



REQUEST FOR PROPOSALS

19-0045

**For the Provision of
2021 Roof Projects Design**

**RFP Closing (Due Date & Time):
April 8, 2020 at 2:00 PM Pacific Time**

**Issued by:
Beaverton School District 48
16550 SW Merlo Road
Beaverton, Oregon 97003
March 11, 2019**

REQUEST FOR PROPOSAL

Solicitation No: RFP 19-0045

PURPOSE AND INTRODUCTION:

The purpose of this Solicitation is to establish an Architectural Services Contract with the selected Consultant for a for the roof projects listed in the below project summary. The selected Consultant shall provide all labor, materials, plant, equipment, transportation and other facilities and services as necessary and/or required to execute all of the Work.

A **Mandatory Pre-Proposal Conference** will be held on March 17, 2020 at 9:00 AM. Proposers can check-in at the Facilities Development Main Portable at the District Administration Center at 16550 SW Merlo Road Beaverton OR, 97003.

Interested Proposers must submit a Proposal pursuant to the provisions of this Solicitation to Larry Pelatt, Purchasing Manager, or designee, by email to contracts@beaverton.k12.or.us **NOT LATER THAN:**

SOLICITATION DUE DATE AND TIME (CLOSING):**April 8, 2020 at 2:00 PM Pacific Time****LATE PROPOSALS WILL NOT BE ACCEPTED.**

Prospective Proposers must register with ORPIN – <http://orpin.oregon.gov/> to obtain the solicitation documents.

All questions and comments regarding this solicitation shall be directed **ONLY IN WRITING** to Larry Pelatt, Purchasing Manager, by email to: contracts@beaverton.k12.or.us

This Solicitation is issued pursuant to ORS 279A, ORS 279C and the Oregon Attorney General Model Rules Division 48.

PROPOSALS SHALL BE PURSUANT TO THE PROVISIONS OF THIS SOLICITATION.**THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS**

SECTION I – PROJECT INTRODUCTION

Solicitation No: RFP 19-0045

1. DEFINITIONS:

The term "District" or "Owner" throughout this document means the Beaverton School District (BSD). The term "Consultant" means a professional architect/engineer or a firm that provides professional architectural/engineering services. All Consultants must be appropriately licensed to provide architectural/engineering services as specified hereunder in the State of Oregon. The term "Proposer" means the person or firm that submits a Proposal in response to this Solicitation. "Closing" is the solicitation due date and time.

2. SOLICITATION REVIEW:

Proposers must carefully review this Solicitation document and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest pursuant to SOLICITATION PROTEST AND REQUEST FOR CHANGE (Section III, Paragraph 3), protests or appeals based on such defects, ambiguities, omissions or errors received more than seven days after issuance of the Notice of Intent to Award may not be favorably considered.

3. GENERAL SCOPE:

Beaverton School District is requesting proposals for complete Architectural/Engineering Consultant Services for a project to reroof portions of 5 elementary school sites: Elmonica, Errol Hassell, Hiteon, Jacob Wismer and Montclair. Construction is anticipated to occur in the Summer of 2021, and construction work shall be competitively bid under a Design / Bid / Build procurement method.

4. CONTRACT:

The successful Proposer, selected by the District, shall receive and must promptly execute an AIA B101-2017 Standard Form Agreement between Owner and Architect (modified). A sample is enclosed herein (see Attachments).

Proposers are advised to thoroughly review and familiarize themselves with the standard contract. Certain contract terms reflect state statute and may not be altered.

5. AMENDMENTS:

The District may amend a Contract without additional competition pursuant to OAR 137-048-0320.

6. DISTRICT REPRESENTATIVE:

The District will assign a District Representative for this project who will act as the Project Manager.

7. SOLICITATION SCHEDULE:

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. Required dates for submittals and any other activities are provided elsewhere in this Request for Proposals. The District reserves the right to deviate from this schedule.

<u>Solicitation Milestone</u>	<u>Completion Date</u>
Advertise Solicitation	March 11, 2020
Mandatory Pre-Proposal Conference	March 17, 2020 at 9:00 AM
Deadline for Questions	April 1, 2020
Proposals Due	April 8, 2020

SECTION I – PROJECT INTRODUCTION

Solicitation No: RFP 19-0045

Interviews (if conducted)
Issue Notice of Intent to Award

Anticipated to be Week of April 20, 2020
On or about April 24, 2020, or later if interviews needed

8. CONTACT DURING SOLICITATION:

Questions shall be submitted in writing via email to contracts@beaverton.k12.or.us as indicated on the Summary page of this Solicitation. No other contact regarding this solicitation during the solicitation process shall be permitted. Unauthorized contact regarding this solicitation may subject the offender’s proposal to rejection. Answers to questions not stated in writing and/or answered in the form of a written Addendum shall not be binding upon the District.

