



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # 20-0018

Westview High School Culinary Classroom Renovation

RFQ Closing (Due Date & Time):
March 4, 2021 by 2:00 PM Pacific Time

Issued by:
**Beaverton School District 48J
16550 SW Merlo Road
Beaverton Oregon 97003
February 17, 2021**

REQUEST FOR QUALIFICATION
Public Improvement
Solicitation No: RFQ 20-0018
Summary

The purpose of this Solicitation is to establish a Pre-Qualified List of Bidders for the provision of Construction Services for the Westview High School Culinary Classroom Renovation project.

A NON-MANDATORY pre-qualification conference will be held February 23, 2021 at 2:00 PM Pacific Time

Join Zoom Meeting

<https://beavertonk12.zoom.us/j/6631696427?pwd=dWlUUmVZbmNQZVhMWEVndW1yZStQdz09>

Meeting ID: 663 169 6427

Passcode: 1cpJrv

One tap mobile

+13462487799,,6631696427#,,,,*568210# US (Houston)

+16699006833,,6631696427#,,,,*568210# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 663 169 6427

Passcode: 568210

Find your local number: <https://beavertonk12.zoom.us/j/6631696427?pwd=dWlUUmVZbmNQZVhMWEVndW1yZStQdz09>

Interested Firms must submit Qualifications pursuant to the provisions of this RFQ **via email to:**

Contracts@beaverton.k12.or.us, PRIOR to the Closing:

Statements of Qualifications (SoQ) DUE DATE & TIME (CLOSING):

March 4, 2021 at 2:00 PM Pacific Time

LATE SUBMISSIONS WILL NOT BE ACCEPTED

Timely received Statements of Qualifications (SoQ) will be opened, recorded, and prepared for evaluation. The District will not read SoQs aloud. The number of firms submitting SoQs and their identities will be available within seven days. The contents of any Submission will not be disclosed to the public until all SoQs have been evaluated.

Only firms that are Pre-Qualified under this RFQ may submit a Bid for the provision of Construction Services for

ITB 20-0028 Westview High School Culinary Classroom Renovation that will be issued following this RFQ.

Firms that do not submit an SoQ to this RFQ or are deemed Not Qualified under this RFQ and will not be permitted to submit a Bid for the provision of Construction Services for Westview High School Culinary Classroom Renovation project.

Applicants are solely responsible for ensuring that the Beaverton School District receives its SoQ.

Firms must familiarize themselves with the entire RFQ document.

All questions and comments regarding this Solicitation must be directed ONLY IN WRITING by e-mail to: contracts@beaverton.k12.or.us.

**THE DISTRICT MAY REJECT ANY QUALIFICATION
NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS.**

SECTION I – INTRODUCTION
Solicitation No: RFQ 20-0018

1. PROJECT OVERVIEW:

The project consists of a renovation of an existing classroom with residential appliances, plastic laminate casework and countertops to a commercial style kitchen environment to prepare students as a part of the Career Technical Educational program goals of the District. All cooking equipment will be upgraded to commercial style equipment. All counters and cabinets will be replaced with stainless steel. All ceilings, lighting, and flooring to be replaced. Flooring to be an additive alternate. New paint and wall finish treatment at walls. New Type 1 exhaust hoods will replace the residential exhaust fans. A new make-up air unit will be added to the roof above the classroom space as well as additional exhaust fans. A three-compartment sink will be added. All sink areas will be converted to two compartment stainless steel sinks with waste line modifications as required by the plumbing and health department codes. The teachers demonstration table will be upgraded to include a combi oven and wok station, and be wired for audio visual display. Additional power to be added to the classroom.

The school is not expected to be occupied during construction. If the school is occupied, Contractors must have the flexibility/capability to perform during occupied construction. The location of the project is Westview High School, 4200 NW 185th Ave, Room S134, Portland, OR 97229

This procurement process will occur in two steps: Request for Qualifications (RFQ), to determine a list of Pre-Qualified contractors followed by a Formal Invitation to Bid (ITB), which will be awarded to the Pre-Qualified firm submitting the lowest responsive and responsible bid. Statements of Qualifications (SoQ) in response to this RFQ must address all items listed in Section IV Item 3 Qualifications Content. All items will be scored as described in Sections IV and V.

2. PROJECT CONSIDERATIONS:

The school classroom is expected to be vacated in early May 2021 and the project must be substantially complete and final invoiced billing received by August 13, 2021. The project is grant funded and completion within the stated deadlines is required. A preliminary drawing set has been included for information only. Refer to ATTACHMENT D. The District reserves the right to adjust this schedule in cooperation with the selected general contractor pursuant to restrictions or limitations posed by the COVID-19 pandemic, and Comprehensive Distance Learning.

3. PROJECT TEAM:

The Design Team has been selected and contracted to develop the design documents for this project. Applicants shall not contact any members of the project team regarding this RFQ. The members of the team are:

<u>Owner's Representative</u> Beaverton School District Facilities Development Department 16550 SW Merlo Road Beaverton, OR 97003	<u>Architect</u> DLR Group 110 SW Yamhill Portland, OR 97204	<u>Structural</u> DLR Group 51 University St, Suite 600 Seattle, WA 98101
<u>Mechanical, Electrical Plumbing Engineer</u>	DLR Group 51 University St, Suite 600 Seattle, WA 98101	

