



Request for Quote No. P17926-2016-04-11

“A” Building Remodel, Redwood Campus Rogue Community College

The purpose of this solicitation (RFQ) is to obtain competitive offers from qualified firms (Bidders) interested in providing bids to Rogue Community College District (College) in Grants Pass, Oregon.

Bid Due: Not later than Monday, April 11, 2016, at 10:00 am PDT, in the Contract and Procurement Office of Rogue Community College located at 3345 Redwood Hwy, Grants Pass, Oregon, at which time they will be publically opened.

Rogue Community College District reserves the right to reject any Bids not in compliance with all prescribed public bidding procedures and to reject for good cause any or all bids that are not in the best interests of Rogue Community College District.

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this Bid must be submitted in writing via email (jfulton@roquecc.edu), fax (541-956-7250), or regular US mail and answered by addenda so that all potential bidders may be equally apprised of project parameters and clarifications. Any addenda issued will be posted on the State of Oregon ORPIN website and to the College's Purchasing website (www.roquecc.edu/Purchasing/openbids.asp).

The College will follow Oregon's reciprocal preference law, ORS 279.029. Public contracting agencies, in determining the lowest responsible bidder, are required to add a percent increase to each out-of-state bidder's bid price, equal to the percent of preference given to local bidders in the bidder's home state. For example, if the low bidder is from a state that grants a ten (10) percent preference to its own in-state bidders, the Oregon agency must add ten (10) percent to that bidder's price when evaluating the bid. A listing of the states and their percent of preference can be found at http://www.oregon.gov/DAS/SSD/SPO/reciprocal_detail.shtml.

Mandatory Job Walk:

Interested parties are required to participate in a mandatory job walk of this facility on Friday April 1, 2016, beginning at 9:00 am on the Redwood Campus. Please call (541) 956-7200 to confirm your attendance and receive location directions.

SECTION I: Scope of Work

The full scope of work is established in drawings titled 'Rogue Community College Building "A" Renovation' Pages A103, A102, A101, and G001. (Attachment E)

Rogue Community College is interested in obtaining bids from qualified bidders for the "A" Building Remodel on the Colleges' Redwood Campus. This approximately 1700 square foot building was previously used as a childcare facility.

The project consists of converting approximately 1550 square feet of the building in to 3 offices, a meeting room and a unisex restroom.

This project includes, but is not limited to, the following items:
Demolition including removal and renovation of Interior walls/surfaces, painting, doors with hardware, plumbing, HVAC, electrical, mechanical systems, and other work as stipulated in attached drawings.

Per the College's Energy Policy, all mechanical equipment and lighting should be rated as High Performance Energy Systems and must meet or exceed the efficiency standards set forth by Energy Trust of Oregon. Trade Ally Contractors preferred. (as per specifications in Attachment F.)

SECTION II: Instructions to Bidders

A. Bid Requirements

Each bidder shall provide the following:

1. Each bidder shall complete and return the Offer Form – Attachment A, Proposal Form – Attachment B, Proposer's Representation and Warranties- Attachment C and References - Attachment D. **Any bids not submitted on Proposal Form (Attachment B) will be considered non-responsive and will not be considered.**
2. At least three (3) references of other businesses that the bidder has performed similar work, currently or in the past. These references must

be listed on Attachment C.

3. Bids must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO/AA, etc.)
4. **Bid Security /Bond**
Each bid shall be accompanied by a cashier's check, certified check, postal money order, or bid bond made payable to the Rogue Community College in an amount not less than 10% percent (10%) of the amount bid. Said check or bid bond shall be given as a guarantee that bidders shall execute such a contract as may be awarded in conformity with the bid and contract documents and shall provide surety bond or bonds as specified therein promptly after notification of the award of contract. Bid deposits will be returned to non-successful Bidders after the bid opening and subsequent contract award.

B. General Information

1. **Performance Payment Bond / Retainage**
If a contract is over \$100,000 (one hundred thousand dollars) then in accordance with ORS 279C.380 (Performance bond, Payment bond):
The successful bidder/bidders shall within five (5) business days of contract signing execute and deliver to Rogue Community College a performance/payment bond in an amount equal to the full contract price conditioned on the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. If the contract is under \$100,000 (one hundred thousand dollars) then in accordance with ORS 279C.550-279C.580 (Progress payments on public contracts): In lieu of a performance bond, a 10 percent (10%) retainage will be assessed against any progress payment. A progress payment shall not be considered acceptance or approval of any work or waiver of any defects therein.
2. **Prevailing Wage Rates (BOLI Requirements):** The Contractor and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates (PRW) of January 1, 2016. This RFQ and the resulting Contract are subject to the following Bureau of Labor and Industries (BOLI) wage requirements, which are incorporated by reference. **January 1, 2016 BOLI wage rates are available on the Internet at: <http://www.oregon.gov/BOLI/WHD/PWR>.** Contractor shall pay workers at not less than the specified minimum hourly rate of wage, and shall include that requirement in all subcontracts.

3. Bids must be submitted to the College's Contract and Procurement Office no later than 10:00 am PDT, April 11, 2016, in accordance with the conditions and requirements as specified above with the Bid number and name clearly identified as follows: RFQ No. P17926-2016-04-11.
4. Conditional Bids, or those which take exception to the specifications, will be considered non-responsive and may be rejected unless specified approval from College is requested in writing by the bidder.
 - College's response to all such requests shall be in the form of an addendum and shall be provided to all interested parties. All College responses to requests for approved equals or clarifications shall create the same opportunity, restriction, clarification, etc. to all prospective Bidders
5. All Bids must be in strict compliance with the requirements and provisions of the Scope of Work specifications, including the provisions herein regarding approved equals or deviations.
6. Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. Where there is a brand name specified, it is the intention of College to identify a suitable level of quality and performance. The brand name specified does not preclude a Bidder from presenting an approved equal. The words (or equal) contained herein however, are defined to include the need for approval for such items.
7. Per ORS 279A.125, bidders shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
8. The College reserves the right to accept or reject any bids for this purchase, as they deem best for the interest of College. Any resulting contract will not necessarily be awarded on low bid basis only, but also on proven performance.