SECTION II – STATEMENT OF WORK

Solicitation No: RFP 19-0045

1. **PURPOSE AND INTRODUCTION.** The purpose of this Solicitation is to establish an Architectural Services Contract with the selected Consultant. The project summary is described below. The selected Consultant shall provide all labor, materials, equipment, transportation and other facilities and services as necessary and/or required to execute all of the Work.
2. **SERVICES REQUIRED.** Beaverton School District is requesting proposals for complete Architectural/Engineering Consultant Services for a project to reroof portions of 5 elementary school sites: Elmonica, Errol Hassell, Hiteon, Jacob Wismer and Montclair. Construction is anticipated to occur in the Summer of 2021, and construction work shall be competitively bid under a Design / Bid / Build procurement method.
3. **PROJECT DESCRIPTION.** This project includes five separate sites.
 - A. Elmonica 16950 SW Lisa Ct, Beaverton, OR 97006: The existing Tremco roofing on the modular building was installed in 2003 and is now failing. The building and a portion of the modular was reroofed in 2010 with John's Manville TPO and still has a warranty in place. There is roughly 7,800 square feet of roofing to be removed and replaced or recovered. There are roof top units and screens that will be impacted by the roofing project.
 - B. Errol Hassell 18100 SW Bany Rd, Beaverton, OR 97007: This existing Tremco roofing on the modular building is failing. There is roughly 7,800 square feet of roofing to be removed and replaced or recovered. There are roof top units that will be impacted by the roofing project.
 - C. Hiteon 13800 SW Brockman Rd, Beaverton, OR 97008. The building was reroofed in 2004 with a Tremco product which is now failing. There is roughly 72,000 square feet of roofing to be removed and replaced or recovered. There are roof top units and screens that will be impacted by the roofing project.
 - D. Jacob Wismer 5477 NW Skycrest Pkwy, Portland, OR 97229: The existing Tremco roof is original to the building which was built in 2001. There is roughly 62,000 square feet of roofing to be remove and replaced or recovered. There are roof top units that will be impacted by the roofing project.
 - E. Montclair 7250 SW Vermont St, Portland, OR 97223: The existing Tremco roof was installed in 2009 and is now failing. There is roughly 26,000 square feet of roof to be removed and replaced or recovered. There are roof top units that will be impacted by the roofing project.
 - F. Each site will need to be evaluated by the design team and the district for the possible addition of a fall protection system.
 - G. It is preferable to install single ply roof(TPO or EPDM) solutions however other options maybe considered.
 - H. Investigate or confirm recovering strategies recommended by independent roof consultant.
4. **OPERATIONAL ATTRIBUTES.** The district seeks to implement spaces with a focus on the following attributes:
 - A. Maintainability. The facilities must be implemented with significant consideration being given to ease of maintenance and effective maintenance cost management.
 - B. Efficient utilities systems using proven technologies
5. **DESCRIPTION OF SERVICES.** Design Services shall include Schematic Design, Design Development, and Construction Documents for permitting and bidding, bidding assistance, construction administration services, and warranty follow up for one year beyond substantial completion.
 - A. Design/Engineering
 - 1) All designs shall be in compliance with the Oregon Structural Specialty Code and Oregon Energy Code requirements, and any other applicable Building Code requirements.

SECTION II – STATEMENT OF WORK

Solicitation No: RFP 19-0022

- 2) Consultant shall provide the necessary Structural Engineering, as required by the Authority Having Jurisdiction(AHJ), for seismic anchorage of existing equipment, structural analysis of loading additions due to re-design and/or taper system or change in roofing materials, safety connection anchors, new parapet and/or blocking design anchorage, etc.
- 3) Consultant shall provide the necessary Mechanical and Electrical engineering as required for any mechanical and electrical work to be included in the scope of work.
- 4) Consultant shall provide a roofing consultant to review documents and provide feed back during design and review installed conditions. The roofing consultant shall investigate existing conditions including but not limited to review of owner provided survey, independent moisture and composition of the roof and provide site by site recommendations. During construction the roof consultant is expected to review RFIs, attend a preconstruction meeting for each site and perform periodic inspections of each site.
- 5) Consultant shall coordinate with the District provided asbestos consultant. The asbestos consultant will provide drawings and specifications to be inserted into the construction documents.
- 6) Consultant shall be required to coordinate all designs with the district Energy Manager. There are incentives available for roofs with R-15 to R-30 or greater and for the sites with complete replacements we may also be able to earn SB 1149 money.
- 7) A written specification manual shall be included as part of the 80% construction and bid documents. A draft of this document should be presented for review in Design Development. Cut sheets or recommend materials are sufficient for Schematic Design.

B. Cost Estimating

- 1) Consultant shall secure the services of a Cost Consultant to provide preliminary cost estimates at Schematic Design and Design Development phases.

