writing to purchasing@clackamas.edu

The Purchasing Specialist must receive all questions no later than 2:00pm, Tuesday, March 29, 2022.

The College's **Fax number is 503-722-5879**. E-mail address is: purchasing@clackamas.edu

Each submittal shall list a responsible person and telephone number where that person can be reached if contact is necessary during the RFB review.

1.15 Amendments

College reserves the right to amend the RFB prior to the date of submission. Amendments will be posted on the College Purchasing website at <https://www.clackamas.edu/about-us/purchasing/request-for-proposals> and emailed to those who attend the mandatory pre-bid conference.

1.16 Withdrawal

If a contractor wishes to withdraw submittal, it must be withdrawn prior to the due date. A written request to withdraw must be signed by the authorized representative of the firm and sent to the Purchasing Agent, at the address specified above.

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1.17 Protest Procedures

1.17.1 Solicitation Protest

Prospective contractors may submit a written protest, or request for change, of particular solicitation provisions, specifications, or contract terms and conditions to the college no later than seven calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provisions, specification, or contract terms and conditions. No protest against selection of a contractor or award of a contractor contract, because of the content of solicitation provisions, specifications or contract terms and conditions shall be considered after the deadline established for submitting such protest.

1.17.2 Selection Protest

Every contractor who submits a bid in response to an RFB shall be copied with the selection sent to the qualified, responsive, and lowest cost contractor. A contractor, who has submitted a bid and claims to have been adversely affected or aggrieved by the selection of a competing contractor, shall have *seven calendar days after receiving the notice of selection to submit a written protest* of the selection to the College Purchasing Agent. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked contractor eligible for selection, i.e., the protester must claim that

all other contractors were ineligible for selection because their bids were non-responsive or the contractors non-responsible. The College shall not consider a selection protest submitted after seven calendar days from the notice of selection.

1.17.3 Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections 1.17.1 and 1.17.2. The Purchasing Specialist shall promptly issue a written decision of the protest.

1.17.4 Protest Submission

All protest submissions shall be clearly identified and submitted to:

Elizabeth Cole
Barlow 205i, Purchasing
Clackamas Community College
19600 Molalla Avenue
Oregon City OR 97045
Ph: 503-594-3086
purchasing@clackamas.edu

1.18 Public Information

All submittals are public information after the opening and all protests are public information after the protest period ends. Any person may request copies of public information. If any part of a submittal or protest is considered a trade secret, the bidder must clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. Price is not considered a confidential item. In the event of a public records request, firms will be notified prior to the release of any information.

1.19 Other Government Agency Participation

The bidder submitting this proposal agrees to extend identical prices and services under the same terms and conditions to all regional public agencies. Quantities stated in this proposal reflect Clackamas Community College only. Each participating agency will execute its own contract with the lowest responsible/responsive bidder for its requirements.

Any proposer, by written notification included with their proposal, may decline to extend the prices and terms of this proposal to any, and/or all public agencies.

SECTION 2. SCOPE OF SERVICES/WORK

2.1 Scope of Services/Work

The General Contractor shall provide Construction Services for Design-Bid-Build delivery model. By submitting RFB, the Contractor will bid the project per construction documents and specifications meeting the anticipated project timeline noted in 2.4 below.

The Construction Services are for the benefit of the College. Basic services may include, but will not be limited to, construction services for the Design-Bid-Build delivery model of Rook Hall Tenant Improvement project. This project will involve working and coordinating with the College, inici group (program and construction project manager), faculty, and college community partners. See Exhibit D: Rook Hall TI GC RFB Project Manual Vol 1of 2, Exhibit E: Rook Hall TI GC RFB Project Manual Vol 2of 2, and F: Rook Hall TI GC RFB BID SET.

Various events and classes will be taking place on the campus throughout the construction period.

2.2 Background

Clackamas Community College (CCC), founded in 1966, is a values-driven, student centered organization whose mission guides its collective decision making. Over 90 career and technical programs are offered, including associate degrees, college transfer degrees, career technical education, literacy/basic skills, community education, business training, and partnership for four-year degree completion programs. The CCC main campus is located in Oregon City with branch campuses in Clackamas and Wilsonville.

In November 2014, Clackamas Community College District voters approved a \$90 million dollar bond for the purpose of constructing four new buildings, providing remodeling and renovation to existing buildings, and addressing deferred maintenance items. The college also has \$16 million dollars in State match and \$5 million dollars to be raised by the Foundation for a total of \$111 million dollars; of that, \$3.3 million dollars from the Bond has been slated for Campus Wide Refreshes which includes the Rook Hall Tenant Improvement Project

2.3 Project Description

Rook Hall Tenant Improvement will be a 8,760 SF interior tenant improvement remodel of student-life program spaces, School President Offices, a classroom, DEI & Foundation Offices and a multi-purpose boardroom and meeting area. No work at level 02 of the building will occur as part of the project scope.

Section 2: Scope of Services

2.4 Anticipated Project Timeline

1. Permitting: May 2022
(Ready to be issued and will need to be picked up by the awarded General Contractor)
2. Construction Mobilization/Start May 2022
3. Occupancy: October 3, 2022
4. Closeout: October – November 2022

2.4.1 Architect is Opsis Architecture, permit documents (Exhibit F: Rook Hall TI GC RFB BID SET) have been submitted to Clackamas County and are ready to be issued.

2.4.2 Required Submission Documents

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination
- c. Exhibit C: Bid Form