SECTION III: Instructions to Bidders

1. **Introduction.** This solicitation is issued pursuant to Rogue Community College Contracting Rules and ORS 279B.055 and 279B.060. The term "College" throughout this solicitation means Rogue Community College, and the term "Bidder" means the Person or Firm that submits an offer in response to this Solicitation, and the term "Provider" means the Bidder(s) awarded a contract as a result of this Solicitation.

2. **Solicitation Review.** Bidders must carefully review this document and are responsible for knowing and understanding the terms and conditions included in or applicable to this solicitation. Unless defects, ambiguities, omissions, or errors are brought to the College's attention by noon on April 6, 2016, protests or appeals based on such defects, ambiguities, omissions, or errors received after issuance of the Notice of Intent to Award will not be favorably considered.
3. **Offer.** Pursuant to Oregon Administrative Rule (OAR) 137-47-0310, a submission in response to this solicitation is the Bidder's Offer to enter into a Contract. By signing and returning the Offer, the Bidder acknowledges he/she has read, understands and agrees to be bound by the terms and conditions contained in this document. The Offer is a "Firm Offer," and must be held open by the Bidder for the College's acceptance for a minimum of thirty (30) days. The College's Award of a Contract constitutes acceptance of the Offer and binds a Provider to the contract. The Bidder must not make its Offer contingent upon the College's acceptance of any terms or conditions (including Specifications) other than those contained in this solicitation.
4. **Offer Preparation:** Pursuant to OAR 137-47-0400, failure to submit Offers in accordance with the provisions of this document shall be grounds to declare the Offer as non-Responsive. Bidders must:
 - a. Submit a completed "Offer Form" sheet (Attachment A) as the first sheet of its submission.
 - b. Submit a completed Bid on "Proposal Form" sheet (Attachment B) as the second sheet of its submission.
 - c. Submit a completed "Proposer's Representation and Warranties" sheet (Attachment C) as the third sheet of its submission.
 - d. Submit a completed "References" sheet (Attachment D) as the fourth sheet of its submission.
 - e. Provide the College with all required or requested documents and descriptive.
 - f. Initial any corrections or erasures to their Offer.
 - g. Identify (on the Offer Form) whether the bidder is/is not a "resident Proposer," as defined in ORS 279A.120 (1).
 - h. Provide (on the Offer Form) certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110 (4).
 - i. Provide (on the Offer Form) written acknowledgement of the receipt of all addenda.

- j. All bids shall be written in English, legibly written or if typed, single-spaced with font size not smaller than 10 point.
5. **Offer Submission:** Pursuant to OAR 137-47-0410:
- a. To ensure proper identification and handling, Offers shall be submitted as follows: hand-delivered or mailed to Jodie Fulton, Contract and Procurement Office, Coates Hall 1, Rogue Community College, 3345 Redwood Hwy, Grants Pass, OR 97527, with the Bid title, Bid number, and the name and address of the bidder not later than the stated deadline.
 - b. The College is not responsible for Offers submitted in any manner, format or to any delivery point other than as required.
 - c. Bidders are solely responsible for ensuring that the College receives their Offers at the required delivery point prior to closing.
6. **Addenda:** Pursuant to OAR 137-47-0430:
- a. The College may change this solicitation by written addenda.
 - b. All addenda shall be issued not later than 72 (seventy two) hours prior to the bid closing.
 - c. Bidders shall provide written acknowledgement of receipt of any Addenda on the provided Offer Form.
 - d. Bidders are responsible to make inquiry as to any Addenda issued. At its discretion, the College may extend the closing to allow bidders time to analyze and adjust to changes.
7. **Modification or Withdrawal:** Pursuant to OAR 137-47-0440, a bidder may modify or withdraw its offer in writing only prior to closing. Modification or withdrawal must be marked and delivered as described in OFFER SUBMISSION above. A bidder may also deliver its modification or withdrawal in person. Bidders are responsible for ensuring that the College receives its modification or withdrawal. Modifications or withdrawal must be prepared and submitted on the Bidder's letterhead, signed by an authorized representative of the Bidder.
- a. **Modifications:** Each modification shall state that the modification amends and supersedes the prior offer.
 - b. **Withdrawals:** The Bidder may withdraw its offer in person prior to the closing, upon presentation of appropriate identification and evidence of authority satisfactory to the College. The College shall void any date and time stamp mark.

8. **Receipt, Opening, and Recording of Offers:** Pursuant to OAR 137-47-0450:
 - a. The College shall mark the time and date on each Offer and any modification upon receipt at the College's Contract and Procurement office located at 3345 Redwood Hwy, Grants Pass, Oregon. The College shall not be responsible for the premature opening or failure to open an Offer that is not properly addressed and/or identified.

9. **Late Offers, Withdrawals, or Modifications:** Pursuant to OAR 137-47-0460, any Offer received after the closing is late. A Bidder's request for withdrawal or modification of an Offer received after closing is late. The College shall not consider late Offers, withdrawals or modifications except as permitted in MISTAKES below. The College reserves the right to consider Offers that have been delayed or mishandled by the College.

10. **Mistakes by Bidder:** Pursuant to OAR 137-47-0470, the College shall carefully consider whether to permit waiver, correction or withdrawal of Offers for certain mistakes. The College must not allow a Bidder to correct or withdraw an Offer for an error in judgment. The College must reject any Offer in which a mistake is evident on the face of the Offer. If certain mistakes in an Offer are discovered after Opening, but before Award of the Contract, the College may take the following action:
 - a. The College may waive, or permit a Bidder to correct, a minor informality; a matter of form rather than substance that is evident on the face of the Offer, or an insignificant mistake that can be waived or corrected without prejudice to other Bidders.
 - b. The College may correct a clerical error if the error is evident on the face of the Offer, or other documents submitted with the Offer, and the Bidder confirms the College's correction in writing. A clerical error is a Bidder error in transcribing its Offer.
 - c. The College may permit a Bidder withdraw an Offer based on one or more clerical errors in the Offer only in accordance with OAR 137-47-0470 (2) (c) and (d).