C. Bidding Services

- 1) Participate in the pre-bid meeting(s) and site visits
- 2) Review bid responses and respond to solicitation questions
- 3) Prepare addendum documentation as needed

D. Permitting Services

- 1) Provide necessary engineering services for permitting
- 2) Review permit documents
- 3) Prepare and submit Building Permit documents to the applicable Authorities Having Jurisdiction
- 4) Facilitate the Building Permit process
- 5) Provide supplemental information required by plan review comments, if any

E. Construction Services:

- 1) Review submittals of proposed materials and equipment
- 2) Invoice review
- 3) Submit documents for permit review and respond to comments as required by AHJ.
- 4) Attend pre-construction meeting to align with regularly scheduled weekly OAC
- 5) Review contractor's shop drawings
- 6) Answer contractor's questions
- 7) Perform construction and final field observations and provide punch list and punch list support
- 8) Prepare supplementary drawings as required for clarification
- 9) Participate in 1-year warranty walks

F. Meetings

- 1) The consultant shall participate in a preliminary project kick-off meeting, design meetings(assume 3) and design review presentations at completion of Schematic Design, completion of Design

SECTION II – STATEMENT OF WORK
Solicitation No: RFP 19-0022

Development, and 80% Construction Document completion. Allow for 3 hours minimum for each design review session.

- 2) The consultant shall participate in a kick-off meeting and weekly meetings during the construction period assume mid-May through mid-September; punch list walkthrough and follow-up; and a one-year warranty walk.

G. Close-Out Assistance

- 1) The consultant shall review submitted operation and maintenance manuals, warranty and as built/redline drawings.
- 2) The consultant shall also prepare and submit record drawings base off the contractor's as-builts/redlines.

H. Miscellaneous

- 1) The schedule and scope of work of this project may be a challenge due to constraints on overall project budget and available construction periods (summer break between school years).
- 2) Value Engineering shall be used to ensure that optimized form and function are implemented for the budget available. VE efforts will conform to ASTM E1699-14, and not merely be a tool for cutting scope or quality.
- 3) Reasonable use of sustainable materials and construction processes are to be considered where reasonable without undue risk stemming from un-vetted products.
- 4) The project will comply with the District's Technical Standards and Education Specifications. Deviations may be proposed by the A/E with appropriate rationale for District consideration. The documents can be viewed in the Design Standards Program Documentation located at: <https://www.beaverton.k12.or.us/departments/facilities-development/technical-standards>
- 5) The District has implemented the eBuilder Project Management software platform, for coordination of efforts, approvals, and expedited communication. All prime project team members will be required to utilize the program. Consultant shall be provided a seat (license) and training.
- 6) All persons involved in the project who will have a physical presence on site at any time during the course of the project will need to clear a background check. The basic criteria of clearance and refusal offenses will be provided by the District Project Representative. Consultants and sub-consultants shall provide a report of who has cleared the background check by an approved agency. Consultants and/or sub-consultants are also responsible to print and wear their own badges that align with the district standard as provided by the District Project Representative.

6. ANTICIPATED PROJECT SCHEDULE:

<u>Project Milestone</u>	<u>Completion Date</u>
Execute Contract	May 8, 2020**
<i>Schematic Design Due</i>	<i>June 5, 2020</i>
<i>Schematic Design Review Meeting</i>	<i>on or about June 17, 2020</i>
<i>Design Development Due</i>	<i>July 10, 2020</i>
<i>Design Development Review Meeting</i>	<i>on or about July 22, 2020</i>
<i>80% Construction Documents Due</i>	<i>August 7, 2020</i>
<i>80% Construction Document Review</i>	<i>on or about August 21, 2020</i>
Bid Docs Due	September 18, 2020
Contractor Bids Due	Mid- Nov 2020
Board Approval	November 2020
Estimated Construction Start	May/June 2021
Completion Date August 2021	

SECTION II – STATEMENT OF WORK

Solicitation No: RFP 19-0022

Design milestones maybe adjusted to align with the consultant's approach however it is important to note that no design review period (the period between documents due and the review meeting) or review meeting can be schedule between August 24th and September 18th and bid documents are due the district no later than September 18th.

** Anticipated project schedule dates are dependent upon being able to execute a contract on or about May 8, 2020. Each date may be approximately four weeks later than stated above. Note that bid document due date will not shift.

7. **ADDITIONAL REQUIREMENTS:**

- a. **E-Builder.** See sample Contract attached to this Solicitation.
- b. **Background Checks.** See sample Contract attached to this Solicitation.
- c. **BIM.** See sample Contract attached to this Solicitation.

8. **BUSINESS EQUITY.** The Proposer understands that the District maintains a goal of engaging Disadvantaged, Minority, Women, Emerging Small and Service Disabled Veteran owned business enterprises (D/M/W/ESB/SDV) as service providers in delivering services necessary to implement our bond program. The District aspires to a goal of ten (10) percent D/M/W/ESB/SDV content, by contract value, in completing our capital bond work, and the Consultant shall expend reasonable efforts to reach this goal in the total value of their contracts with the District.

Additionally, the District will continue to partner with its Consultants to provide career learning opportunities for students, providing them exposure to various potential career paths, including, but not limited to, architecture, engineering and related services, legal and accounting services through programmatic involvement with the District's Career Pathways Program and Career Related Learning Experiences.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFP 19-0045

1. SELECTION PROCEDURE:

The District intends to procure the Services described herein using the Informal Selection Procedure pursuant to OAR 137-048-0210. Should circumstances require, the District may use this RFP to procure the Services using the Formal Selection Procedure pursuant to OAR 137-048-0220.

