



## **REQUEST FOR PROPOSALS**

**19-0052**

**For the Provision of  
Cooper Mountain Elementary School  
Seismic Upgrades Design**

**RFP Closing (Due Date & Time):  
April 22, 2020 at 2:00 PM Pacific Time**

**Issued by:  
Beaverton School District 48  
16550 SW Merlo Road  
Beaverton, Oregon 97003  
March 23, 2020**

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## REQUEST FOR PROPOSAL

Solicitation No: RFP 19-0052

### **PURPOSE AND INTRODUCTION:**

The purpose of this Solicitation is to establish an Architectural Services Contract with the selected Consultant for a seismic upgrade project. The project summary is described below. 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 **Non-Mandatory Pre-Proposal Conference** will be held on April 2, 2020 at 9:00 AM at Cooper Mountain Elementary School, 7670 SW 170 Ave. Beaverton OR, 97007.

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](mailto:contracts@beaverton.k12.or.us) **NOT LATER THAN:**

### **SOLICITATION DUE DATE AND TIME (CLOSING):**

**April 22, 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 Peter Madaus, Contract Specialist, by email to: [contracts@beaverton.k12.or.us](mailto: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 AND BACKGROUND  
Solicitation No: RFP 19-0052

**1. DEFINITIONS:**

The term "District" or "Owner" throughout this document means the Beaverton School District (BSD). The term "Consultant" means an Architect, Engineer, Photogrammetrist, Transportation Planner, Land Surveyor or provider of Related Services, or any combination of the foregoing. 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. "Related services" means personal services, other than architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvement projects, including but not limited to landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services and owner's representation services or land-use planning services.

**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 at the existing Cooper Mountain Elementary School at 7670 SW 170<sup>th</sup> Ave in Beaverton, OR. Construction is anticipated to occur in the summer of 2021, and construction work shall be procured through a Design Bid Build process. In April 2019 the Beaverton School District was notified that we are receiving a grant from the Oregon Seismic Rehabilitation Grant Program (SRGP). It is important that the design team is very familiar with the requirements of this program. A proven track record of experience with the SRGP will be very beneficial.

**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).

**5. AMENDMENTS:**

The District may amend a Contract without additional competition in accordance with the District's best interest and applicable law..

**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

SECTION I – PROJECT INTRODUCTION AND BACKGROUND

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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>Project Milestone</u>	<u>Completion Date</u>
Advertise Solicitation	March 24, 2020
Pre-Proposal Conference	April 2, 2020 at 9:00 AM
Deadline for Questions	April 16, 2020 at 5:00 PM
Proposals Due	April 22, 2020 at 2:00 PM
Interviews (if conducted)	Anticipated to be Week of May 4, 2020
Issue Notice of Intent to Award	On or about May 11, 2020

**8. CONTACT DURING SOLICITATION:**

Questions shall be submitted in writing via email to [contracts@beaverton.k12.or.us](mailto: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 19-0052

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 at the existing Cooper Mountain Elementary School at 7670 SW 170<sup>th</sup> Ave in Beaverton, OR. Construction is anticipated to occur in the summer of 2021, and construction work shall be procured through a Design Bid Build process. In April 2019 the Beaverton School District was notified that we are receiving a grant from the Oregon Seismic Rehabilitation Grant Program. It is important that the design team is very familiar with the requirements of this program. A proven track record of experience with the SRGP will be very beneficial.
3. **PROJECT DESCRIPTION.** Cooper Mountain consists of a 54,821 SF single story building. The building consists of several different building types and construction years ranging from 1954 to 1986. Please see attached seismic strengthening scheme drawings for further descriptions of required upgrades. Partial roof replacement will be included in the project scope as related to the seismic upgrades. The preliminary construction budget is \$2.4m.
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. Least disruptive. The Design team shall recommend construction techniques that will provide for minimal disruptions to surrounding elements.
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.
    - 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 coordinate with the District provided asbestos consultant. The asbestos consultant will provide drawings and specifications for bidding.
    - 5) A written specification manual shall be included as part of the 80% construction and bid documents. Cut sheets and recommend materials are adequate for review in Design Development.
    - 6) System narratives shall be maintained and updated for review through 80% CD within the drawing set.
  - B. Cost Estimating

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- 1) Consultant shall secure the services of a Cost Consultant to provide preliminary cost estimates at Schematic Design, Design Development and 80% Construction Document phases.
- C. Bidding Services
- 1) Participate in the pre-bid meeting(s) and site visits
  - 2) Review 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 RFI
  - 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 and physical design review presentations at completion of Schematic Design, completion of Design Development, and 80% Construction Document completion. Allow for 3 hours minimum for each design review session.
  - 2) The consultant shall participate in and provide materials for design meetings with school staff related to project scope and interior finish selection.
  - 3) The consultant shall participate in weekly meetings upon contract execution construction services through construction; punchlist walkthrough and follow-up; and a one-year warranty walk
  - 4)
- 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 as awarded by seismic grant 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