11. **Offer Evaluation and Award:** Pursuant to OAR 137-17-0600:
 - a. **Evaluation:** The College will utilize the following objective factors to determine that Offer which provides the College with the optimal or best value:
 - i. **Responsibility of Bidder:** Before awarding a Contract, the College must determine that the Bidder submitting the lowest Bid or most

Advantageous Offer is Responsible. The College must use the standards set forth in ORS 279B.110 and OAR 137-47-0640(1) (c) (F) to determine if a Bidder is Responsible. In the event the College determines Bidder is not Responsible, it must prepare a written determination of non-responsibility as required by ORS 279B.110 and must reject the Offer.

- ii. **Contingent Offers:** The Bidder must not make its Offer contingent upon the College's acceptance of any terms or conditions (including Specifications) other than those contained in this document.
- iii. **Non-Resident Bidders:** In determining the lowest responsible Bid, the College must apply the reciprocal preference set forth in ORS 279A.120 (2)(b) and OAR 137-46-0310.
- iv. **Identical Bids:** When one or more Bids are identical under OAR 137-46-0300, the College must award a Contract in accordance with the procedures set forth in OAR 137-46-300.
- v. **Recycled Materials:** The College may give preference for Recycled Materials as set forth in ORS 279A.125.
- vi. **Clarification of Bids:** After the Bid Opening, the College may conduct Discussions with apparent Responsive Bidder(s) for the purpose of clarification and to assure full understanding of the Bid.
- vii. **Objective Criteria:** The College may allow, at its discretion, certain other objective evaluation criteria. Examples of such criteria include but are not limited to: conversion costs, transportation cost, volume weighing, trade-in allowances, cash discounts, depreciation allowances, cartage penalties, ownership or life-cycle cost formulas, Bidders' performance history on other private and public contracts, experience of key personnel, adequacy of equipment and physical plant, financial wherewithal, sources of supply, references and warranty provisions.

b. **Award:**

- i. Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the Rogue Community College Board of Education, the College reserves the right to cancel any solicitation and/or requirements Contracts at no penalty. The College reserves the right to request "best and final offer" in the event of inadequate funding for the project.

- ii. The College may award by item, groups of items or the entire Offer.
 - iii. The College may award multiple Contracts if beneficial to the College for adequate availability, delivery, service, competition, pricing, product capabilities, or other factors deemed significant by the College. This notice of Multiple Awards does not preclude the College from awarding a single Contract.
 - iv. The College may make a Contract for parts of the Solicitation for which acceptable Offers have been received.
 - v. The College may award all or no Offers if the evaluation shows an all or no Award to be the lowest cost for Bids.
 - vi. The College may reject all or part of Offers and may issue a new Solicitation on the same or revised terms, conditions and Specifications.
 - vii. When Offers are identical, the College must Award the contract Pursuant to OAR 137-46-0300.
12. **Notice of Intent to Award** – Pursuant to OAR 137-34-0610, College shall provide written notice of its Intent to Award to all Bidders at least five (5) Days before the Award of a Contract, unless the College determines that circumstances require prompt execution of the Contract. The College's Award must not be final until the latter of the following: five (5) Days after the Notice of Intent to Award, or until the College provides a written response to all timely filed protests (if any) that denies the protest and affirms the award.
13. **Offer Rejection:** Pursuant to OAR 137-47-0640:
- a. **The College may reject any Offer:**
 - i. When the rejection is in the best interest of the College.
 - ii. When the Offer is contingent upon the College's acceptance of terms and conditions (including Specifications) that differ from the Solicitation.
 - iii. When the Offer takes exception to terms and conditions (including Specifications) set forth in the Solicitation.
 - iv. That fails to meet the Specifications of the Solicitation.
 - v. That is submitted late.

- vi. Not in substantial compliance with the Solicitation or with all prescribed public procurement procedures.
- vii. Not in compliance with ORS 279B.120, 279B.130, 279A.105.
- viii. When the Proposer is non-Responsible pursuant to ORS 279B.110.

b. **The College may reject all Offers based upon the following criteria:**

- i. As set forth in ORS 279B.100. The College must notify all Bidders of the rejection, along with the reasons for rejection.
- ii. The content of or an error in the Solicitation or the Procurement Process unnecessarily restricted competition for the Contract.
- iii. The price, quality or performance presented by the Bidders are too costly or of insufficient quality to justify acceptance of any Offer.
- iv. Misconduct, error, or ambiguous or misleading provisions in the Solicitation threaten the fairness and integrity of the competitive process.
- v. Causes other than legitimate market forces threaten the integrity of the competitive process. Such as collusion, corruption, and/or inadvertent or intentional errors in the Solicitation.
- vi. Any other circumstance indicating that awarding the Contract would not be in the public interest.

14. **Change or Clarification:**

- a. **Delivery:** Written questions, changes or clarification must be emailed to jfulton@roquecc.edu, faxed to (541) 956-7250, mailed or hand-delivered to the College's Contract and Procurement office, 3345 Redwood Hwy, Coates Hall 15, Grants Pass, Oregon.
- b. **Deadline:** No question changes or clarification will be considered after 12:00 noon on April 6, 2016.
- c. **Questions:** All questions regarding this Bid must be submitted in writing to the attention of Jodie Fulton, Contract and Procurement Manager. **No oral questions will be accepted.** All questions received prior to the deadline must be received in written form and will be answered by addenda.

- d. **Change or Clarification:** Bidders may request changes of or clarification to the terms and conditions and/or the specifications of this Bid. Bidder comments must be made in writing; such comments shall include:
 - i. A detailed statement of the legal and factual grounds for the change or clarification.
 - e. **Response:** All Bidders will be provided notice of the College's determination (i.e. entirely rejects or agrees with) in a written addenda to any questions, changes, clarification or protest.
15. **Offer Costs:** The College is not liable for any costs incurred by the Bidder in its Offer preparation.
16. **Use of Brand or Trade Names:** Any brand or trade names used by Rogue Community College in Bid specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Bidders may submit bids for substantially equivalent products to those designated unless the solicitation provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to provisions in Section II, B (4).
17. **Submittals:** Submittals shall be bound by staple or binder clip and shall consist of paper only. . **Please avoid using binders, plastic separators, non-recyclable material, etc.** Submittals will not be evaluated on the aesthetic of the package.