2. PRE-PROPOSAL CONFERENCE:

- a. Purpose. The pre-proposal conference, if held, is conducted with Proposers to explain and discuss the Solicitation requirements.
- b. Required Attendance. If the District pre-proposal conference is mandatory (as indicated on the Summary Page), a proposal submitted by a Proposer who did not attend the mandatory pre-proposal conference would be rejected.
- c. Statements Not Binding. Statements made by the District's representative at the pre-proposal conference do not change the Solicitation Document unless the District confirms such statements with a Written Addendum.

3. SOLICITATION PROTEST AND REQUEST FOR CHANGE:

Proposers may submit a written protest of anything contained in this Solicitation and may request a change to any provision, specification or Contract term contained in the Solicitation, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the Solicitation provisions, specifications or Contract terms. The District will not consider any protest or request for change that is submitted after the submission deadline. Protest shall be delivered to the Purchasing Manager by email (contracts@beaverton.k12.or.us), or hand delivered to 16550 SW Merlo Road, Beaverton, OR 97003. Any changes to the Solicitation will be made and issued via an Addendum pursuant to Paragraph 6 in this section.

4. AWARD SELECTION PROTEST:

Proposers may Protest Consultant Selection.

- a. Single Award. In the event of an award to a single Consultant, the District shall provide to all Proposers a copy of the selection notice that the District sent to the highest ranked Proposer. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the District no later than seven (7) calendar days after the date of the Notice of Intent to Award a Contract. Only a Proposer who is in a position to be awarded a contract if their Protest is successful may submit a Protest. A Proposer submitting a protest must demonstrate that the protesting Proposer is the highest ranked Proposer because the Proposal of the highest ranked Proposer failed to meet the requirements of the Solicitation or because the highest ranked Proposer is not qualified to perform the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services described in the Solicitation.
- b. Multiple Award. In the event of an award to more than one Consultant, the District shall provide to all Proposers copies of the selection notices that the District sent to the highest ranked Proposers. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposers may submit a written protest of the selection to the District no later than 12:00 noon seven (7) calendar days after the date of the selection notices. A Proposer submitting a protest must claim that the protesting Proposer is one of the highest ranked Proposers because the Proposals of all higher ranked Proposers failed to meet the requirements of the Solicitation, or because a sufficient

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFP 19-0045

number of Proposals of higher ranked Proposers failed to meet the requirements of the Solicitation. In the alternative, a Proposer submitting a protest must claim that the Proposals of all higher ranked Proposers, or a sufficient number of higher ranked Proposers are not qualified to perform the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services described in the Solicitation.

- c. Effect of Protest Submission Deadline. The District will not consider any protest that is submitted after the submission deadline.
- d. Resolution of Protests. The Purchasing Manager shall resolve all timely submitted protests within a reasonable time following the District's receipt of the protest and once resolved, shall promptly issue a written decision on the protest to the Proposer who submitted the protest. If the protest results in a change to the Solicitation, the District shall revise the Solicitation accordingly and shall issue an addendum in accordance with these rules. If the protest results in a change that effects the Solicitation beyond the ability to issue an addendum to correct the issues raised in the protest, the District may cancel the Solicitation and re-advertise after correction of the issue(s).

5. SOLICITATION CANCELLATION:

The District may cancel, delay or suspend a solicitation, or reject all Proposals, if the District believes it is in the public interest to do so. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection. Proposers responding to solicitations are responsible for all costs they may incur in connection with submitting Proposals.

6. ADDENDA:

- a. Issuance; Receipt. The District may change this Solicitation only by Written Addenda. A Proposer must provide written acknowledgement of receipt of all issued Addenda in the space provided on the Proposer Certification Form (Attachment A).
- b. Notice and Distribution. The District will post any and all Addenda via the ORPIN website.
- c. It is the Proposers' responsibility to inquire about Addenda; Proposers should frequently check the ORPIN website until the Solicitation Closing (due date and time) about any Addenda issued.
- d. Timelines; Extensions. The District shall issue Addenda within a reasonable time to allow prospective Proposers to consider the Addenda in preparing their Proposal. The District may extend the Closing if the District determines prospective Proposers need additional time to review and respond to Addenda.

7. ADDITIONAL REQUIREMENTS:

- a. The District reserves the right to seek clarifications of submitted Proposals, which may or may not affect the evaluation scoring;
- b. The District reserves the right to negotiate a final Contract that is in the best interest of the District;
- c. The District reserves the right to reject any or all Proposals and the right to cancel the Solicitation at any time if doing either would be in the public interest as determined by the District;
- d. Proposers responding to this Solicitation do so solely at their expense, and the District is not responsible for any Proposer expenses associated with the Solicitation;
- e. Failure of the District to insist on strict performance shall not constitute a waiver of any of the provisions of this Solicitation or resulting Contract or waiver of any other default of the Proposer.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFP 19-0045

8. RECEIPT, OPENING, AND RECORDING OF PROPOSALS:

- a. The District's email system shall electronically time-stamp or hand-mark each Proposal and any modification upon receipt.
- b. The District shall not be responsible for the premature opening or failure to open a Proposal that is not properly addressed and/or identified.