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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 28, 2020**
<i>Schematic Design Due</i>	<i>July 17, 2020</i>
<i>Schematic Design Review Meeting</i>	<i>on or about July 22, 2020</i>
<i>Design Development Due</i>	<i>September 7, 2020</i>
<i>Design Development Review Meeting</i>	<i>on or about September 17, 2020</i>
<i>80% Construction Documents Due</i>	<i>October 19, 2020</i>
<i>80% Construction Document Review</i>	<i>on or about October 29, 2020</i>
Bid Docs Due	November 17, 2020
Contractor Bids Due	Early - Jan 2021
Estimated Construction Start	June 2021
Completion Date August 2021	

*Design milestones may be adjusted to align with the consultant's approach however it is important to note that bid documents are due the district no later than November 17<sup>th</sup>.*

\*\* Anticipated project schedule dates are dependent upon being able to execute a contract on or about May 28, 2020. 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

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programmatic involvement with the District's Career Pathways Program and Career Related Learning Experiences.



SECTION III – INSTRUCTIONS TO PROPOSERS  
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**1. SELECTION PROCEDURE:**

The District intends to procure the Services described herein 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 Contract Specialist by email ([contracts@beaverton.k12.or.us](mailto: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

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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.

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**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**

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**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  
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**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 (16) page (8 sheets front and back) limit for Proposals which does not include the, 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. 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);
- iii. Describe Proposers' experience working with the Oregon Seismic Rehabilitation Grant program

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- iv. 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. Define proposed solutions to any perceived design and constructability issues
- ii. Provide any other criteria that would be relevant to the services described in the Solicitation
- iii. 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.

**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. The Purchasing Department will provide the committee's scores to the pertinent District decision-maker to determine how to proceed in the process.

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**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
a. Approach	20
b. Experience	20
c. Personnel	20
d. Sub-Consultants	20
e. Additional Information	10
f. References	10
<b>Proposal Content Sub-Total</b>	<b>100</b>
<b>INTERVIEW – (If Required)</b>	
<b>Interview</b>	<b>30</b>
<b>GRAND TOTAL</b>	<b>130</b>

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

- a. The evaluation committee may elect to interview Proposers if the evaluation committee considers it necessary or desirable. The highest scored firm, or firms if the scoring is close, may be invited to interview. If the evaluation committee conducts interviews, the interview process will be used to supplement and clarify the information contained in the proposal.
- b. Based upon proposal scoring, as modified by the interviews, the firms will be given final score by the evaluation committee. The final score(s) will be provided to the Purchasing Department 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.

**9. SELECTION AND NEGOTIATION:** Pursuant to OAR 137-048-0220(4)(d) and (e)

If the District does not cancel the Solicitation after it receives the results of the scoring for each Proposer, the District will begin negotiating a Contract with the highest scored Proposer following the evaluation and interview (if conducted) process. The Price Proposal for the Consultant will be considered in negotiations with the District. The District shall direct negotiations toward obtaining written agreement on:

- a. The Proposer’s performance obligations and performance schedule;

#### SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 19-0052

- b. Payment methodology and a maximum amount payable to the Proposer for the Architectural, Engineering and 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)
- \_\_\_ PROPOSER REFERENCE FORMS – Include the # specified on the form. See SECTION IV, Paragraph 5. (Attachment E)

### \_\_\_\_ DETAILED PROPOSAL CONTENT REQUIREMENTS

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

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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 F      Sample AIA B101 Contract with Exhibits
- ATTACHMENT G      Seismic Strengthening Scheme Drawings

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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 A  
Solicitation No: RFP 19-0052

**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 19-0052

**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:

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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:

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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:

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

Yes: \_\_ No: \_\_

If “yes”, explain: \_\_\_\_\_

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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:

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**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:

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

If “yes”, explain:

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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:

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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):

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

If “yes”, explain:

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SECTION V – ATTACHMENTS  
ATTACHMENT D  
Solicitation No: RFP 19-0052

**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	



## PROPOSER REFERENCE FORM

PROPOSER REFERENCE FORM FOR \_\_\_\_\_  
(Insert Name of Proposer)

*Proposer shall provide five (5) references and shall use a separate copy of this form for each reference.*

Date(s) Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value of Project(s): \$ \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Method: Subjective Evaluation

Each reference may be checked for, but not limited to, adherence to contract terms and conditions, timelines, quality standards, overall customer service, project being of similar size, scope and complexity.