Section IV: Submission of Bids

A. Submission of Bids

One copy of the bid with all attachments must be submitted to Jodie Fulton, Contract and Procurement Office, **not later than 10:00 am PDT, April 11, 2016.** Bids may be submitted by mail or hand-delivered and must be clearly marked as follows: **RFQ No.P17926-2016-04-11, "A" Building Remodel, Rogue Community College, Redwood Campus.** Bids submitted by mail must meet the above requirements and should be addressed as follows:

Jodie Fulton
Contract and Procurement Manager
Rogue Community College
Contract and Procurement Office – CH 1
3345 Redwood Hwy
Grants Pass, OR 97527

It is the sole responsibility of the vendor to have the bid delivered to the college by the date and time specified in the RFQ. **Any bids received later than the specified date and time will not be accepted or considered.** All responses will be retained as property of College.

B. Bid Organization

1. First Sheet – Offer Form (Attachment A).
2. Second Sheet – Proposal Form (Attachment B).
3. Third Sheet – Proposer’s Representations and Warranties (Attachment C).
4. Fourth Sheet – References (Attachment D)
5. Any requested documentation (if any) in the RFQ.

Attachment A

Offer Form – “A” Building Remodel, Redwood Campus Grants Pass

Name of Firm: _____

Address: _____

1. PROPOSAL PRICING

The Undersigned hereby proposes to furnish to Rogue Community College District all materials, services, and labor necessary to perform all work for the College in strict accordance with the terms, conditions, and requirements as specified in the Request for Proposal.

Total Amount Proposed \$ _____

(Undersigned agrees to honor this price for 60 days from date of signature below.)

The undersigned certifies and agrees:

The prices in this Offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer relating to (1) those prices (2) the intention to submit an Offer, or (3) the methods or factors used to calculate the prices Offered.

The prices in this Offer have not and will not knowingly be disclosed by the Proposer, directly or indirectly, to any other Proposer before the closing unless otherwise authorized by law.

That no attempt has been made or will be made by the Proposer to induce any concern to submit or not to submit an Offer for the purpose of restricting competition.

If this offer is accepted, to furnish any or all services upon which prices are offered at the price entered on this schedule, delivered at the designated point, within the time specified.

That the person signing this offer is fully authorized to sign on behalf of the provider listed and to fully bind the provider listed to all provisions and clauses thereof.

That the Provider will not discriminate when obtaining any required subcontractors in accordance with ORS 279A.110(4).

Pursuant to ORS 279A.120, Provider (*check one*) is _____ / is not _____ a resident bidder.

If not, indicate State of residency: _____

Respectfully submitted this _____ day of _____, 20____

Proposer Acknowledges all addenda (*check one*) Yes _____ No _____ # of addenda _____

Signature: _____

Name (please type or print): _____

Title: _____

Phone: _____ Fax: _____ E-Mail: _____

Proposal Form – Attachment B

**Proposals must be presented on this Bid Form to be considered.
Contractors may also present additional pages such as drawings, specifications, etc. as part
of their proposals.**

Rogue Community College Board of Education, or authorized representative of the district, reserves the right to accept or reject any proposals for this purchase, as they deem best for the interest of Rogue Community College District.

All quotes are for complete individual project and are not dependent on other project(s).

“A” Building Remodel, Redwood Campus, Grants Pass Oregon

Material and Labor for all work as per plans and specifications including all addendums.

Remodel Lump sum per plans/specs \$ _____

Bid amount written out _____ dollars

HVAC Lump sum per specs \$ _____

Bid amount written out _____ dollars

Lighting Lump sum per specs \$ _____

Bid amount written out _____ dollars

Estimated time of completion _____ calendar days from issuance of contract.

Company Name (printed) _____

Signature _____ **Date** _____

Attachment C

Proposer's Representation and Warranties –

Name of Firm: _____

Address: _____

The Proposer certifies and warrants the following:

The Proposer has the power and authority to enter into and perform any resulting contract.

The Proposer acknowledges that the contract when executed and delivered is a valid and binding obligation and enforceable in accordance with contract terms.

That the Proposer, for a period of no fewer than six (6) calendar years prior to the closing date of this solicitation has faithfully complied with the following:

- All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318.
- Any tax provisions imposed by a political subdivision of this state that applied to Proposer, Proposer's property, operations, receipts, income, or to Proposer's performance of or compensation for any work performed by Proposer.
- Any tax provisions imposed by a political subdivision of this state that applied to Proposer, goods, services, or property, whether tangible or intangible.
- Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the forgoing tax laws or provisions.

That any goods or services delivered to Rogue Community College District as contracted shall be provided free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges and encumbrances of any kind.

Signature: _____

Name (please type or print): _____

Title: _____

Phone: _____ Fax: _____ Email: _____

References – Attachment D

Please list at least three references of similar projects you have performed work in the past year.

Your company name (printed) _____

Reference #1 **End date of project:** _____

_____ \$ _____
Name of individual or firm (printed or typed) Project Amount

_____ _____
Street Address City, State, Zip

_____ _____
Phone number Email address (if available)

Reference #2 **End date of project:** _____

_____ \$ _____
Name of individual or firm (printed or typed) Project Amount

_____ _____
Street Address City, State, Zip

_____ _____
Phone number Email address (if available)

Reference #3 **End date of project:** _____

_____ \$ _____
Name of individual or firm (printed or typed) Project Amount

_____ _____
Street Address City, State, Zip

_____ _____
Phone number Email address (if available)

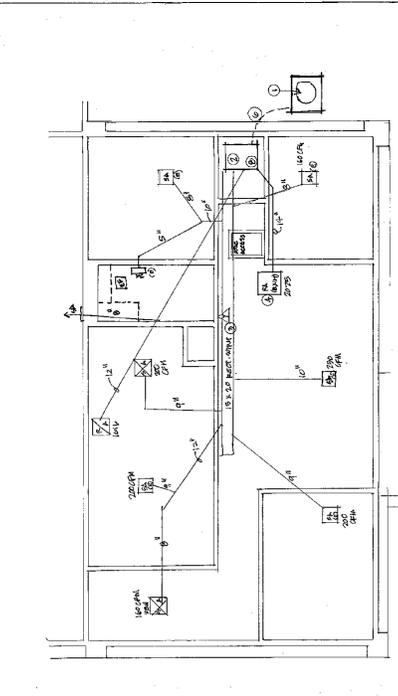
ARCHITECT
BRUCE H. ABLOE
 ARCHITECT, AIA
 1000 N. W. 10th Street
 Portland, Oregon 97227
 P: 503.228.1128
 F: 503.228.1129
 www.bharchitect.com
 bh@bharchitect.com