9. TIES AMONG PROPOSERS:

- a. If the District is selecting a Consultant on the basis of qualifications alone and determines after the ranking of Proposers that two or more Proposers are equally qualified, the District may select a candidate through any process that the District believes will result in the best value for the District taking into account the scope, complexity and nature of the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services. Provided, however, the tie breaking process established by the District under this section cannot be based on the Proposer's pricing policies, pricing proposals or other pricing information, including the number of hours proposed for the services required, expenses, hourly rates and overhead. The process must be designed to instill public confidence through ethical and fair dealing, honesty and good faith on the part of the District and Proposers and shall protect the integrity of the Public Contracting process. Once a tie is broken, the District and the selected Proposer shall proceed with negotiations under OAR 137-048-0210(5) or 137-048-0220(4)(d), as applicable.
- b. If the District is selecting a Consultant on the basis of price alone, or on the basis of price and qualifications, and determines after the ranking of Proposers that two or more Proposers are identical in terms of price or are identical in terms of price and qualifications, then the District shall follow the procedure set forth in OAR 137-046-0300, (Preferences for Oregon Goods and Services), to select the Consultant.

10. NOTICE OF INTENT TO AWARD:

The District shall provide a written Notice of Intent to Award (NOI) to all Proposers at least SEVEN (7) calendar days before the Award of a Contract, unless the District determines that circumstances require prompt execution of the Contract. The District's Award must not be final until the latter of the following: SEVEN (7) calendar days after the date of the NOI, or until the District provides written response to all timely filed protests denying the protest(s) and affirming the Award.

11. CONFIDENTIALITY OF PROPOSALS:

- a. **REDACTION FOR PUBLIC RECORDS:** Any portion of a Proposal that the Proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2), ORS 192.502(4) and/or ORS 646.461 et seq. **Proposers are required to submit a redacted copy of their Proposal and all attachments if redactions are being requested.** "Redaction" means the careful editing of a document to obscure confidential references; a revised or edited document thereby obscuring the exempt information but otherwise leaving the formatted document fully intact. **The redacted copy must be a complete copy of the submitted Proposal, in which all information the Proposer deems to be exempt from public disclosure has been identified.**
- b. When preparing a redaction of its Proposal submission, a Proposer must plainly mark the redactions by obscuring the specific areas the Proposer's firm asserts are exempt from public disclosure. In addition, a summary page identifying the pages where redactions occur shall be included with the Proposal submission (summary is not included in page limitations). **If a Proposer fails to submit a redacted copy of their Proposal as required, the District may release the Proposer's original Proposal without**

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFP 19-0045

redaction. If the entire proposal is marked as constituting a “trade secret” or being “confidential”, at the District’s sole discretion, such a Proposal may be rejected as non-responsive.

- c. Unless expressly provided otherwise in this RFP or in a separate written communication, the District does not agree to withhold from public disclosure any information submitted in confidence by a Proposer unless the information is otherwise exempt under Oregon law. The District agrees not to disclose Proposals until the District has completed its evaluation of all Proposals and publicly announces the results.

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0045

1. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a Proposal in response to this Solicitation. The purpose of this format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each Proposal. Failure to submit Proposals in accordance with the provisions of this Section may be grounds to declare the Proposal non-responsive. Failure to provide any information requested in this Solicitation may result in rejection of the Proposal.

2. PROPOSAL SUBMISSION:

To ensure proper identification and handling, Proposals shall be submitted by email with the RFP number, name or other clearly identifying information in the email subject line. Proposals shall only be emailed to the email address indicated on the Summary page of this Solicitation. The District is not responsible for Proposals submitted in any manner, format or to any delivery point other than as required. Proposers are solely responsible for ensuring that the District receives their Proposal at the required delivery point prior to Closing.

3. PROPOSAL FORMAT:

A Proposer's submitted Proposal:

- a. Proposals must be submitted by email in a commonly used file format (e.g., PDF, etc.) and received by the stated closing date and time. The submitted file must be in a format both printable and editable by the District, scanned documents will not be accepted.
- b. There is a fifteen (15) page limit for Proposals which does not include the Pricing Proposal, Proposer Certification or other Required Submissions.

4. REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS: See Attached Proposal Submission Checklist.

5. DETAILED PROPOSAL CONTENT REQUIREMENTS:

Proposers must provide a reply to each of the following items. The Proposer Certification Form (see Attachments) shall be completed and submitted as the cover of the Proposer's response. Provide a complete and concise response to each of the following criteria areas. Do not assume the District has any prior knowledge of the Proposer. Proposal response must be in the same order as presented below:

a. APPROACH:

- i. Describe the Proposers' knowledge and understanding of the Project and Services described in the Statement of Work Section.
- ii. Define the Proposers' approaches to staffing and scheduling needs for the services.
- iii. Define proposed solutions to any perceived design and constructability issues.
- iv. Describe the design philosophy, if applicable, and approach to the services described in the Statement of Work Section.

b. EXPERIENCE:

- i. Describe the Proposers' availability and capability to perform the required services outlined in the Statement of Work Section
- ii. Describe Proposers' and their sub-consultants demonstrated ability to successfully complete similar services on time and within budget, including whether or not there is a record of satisfactory performance under OAR 137-048-0120 (2) (the Districts or other public agency record of Consultants performance);

SECTION IV – RESPONSE AND EVALUATION
Solicitation No: RFP 19-0045

- iii. Describe Proposers' Performance history in meeting:
 - a. Deadlines.
 - b. AHJ building department permit and deferred submittal performance.
 - c. Accuracy of cost estimates.
 - d. Producing high quality work.
 - e. Meeting financial obligations.
 - f. Provide the status of any required license or certification.
- c. **PERSONNEL:**
 - i. List the Proposers' key staff to be assigned to the project and describe their experience in providing similar services on comparable projects;
 - ii. Describe the amount and type of resources, and list the number of experienced staff persons Proposer has available to perform the services described in the Statement of Work Section;
 - iii. Show the recent, current and projected workloads of the staff and resources referenced above to be assigned to the project;
 - iv. List the proportion of time Proposer estimates that the staff referenced above to be assigned to the project, would spend on the services described in the Statement of Work Section;
- d. **SUB-CONSULTANTS:**
 - i. List the sub-consultant(s) that would be retained, and their roles with the project, experience of key staff, amount and type of resources, availability, current workload, and proportion of time of key staff related to the services described in the Statement of Work Section;
 - ii. List the sub-consultant(s) key staff assigned to the project, their experience, amount and type of resources, availability, current workload, and proportion of time of key staff assigned to the project related to the services described in the Statement of Work Section.
 - iii. Describe the sub-consultant(s) demonstrated ability to successfully complete similar services on time and within budget, including whether or not there is a record of satisfactory performance under OAR 137-048-0120 (2) (the Districts' or other public agency record of Consultants performance);
 - iv. Describe sub-consultants': Performance history in meeting deadlines; City of Beaverton building department permit and deferred submittal performance; Accuracy of cost estimates; Producing high quality work; and Meeting financial obligations.
- e. **ADDITIONAL INFORMATION:**
 - i. Provide any other criteria that would be relevant to the services described in the Solicitation including, where the nature and budget of the project so warrant, a design competition between competing Proposers.
 - ii. Provide a list of any litigation, arbitration, or mediation (pending or settled) the firm has been involved in within the last five years in excess of \$10,000. Show the parties, project, amount of dispute, and results
- f. **REFERENCES:**
 - i. Provide a minimum of three references (agency name, contact name, phone, email, brief description of the project) and written recommendations from past clients. The District may check additional references at its discretion.
- g. **PRICE PROPOSAL:** In a separate and appropriately named file (including "FEE", the Proposer's name, and solicitation number as shown on the Request for Proposal), the Proposer shall provide a complete and itemized fee for the services described in the Statement of Work Section. In addition, provide an hourly cost (including burden and mark up) for key personnel and principals for the prime firm and sub-consultants. If a Proposer fails to provide the pricing information in a separate file, the Purchasing Manager, or designee, shall separate the pricing information from the other documents and withhold from the evaluation committee until the specified time/circumstance. Note that reimbursables are to be

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0045

direct reimbursable and no mark-up is allowed. Additionally, the Beaverton School District is governmental entity and therefore cannot be charged the Commercial Activities Tax.

6. PROPOSAL EVALUATION:

The District shall establish a committee of at least three individuals, including at least one District employee, to review, score and rank Proposals according to the evaluation criteria set forth in the Solicitation. Purchasing Department staff will manage the RFP process, and consult with evaluation committee members as needed, but shall not be scoring members of the committee.

After scoring and ranking the proposals based on the qualification criteria listed below, the committee will select up to three of the highest-ranking proposals as being qualified to provide the Services. The District will post the results of the qualification scores and respective proposal ranks on ORPIN. The Purchasing Department will then either 1) provide the committee with the pricing proposals or 2) advise the committee to proceed with the Formal Evaluation Process pursuant to OAR 137-048-0220. In the event of the latter, and should the committee decide not to cancel the Solicitation, the committee will enter into contract negotiations with the highest ranking proposer.