BUILDING A - RENOVATION
REDWOOD CAMPUS
ROGUE COMMUNITY COLLEGE

SUBMITTAL DATE TO ARCHITECT	1/27/2017
DATE OF REVISION	1/27/2017
REVISION	REVISED
DATE	1/27/2017

- HVAC - MECHANICAL PLAN
- PROJECT SPECIFICATIONS

PRINTING STATUS
 SHEET NUMBER
A103

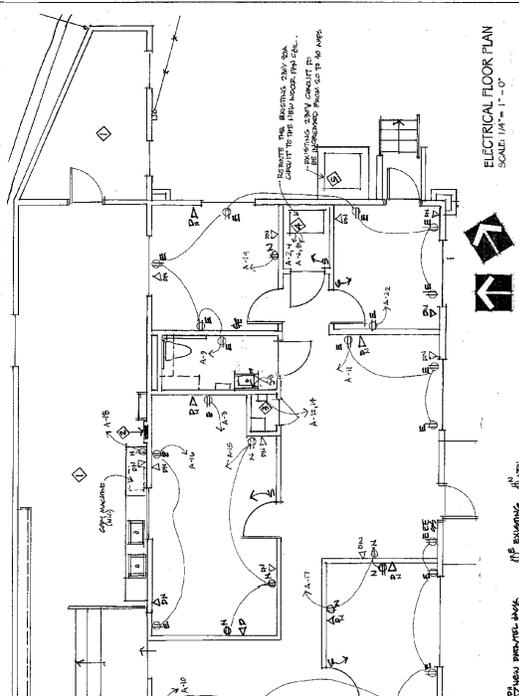


HVAC - MECHANICAL PLAN
 SCALE: 1/4" = 1'-0"

- KEYED NOTES - MECHANICAL PLAN**
1. new outdoor unit - base pump. Unit is based on Carrier Model 2510C424003 (14 3/8" x 35 1/2" high). Other manufacturers are acceptable during bidding.
 2. new indoor unit - fan coil. Unit is based on Carrier Model P40W043 with 1.5kW auxiliary heat strip. Other manufacturers are acceptable based on approved equal. Bidder is required to submit floor unit for approval during bidding.
 3. new mechanical supply air register. Carrier Model 3305097235-01. Other manufacturers are acceptable based on approved equal. Bidder is required to submit floor unit for approval during bidding.
 4. Replacing existing supply air diffuser with new grille. New grille based on Sironmaker 5831212 (round blower adjustable supply with OR02), Shonemaker P022025, and 102.116. Other grille manufacturers are acceptable based on approved equal.
 5. The existing refrigerant line, outdoor unit and indoor unit to be removed.
 6. Provide a new refrigerant line set.
 7. All of the existing ducts to be removed.
 8. Provide new base pan, supply and return ductwork. See duct plan.

- 1. New supply air
- 2. All diffusers to be replaced with a new grille
- 3. New supply air

See electrical plan for new and revised electrical services to the new and outdoor units.



ELECTRICAL FLOOR PLAN
 SCALE: 1/4" = 1'-0"

- KEYED NOTES - ELECTRICAL PLAN**
- 1. NO ELECTRICAL WORK IN THIS AREA
 - 2. EXISTING ELECTRICAL PANEL
 - 3. NEW ELECTRICAL WATER HEATER - SEE MECHANICAL PLAN
 - 4. NEW OUTDOOR HVAC UNIT - SEE MECHANICAL PLAN

REVISED

Rev. No.	Date	Description
1	1/27/2017	ISSUED FOR BIDDING
2	1/27/2017	REVISED
3	1/27/2017	REVISED
4	1/27/2017	REVISED
5	1/27/2017	REVISED
6	1/27/2017	REVISED
7	1/27/2017	REVISED
8	1/27/2017	REVISED
9	1/27/2017	REVISED
10	1/27/2017	REVISED
11	1/27/2017	REVISED
12	1/27/2017	REVISED
13	1/27/2017	REVISED
14	1/27/2017	REVISED
15	1/27/2017	REVISED
16	1/27/2017	REVISED
17	1/27/2017	REVISED
18	1/27/2017	REVISED
19	1/27/2017	REVISED
20	1/27/2017	REVISED