7. EVALUATION CRITERIA:

The District will score each proposal by reviewing and evaluating the proposal content requirements outlined above. The following table indicates how the total points in the scoring will be assigned by required proposal content item. Failure to meet minimum requirements for any individual item may disqualify the proposal regardless of the total points scored for the other items. Each item will be evaluated as follows:

PROPOSAL CONTENT REQUIREMENT	Maximum Points Possible
Qualification Criteria	
a. Approach	20
b. Experience	25
c. Personnel	15
d. Sub-Consultants	15
e. Additional Information	5
f. References	5
Pricing Proposal	
g. Pricing Proposal	15
Proposal Content Sub-Total	100
INTERVIEW – (If Required)	
Interview	30
GRAND TOTAL	130

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0045

8. **INTERVIEWS:** (if conducted)

- a. The evaluation committee may elect to interview Proposers if the evaluation committee considers it necessary or desirable. Up to three of the top ranked firms may be invited to interview. The interview process will be used to supplement and clarify the information contained in the proposal.
- b. If the evaluation committee elects to utilize interviews an additional 30 points will be available to each firm to earn. The final ranking will be provided to District Administration for a final decision to award a contract.
- c. Particular details about the interviews will be issued to those firms invited to interview.
- d. Such interviews and any presentation materials will be at the Proposer's expense.
- e. Interviews, if conducted, will bear on the firms' rankings in the selection process. The final ranking will be provided to District Administration for a final decision to award a contract.

9. **SELECTION AND NEGOTIATION:**

If the District does not cancel the Solicitation after it receives either the qualification criteria scores of final scores for each Proposer, the District will begin negotiating a Contract with the highest scored Proposer following the evaluation and interview (if conducted) process. If after opening pricing proposals the District decides to proceed with a formal selection procedure, the fee schedule will be the subject of negotiations. Otherwise, or additionally, depending on circumstances, the District shall direct negotiations toward obtaining written agreement on:

- a. The Proposer's performance obligations and performance schedule;
- b. Payment methodology and a maximum amount payable to the Proposer for the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services required under the Contract that is fair and reasonable to the District as determined solely by the District, taking into account the value, scope, complexity and nature of the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services; and
- c. Any other provisions the District believes to be in the District's best interest to negotiate.

The District shall, either orally or in writing, formally terminate negotiations with the highest scored Proposer if the District and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. The District may thereafter negotiate with the second highest scored Proposer, and if necessary, with the third highest scored Proposer, and so on, until negotiations result in a Contract. If negotiations with any Proposer do not result in a Contract within a reasonable amount of time, the District may end the particular formal solicitation. Nothing in this rule precludes the District from proceeding with a new formal solicitation for the same Services described in this Solicitation that failed to result in a Contract.

PROPOSAL SUBMISSION CHECKLIST

**ALL CERTIFICATIONS, FORMS AND PROPOSAL CONTENT REQUIREMENTS AS SPECIFIED IN SECTION IV
MUST BE INCLUDED IN PROPOSALS.**

____ REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS

The following completed certifications and forms must be signed by the person authorized to represent the Proposer regarding all matters related to the Proposal and authorized to bind the Proposer to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

- ___ PROPOSER CERTIFICATION - This serves as the cover sheet for your Proposal. (Attachment A)
- ___ AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS. (Attachment B)
- ___ NON-CONFLICT OF INTEREST CERTIFICATION. (Attachment C)
- ___ PROPOSER RESPONSIBILITY FORM – All Pages. (Attachment D)

____ DETAILED PROPOSAL CONTENT REQUIREMENTS

Detailed Proposal Content Requirements are specified in SECTION IV, Paragraph 5.

The following attachment(s) are **NOT** to be returned with the Proposal. The content of these attachment(s) must be reviewed by the Proposer. The terms and conditions will apply to the Contract to be executed for the work.

ATTACHMENT G Sample AIA B101 Contract with Exhibits

This checklist is provided for the Proposer's convenience in assembling your proposal and is NOT required to be returned with the proposal.

SECTION V – ATTACHMENTS
ATTACHMENT D
Solicitation No: RFP 19-0045

PROPOSER CERTIFICATION

Respectfully submitted this _____ day of _____, 20_____.



Signature: _____

Name: _____
(Please type or print)

Phone: _____

Title: _____

Email Address: _____

Firm/Company Name: _____

Physical Address: _____

City, State, Zip: _____

1. The Proposer certifies that he or she has read and understands all terms and conditions of this solicitation.
2. The Proposer acknowledges that the person that signs this Certification is fully authorized to sign on behalf of the Proposer listed and to fully bind the Proposer to all conditions and provisions thereof.
3. The Proposer certifies that Proposer has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this RFP.
4. The Proposer holds a certificate from the Oregon State Board of Architect Examiners, the Oregon State Landscape Architect Board, or the Oregon State Board of Examiners for Engineering and Land Surveying as applicable:
Registration #: _____.
5. The Proposer, pursuant to ORS 279A.120 (1), (check one) is _____/is not _____ a resident Bidder.
If not, indicate State of residency _____.
6. The Proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055 in obtaining any required subcontract.
7. The Proposer agrees to comply with Oregon tax laws in accordance with ORS 305.385.
8. The Proposer acknowledges receipt of the following addenda: (list by number and date appearing on addenda.)

Addendum Number	Date	Addendum Number	Date
_____	_____	_____	_____
_____	_____	_____	_____

SECTION V – ATTACHMENTS
ATTACHMENT B
Solicitation No: RFP 19-0045

AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS

Proposer: _____

I state that:

- (1) The correct taxpayer identification numbers are:
A. Federal Employer ID Number(EIN): _____ B. Employer's Oregon ID Number: _____
- (2) Proposer is not subject to backup withholding because (i) Proposer is exempt from backup withholding, (ii) Proposer has not been notified by the IRS that Proposer is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Proposer that Proposer is no longer subject to backup withholding;
- (3) The price(s) and amount of this proposal shall be arrived at independently and without consultation, communication or agreement with any other consultant, proposer or potential proposer, except as disclosed on the attached appendix.
- (4) That neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, shall be disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before Contract award.
- (5) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit any noncompetitive proposal or other complementary proposal.
- (6) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (7) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Beaverton School District in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Beaverton School District of the true facts relating to the submission of proposals for this contract. I am authorized to act on behalf of Proposer, and have authority and knowledge regarding Proposer's payment of taxes, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, those tax laws listed in ORS 305.380(4); the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Oregon Department of Revenue under ORS 305.620.



(Affiant's Signature)

STATE OF OREGON

County of _____

Signed and sworn to before me on _____ by _____
(date) (Affiant's name)

Notary: _____

My Commission Expires: _____

NON-CONFLICT OF INTEREST CERTIFICATION

Issuing Agency: Beaverton School District

I, _____ hereby certify I have read the statement defining conflict of interest as quoted below; that I understand the statement; that no conflict of interest exists as therein defined, which precludes an impartial Bid/Proposal to be submitted by myself or the entity/company for which the Bid/Proposal is submitted, and that if such a conflict should arise, I will immediately notify the Beaverton School District and disqualify my Bid/Proposal.

"NO OFFICER, EMPLOYEE, OR AGENT OF THE BIDDER/PROPOSER HAS ANY PERSONAL FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THE OPERATION OF THE BEAVERTON SCHOOL DISTRICT OR WITH ANY PARTY CONNECTED WITH THE OREGON SCHOOL AND DISTRICT IMPROVEMENT NETWORK, DIRECTLY OR INDIRECTLY."

 Signature: _____

Name: _____
(Please type or print)

Title: _____

Firm/Company Name: _____
(Please type or print)

Date: _____

**PROPOSER RESPONSIBILITY FORM
(CONTRACTOR’S QUALIFICATIONS AND FINANCIAL INFORMATION)**

DECLARATION AND SIGNATURES

The undersigned hereby declares that the he or she is duly authorized to complete and submit this Proposer Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the District of Proposer non-responsibility.

Date: _____

 Signature: _____

Name: _____
(Please type or print)

Title: _____
(Please type or print)

Firm/Company: _____
(Please type or print)

Instructions

- 1. The information provided in this form is part of the District inquiry concerning proposer responsibility. Please print clearly or type.**
- 2. If you need more space, use plain paper. Submit completed form with proposal response.**
- 3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that the Proposer is not a responsible Proposer.**

SECTION I –RELIABILITY

Has your company ever been declared in breach of any contract for unperformed or defective work?

Yes: __ No: __

If “yes”, explain:

Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract?

Yes: __ No: __

If “yes”, explain:

Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?

Yes: __ No: __

If “yes”, explain:

Has your company or any employee or agent of your company been convicted under state or federal antitrust laws?

Yes: __ No: __

If “yes”, explain: _____

Has any Officer or Partner of your organization ever been an Officer or Partner of another organization that failed to complete a contract?

Yes: __ No: __

If “yes”, explain:

**SECTION II – FINANCIAL
RESOURCES**

Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case? Yes: No:

If “yes”, explain:

Does your firm have any outstanding judgments pending against it? Yes: No:

If “yes”, explain:

In the past ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded \$10,000? Yes: No:

If “yes”, explain:

In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to work performance on a contract? Check “yes” even if the matter proceeded to arbitration or mediation without court litigation. Yes: No:

If “yes”, explain (include court, case number, and party names):

Have you or any of your affiliates discontinued business operation with outstanding debts? Yes: No:

If “yes”, explain:

SECTION V – ATTACHMENTS
ATTACHMENT D
Solicitation No: RFP 19-0022

SECTION III – KEY PERSONNEL

List the principal individuals of your company, their current job title, the total years of experience they have in the industry and their current primary responsibility for your company. Corporations list current officers and those who own 5% or more of the corporation’s stock. Limited liability companies list members who own 5% or more of the company. Partnerships list all partners. Joint ventures list each firm that is a member of the joint venture and the percentage of ownership the firm has in the joint venture.

ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Position	
D. Current Primary Responsibility	

Person who will be in direct charge of work if your company is awarded this Contract:

ITEM	PERSON IN DIRECT CHARGE
A. Name	
B. Position	
C. Years in Position	
D. Largest Project Supervised - \$	
E. Largest number of employees ever supervised	

SECTION V – ATTACHMENTS
ATTACHMENT D
Solicitation No: RFP 19-0022