PROJECT SPECIFICATIONS

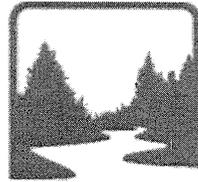
1. Architect shall have no control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures or for safety in or about the work, or for any accidents, injuries, or damages, or for acts or omissions of the contractor, subcontractors or any other person performing any other portion of the work or the failure of any of them to carry out the work in conformance with the contract documents, or for any delay or expense caused by the contractor, subcontractors, or any other person.
2. Provide the site, including building or building and adjoining for construction of the work, including all necessary permits, easements, and all other materials required to complete the system shall be furnished and installed per the manufacturer's instructions.
3. When all materials, equipment, mechanical, and electrical system is noted, all parts and materials required to complete the system shall be furnished and installed per the manufacturer's instructions.
4. Unless otherwise noted, electrical conduits, plumbing lines, etc. shall be installed in accordance with the applicable code to accomplish this without variation in the wall paper.
5. Coordinate with all trades the need for access, block cuts, structural support, or precast accessories.
6. The General Contractor shall comply with current editions of the Oregon Structural Specialty Code and all other State and local codes.
7. The General Contractor and Subcontractors shall comply with all state and local codes, including all applicable codes, rules, regulations, and ordinances, and shall be responsible for obtaining all necessary permits, easements, and other approvals from the General Contractor, equipment Supplier, Subcontractor or the Owner. It is the responsibility of the parties to coordinate their respective portions of the Work with the other to avoid conflicts, including potential delays.
8. Use of any materials without written temporary or permanent approval of the Architect is prohibited.
9. Approvals, Trade names and catalog numbers as shown herein are intended to indicate grade or quality of equipment and materials desired. Requests for approval for material and/or equipment shall be addressed in accordance with the RFI Rules and Procedures.
10. Work shall be completed in accordance with the building code and work is to be done in accordance with the Architect's notes to the contract documents.
11. Accessibility: Verify any doors, windows, elements, fittings and/or other specialties, requiring frequent reworking, adjustment, replacement, repair, removal, or replacement, conveniently and accessible.
12. HVAC and exhaust systems: clean all duct systems, blow out all coils, and clean all components, including filters, grilles and prior to occupancy. Clean all floors prior to balancing or start-up.
13. The General Contractor is required to perform final cleaning prior to occupancy.

Panel Schedule - 240 Panel

| Panel |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 |
| 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
| 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 |
| 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |

Rogue Community College

Energy Policy



RCC

Rogue Community College

Contents

<u>Background</u>	2
<u>Mission Statement</u>	2
<u>Scope and Keys to Success</u>	2
<u>Energy Performance Metrics, Goals and Objectives – Specific, Measurable, Attainable, Relevant, Timely</u>	2
<u>Strategic Energy Management (SEM) Program</u>	3
<u>College Operation Guidelines</u>	4
<u>1. Heating/Cooling</u>	4
<u>2. Lighting</u>	5
<u>3. Water</u>	5
<u>4. Equipment</u>	6
<u>5. Facilities Usage</u>	6
<u>6. College Vehicles</u>	7
<u>Recycling</u>	7
<u>New Construction and Renovations</u>	8
<u>Purchases</u>	8
<u>Inspection Program</u>	9
<u>Performance Assessment</u>	9
<u>Communication</u>	9
<u>Review</u>	9

Background

Rogue Community College is committed to conserving natural resources while continually improving the quality of its educational programs. Recent renovation and construction projects, as well as upgraded mechanical and electrical systems have improved building operating efficiencies. The following guidelines are established for school employees and all building users to manage and control the amount of energy and resources needed to operate College facilities.

Mission/Purpose

Rogue Community College is committed to continually improving our energy performance and reducing energy costs. The RCC Mission Statement notes that the College is “. . . a powerful force for quality of life in our region.” One of the College’s core values clearly states the importance of stewardship: “*Stewardship* commits us to responsible and resourceful guardianship of community resources and sustainable practices.” To fulfill the mission and embody the core values, the College strives to improve energy management within our operations and work toward energy-efficient best practices where cost effective. Additionally, this ensures we are responsible consumers of natural resources, protecting the environment locally and globally.

Scope and Keys to Success

These guidelines supersede all previous instructions, but shall not supersede the need to maintain a safe and secure environment for staff, students, and Campus visitors. This policy was put into place in order for the College to establish a culture of conservation. Leadership, involvement, and emphasis is required from all College personnel in order to achieve this culture. This policy should be used to guide the behavior of every building occupant, with regards to energy consumption during day to day operations.

Energy Performance Metrics, Goals, and Objectives – Specific, Measurable, Attainable, Relevant, Timely

Metrics

1. Energy consumption will be measured in kWh per building if possible. For those campuses where this is not possible, energy will be measure in kWh per campus.
2. Energy use reduction will be measured from a 2014 baseline.
3. Work to sub-meter campuses with one meter in order to be able to track energy usage per building.

Goals

1. By 2019, Rogue Community College will work to reduce its collective energy usage by 10 percent.
2. The College will work toward all campuses reducing energy usage 2% annually for 5 years.
 - a. The College measures our electrical energy consumption in kWh. Our specific goals are:

Objectives

1. Work with the Energy Trust of Oregon's Strategic Energy Management program to establish an energy use baseline for each College Campus, and to help build a foundation for continuous energy savings.
2. Monitor and reconcile all utility billings. Any areas of increased energy and water consumption will be investigated to ensure applicable corrective measures are taken.
3. Evaluate each College Campus to identify future energy efficient improvement opportunities.
4. Establish an energy and waste Campus inspection program to give feedback to each College Campus.
5. Identify the percentage of energy consumption related to outside organization's usage.
6. All capital projects and purchases will take energy efficiency and its environmental impact into account.
7. Establish a champion at each Campus to promote and support the Colleges conservation efforts.
8. Each Campus will maintain a recycling program.
9. Increase every Campus's resource conservation participation through education and feedback.
10. Each College Campus will become Energy Star Certified through the EPA's Energy Star Portfolio Manager.
11. In partnership with the College's Communication Specialist, the College will capitalize on public relation opportunities to message and highlight the College's conservation efforts to the community.

Strategic Energy Management (SEM) Program

In 2015 **Rogue Community College** will work with the Energy Trust of Oregon by enrolling in their Commercial Strategic Energy Management program. By participating in this program **Rogue Community College** will receive technical support, state of the art tools and templates, along with Campus assessment support and training from energy experts. This program is funded by funds set aside by Pacific Power, so there are no costs associated with enrolling in it, other than the time required from the College's Energy Champion, Executive Sponsor, and team representative from each Campus. Typical participant reductions in annual energy costs are between five and 10 percent. Electric energy reductions resulting from this program will be incentivized by the Energy Trust of Oregon at a rate of \$0.02 per kWh during the first two years of program enrollment.

The SEM Team will consist of the following:

Energy Champion: The College’s Facilities Maintenance Electrician will serve as the Energy Champion. Duties will include: tracking and monitoring facility energy performance, lead the implementation of action items, attend all required workshops and meetings, and chair internal energy team meetings.

Executive Sponsor: The College’s Support Services – Assistant Facilities Director will serve as the Executive Sponsor. Duties will include: providing management level support, develop goals and timelines, allocate budget and time for action item implementation, regularly review energy performance and associated savings, and ensures implementation of a successful plan.

Energy Team: A successful energy and resource conservation program requires an advocate at every Campus. Each Campus will provide one energy team member as the Campus point of contact for this program. Duties will include: attending four quarterly meeting, assisting with implementation of this program and providing feedback on program status. Preferred candidates for these positions will have strong Campus leadership and a genuine interest in the field of Energy Conservation.

The Energy Team will meet quarterly.

College Operation Guidelines

1. Heating/Cooling

- a. A temperature range is to be 68 – 74 degrees Fahrenheit during the period a space is occupied and 60 – 80 degrees Fahrenheit during all unoccupied periods, breaks and holidays included.
- b. Shut off power to A.C. only equipment and set building heat pump to unoccupied for winter break.
- c. If you believe your zone is outside of the above parameters, contact facilities. He/she will take a temperature reading with the College supplied thermometer (at the thermostat). If the zone temperature is determined to be outside the acceptable thresholds outlined above, then a work order must be submitted for maintenance to address the issue.
- d. Main distribution frame (MDF) and Intermediate distribution frame (IDF) room thermostats shall be set to 70 degrees at all times year round.
- e. Facilities, custodial and contracted work will be carried out at the spaces ambient temperature except for special considerations.
- f. Tampering with, or manipulating the thermostats to make the HVAC system operate when conditions are within the College’s temperature set points is prohibited.
- g. All doors and windows shall be closed when the HVAC system is on to prevent loss of conditioned air. This includes both interior and exterior doors and windows. Propping doors open to compensate for temperature variations wastes energy unnecessarily, increases operating costs, and stresses equipment. If there is a legitimate issue that is

confirmed by the facilities zone temperature measurement, a work order must be submitted. An exception to this rule is a one on one student/instructor conversation where the door must remain open.

- h. If doors are to remain open, only approved door hold devices shall be used.
- i. Dress appropriately for the weather and have additional clothing available in case you are too cold in your space. During the cold season it is advisable to use many thin, warm layers rather than a few thick layers since it will insulate better and allow for removal of layers if the temperature climbs.
- j. Supplemental electric heaters are not allowed, unless specifically authorized at the director level, and shall only be issued by the Facilities Department when necessary. Space heaters can be a safety hazard and can cause issues with the operation of heating and cooling systems. Unauthorized heaters will be removed.
- k. Supply and return air vents in all areas must remain unobstructed at all times.

2. Lighting

- a. Lights will only be on in spaces that are occupied. Always turn lights off when leaving the room.
- b. Many spaces have occupancy sensors to turn lights off automatically; these sensors should be used as a backup only. Meaning lights should be turned off manually whenever exiting a non-occupied room, even when occupancy sensors are present. Emergency and security lighting will remain on.
- c. The use of natural day lighting is recommended whenever possible.
- d. For the security of employees, all outside security lighting will be turned ON prior to scheduled staff arrival pending weather and daylight conditions. When feasible, exterior lighting will be reduced after 11:00 P.M.

3. Water

- a. Water consumption should be minimized wherever and whenever possible.
- b. Low flow toilets, showers, and faucets shall be utilized whenever possible.
- c. Water should not be left running and unattended.
- d. All plumbing leaks, dripping faucets, constantly running toilets and broken sprinkler heads shall be immediately reported to the Facilities Department in work order form.
- e. Water heaters set to 120 degrees.
- f. All water leaks shall be repaired in a timely manner.
- g. Irrigation systems will be monitored to minimize water usage.
- h. When spray irrigating, water shall not hit the building or pavement.
- i. Reducing high water landscaping with xeriscaping (landscaping that reduces or eliminates the need for supplemental water) will be evaluated at all Campus's and will be incorporated in all new construction and renovation projects.

4. Equipment

- a. Computer power management software shall be enabled to minimize the operation and consumption of electricity when computers are not in use. This excludes computers performing unique computational functions.
- b. Computers, monitors, copiers, printers, and other equipment should be turned off when not being used and at the end of the day (fax machines excluded).
- c. Network equipment including network printers should remain on.
- d. Main distribution frames (MDF) and Intermediate distribution frames shall remain plugged in at all times.
- e. All printers will be set to go into power save mode after 15 minutes where possible.
- f. All plug-in devices, including cell-phone chargers and other charging devices, should be unplugged when not in use. These devices still draw power if charging or not charging.
- g. The College shall provide "common space" appliances in staff lounge/break rooms.
- h. No personal appliances such as microwaves, refrigerators, coffee pots, or space heaters will be allowed in **Rogue Community College** facilities unless specifically authorized by the facilities Director. Campuses have a consolidated staff room that provide for these functions. Additional appliances result in increased risks of overloading electrical circuits, as well as increasing the College's energy usage and demand, resulting in additional energy costs. Personal appliances also create safety hazards if commercial Underwriters Laboratory (UL) ratings are not met, or if they are not properly maintained. Any unauthorized appliances left in classrooms and or office space including personal cooling, food storage, and heating appliances, will be removed and disposed of.
- i. All appliance purchases shall be preapproved by the Contract and Procurement Office. New appliances shall be Energy Star rated whenever possible. Appliance donations are a potential safety hazard due to the equipment frequently being damaged, worn, or defective. This usually results in the College having to dispose of faulty appliances. All donations must be processed through the RCC Foundation & approved by the Contract and Procurement Office and will only be approved by exception.
- j. **During All College Break**, equipment will be shut down by all staff prior to leaving as part of the Campus closure.
- k. Each campuses energy team point of contact will submit a report to the facilities Director when this shutdown procedure has been fully completed.

5. Facilities Usage

- a. Facility use will be consolidated as much as possible particularly for summer months so most campuses can be completely shut down when unoccupied.
- b. Activities shall be strategically grouped within the facilities in order to optimize HVAC savings.
- c. All afterhours HVAC needs will be evaluated and assessed by the Facilities Department based on usage and weather conditions.

6. College Vehicles

- a. Employees should always take the shortest route possible to their next work stop. They should map out their workday to be fuel efficient (i.e. as little backtracking as possible).
- b. Ensure that work vehicles are stocked with required tools, equipment, and necessary items in order to limit unnecessary travel.
- c. College vehicles should not be left idling for excessive lengths of time. According to ASME and some other sources, 10 seconds of idling uses more fuel than restarting the car. And the EPA states that vehicles need no more than 30 seconds in the winter to warm up.
- d. Vehicles purchased by the College shall be the most fuel efficient vehicles, meeting the needs of the persons using those vehicles.
- e. When possible, multiple employees traveling to the same facility for meetings and other events should carpool.

Recycling

Rogue Community College is committed to be a good steward of the environment, to use materials in the most efficient manner possible, and to promote environmental stewardship to students, staff and the community. This obligation shall require all **Rogue Community College** facilities to recycle to the maximum extent practicable in an effort to reuse or reduce limited natural resources.

1. Establish a Campus specific recycle program that involves and educates students and staff.
2. Each Campus will conduct a waste audit to determine the types and volumes of materials that can be recycled.
3. Each Campus should identify alternative solutions to reduce volumes of materials used.
4. Show discretion when printing documents; ask yourself if you really need to print it. Use double sided printing whenever possible.
5. Choose paperless communication, transactions, and publications whenever possible.
6. When possible, consider the re-use of resources. Set up school supply re-use stations in classrooms. Reuse paper clips, rubber bands and brass fasteners.
7. Facilities staff is responsible for the collection of recyclable material, although student interaction with the College's recycling program is encouraged.
8. A durable or cardboard commingle recycling container will be placed next to garbage container(s).
9. Clearly marked signage placed on or near recycling bins shall be used to direct and promote commingled recycling practices.
10. Recycled electronic waste (computers, monitors, fax machines, etc.) will be managed by Facilities / Aspire
11. Recycle construction debris, carpet, ferrous and non-ferrous metals, fluorescent lamps and ballasts will be managed by the Facilities Department.

12. Where feasible, waste diversion areas for scrap metal, scrap wood, packing peanuts, soft plastic, hard plastic and batteries shall be established and managed by the Facilities Department.

New Construction and Renovations

1. All future **Rogue Community College** new construction, remodeling, renovation, and repair projects will be designed with consideration of optimum energy utilization, low life cycle operating costs, and compliance with all applicable energy codes.
2. The College will require high performance energy systems in new construction and renovation projects when the systems are determined to be life cycle cost-effective.
3. Renewable energy technologies, day-lighting and passive solar energy are to be incorporated when feasible.
4. Utility sub-meters must be installed in new construction and renovated facilities to isolate and monitor energy and water consumption.
5. Interior lighting will be LED, whenever possible. New energy-saving fixtures, lamps and ballasts will be used to replace existing less efficient lighting whenever economically feasible and appropriate. Ensure that all lights can be controlled to turn off.
6. Exterior lighting will be LED whenever possible, and will meet minimum current safety requirements. Decorative lighting will be kept to a minimum.
7. The College shall continue working with the Energy Trust of Oregon (ETO), to ensure that the College has taken full advantage of all grant and incentives opportunities viable to the College through current programs. The College shall also monitor all future grant and incentive opportunities, through but not limited to Oregon Department of Energy (ODOE), Avista and that would benefit the College in operations, equipment and renovation upgrades.

Purchases

Environmentally Preferable Purchasing refers to the practice of specifying products with environmental attributes, such as reduced packaging, reusability, energy efficiency, recycled content, and rebuilt or remanufactured products to be included in bids and contracts.

1. Monitor and measure sustainable purchasing accomplishments and efforts.
2. Only Energy Star rated electrical appliances and equipment will be procured unless there is no satisfactory Energy Star product available for purchase.
3. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
4. Purchase of more expensive energy-efficient equipment can be justified when the extra cost is less than or equal to the resulting energy savings.
5. Purchase 100% recycled paper as appropriate except where limitations or the nature of the document preclude the use of recycled paper.
6. Incorporate energy conservation goals into specifications for contractors and vendors.
7. Reduce the use of disposable materials and use compostable or recyclable materials as appropriate.

8. Environmental factors to be considered in product and service acquisitions include, but are not limited to, the assessment of:
 - a. Pollutant releases and toxins, especially persistent bio accumulative toxins (PBTs), air emissions, and water pollution
 - b. Waste generation and waste minimization
 - c. Greenhouse gas emissions
 - d. Recyclability and Recycled content
 - e. Energy consumption, energy efficiency, use of renewable energy
 - f. Depletion of natural resources
 - g. Potential impact on human health and the environment
 - h. Impacts on biodiversity
 - i. Environmental practices that vendors and manufacturers have incorporated into their office and production process.
9. As much as practical, purchase materials and supplies with a minimum of packaging.

Inspection Program

Facilities Behavioral assessments will be conducted by the College's (SEM) Energy Champion throughout the year. This assessment will include occupant behavior as related to the College's building operation guidelines, as well as monitoring the progress of each Campus recycling program through spot inspections of the waste stream. Upon Completion a written report will be sent to the Facilities Director.

Performance Assessment

The College's (SEM) Energy Champion will submit a bi-annual report to the VP of College Services & Facilities Director which outlines the College's current energy consumption, water usage, waste stream conservation, procurement efforts and performance with regard to our current goals and objectives. This report shall also include an overview of recently completed projects which affect energy consumption, as well as detail any upcoming energy projects.

Communication

We will realize our goals and objectives by ensuring that all members of the organization support and participate in the implementation of this policy. This policy shall be communicated to all newly hired employees as part of their new-hire orientation. This policy will be made known to all employees on an annual basis through safe colleges training. This policy will also be available on our intranet.

Review

This Policy shall be reviewed annually by the facilities department.

Name

Enactment Date

VP College Services

Title