SECTION I – INTRODUCTION
Solicitation No: RFQ 20-0018

4. SOLICITATION AND SELECTION PROCESS SCHEDULE:

Process Milestones	Dates
RFQ	
Issue RFQ	February 17, 2021
Pre-qualification Conference	February 23, 2021 at 2:00 PM
Deadline for Questions	February 26, 2021
Addendum Posting Deadline	March 1, 2021 by 2:00 PM Pacific Time
Submit Qualifications	March 4, 2021 by 2:00 PM Pacific Time
Notice of Selected Pre-Qualified Bidders	on or about March 11, 2021
ITB*	
Release ITB	March 18, 2021
Pre-Bid Conference	March 30, 2021 at 2:00 PM
Deadline for Questions	April 7, 2021
Issue Addendum	April 9, 2021
Bids Due	April 14, 2021 by 2:00 PM
Notice of Intent to Award	April 16, 2021
School Board Approval	April 26, 2021
Award Contract	on or about April 30, 2021

5. CONSTRUCTION SCHEDULE MILESTONES*:

Milestones	Dates
Construction Start Date	May 17, 2021
Construction Substantial Completion	August 6, 2021
Final Completion	August 13, 2021
Final and Retainage Billings**	August 13, 2021

*These dates are for reference only. The District may modify as needed.

**Retainage bond will be required of the awarded Contractor in lieu of Retainage Account.

SECTION II – STATEMENT OF WORK

Solicitation No: RFQ 20-0018

1. DESCRIPTION OF SERVICES:

Once the two-step solicitation process has been completed, the successful Bidder (General Contractor) will have the responsibility for providing a complete project per the construction documents. The General Contractor will include but not be limited to all materials, labor, equipment and will involve significant coordination with the District and the design team.

2. PROJECT GOALS: The District has the following goals regarding performance for this project:

- a. Complete project on time.
- b. Complete project within budget (e.g., with minimal change orders, etc.).
- c. High level of responsiveness and collaboration with the District and Design team.
- d. Compliance with all financial, reporting and compliance requirements.
- e. Maintain a diverse, equitable, safe, and inclusive workplace with regard to race, ethnicity, and gender.
- f. Prompt provision of all required closeout documents.

3. REQUIRED QUALIFICATIONS:

- a. Successful (relative to Project Goals) track record of completing commercial kitchen and/or retail food service projects including stainless steel fabrication and installation of similar scope to this project.
- b. Proven capability of Proposed Project team to produce quality welds on stainless steel.
- c. Proven ability to design and install Ansul Fire Protection similar to what's included in this Project.
- d. Proven capability to successfully complete fast track projects of similar scope and schedule to this Project.

4. SPECIFIC CONSTRUCTION SERVICES DESCRIPTION:

- a. Coordinate weekly construction meetings with the District and the Design team.
- b. Coordinate daily with on-site personnel to ensure compliance with COVID-19 compliance and tracing requirements as needed and to coordinate on-site deliveries and access so as not to interfere with daily school operations.
- c. Prepare site and building logistics plans to encompass all proposed activities and impacts to the site, adjacent properties, and neighboring streets.
- d. Fully coordinate the work of all subcontractors and suppliers. Provide regular and on-going quality inspection and assistance to the Design Team in ensuring that the work meets all specifications and applicable codes.
- e. Coordinate inspections with the Authority Having Jurisdiction (AHJ).
- f. Review and expedite all change order requests and maintain logs.
- g. Monitor compliance with payment of prevailing wages on all contracts and subcontracts, per ORS 279C, and submit Certified Payroll reports as required.
- h. Maintain in a current condition all Project Records in eBuilder, including permits, construction documents, as-built records, meeting records, submittals, inspection reports, invoices, delivery receipts, daily activity logs, Requests for Information (RFI); RFI logs; Submittals; Submittal Logs; Inspection Reports; Change Order Proposals (COP); COP logs; Change Orders (CO); CO logs; Construction Change Directives (CCD); CCD logs; Architect's Supplemental Instructions (ASI); ASI logs; Permits; Project Allowance(s) Reconciliation; Project Contingency status reports; and Project Schedule updates.
- i. Deliver a structured and accountable program (e.g., Green Dot, Rise Up, etc.) and/or a set of trainings/policies/procedures, etc. that help maintain a worksite that is free from acts of hate, racism, sexism, discrimination, harassment, and bullying.
- j. Transmit copies of D/M/W/ESB/SDVBE Contact Logs, Career Learning Reports and Apprenticeship Program Logs monthly via eBuilder (as required).

SECTION II – STATEMENT OF WORK

Solicitation No: RFQ 20-0018

- k. Intelligent and selective use of Building Information Modeling (BIM), where applicable.
- l. Use of the District's internet-based e-Builder Project Management System for coordination of efforts, approvals, and expedited communication is required.
- m. Provide and maintain a current construction schedule identifying impacts to critical path of project completion and formulate recovery schedules for identified impacts.
- n. Provide a risk mitigation plan for potential weather conditions affecting roofing as well as mitigation plans for moisture intrusion into building.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 20-0018

1. GENERAL:

This Solicitation is issued pursuant to ORS 279A, ORS 279C and the Oregon Attorney General Model Rules Divisions 46 and 49, as well as applicable District Policies. The term "District" or "Owner" throughout this document means Beaverton School District. The term "Applicant", "Contractor", "Person" or "Firm" means a Contractor that submits a response to this Request for Qualifications. The term "Qualifications", "Qualification Submission", "SoQ", or "Statement of Qualifications (SoQ)" means all required documents and information submitted in response to this Request for Qualifications.

2. ELIGIBILITY TO SUBMIT AN SOQ:

- a. **Construction Contracts.** The District shall not consider a Firm qualified to do Work as a Contractor, as defined in ORS 701.005(2), unless the Person has a current, valid certificate of registration issued by the Construction Contractors Board at the time the Qualifications are submitted.
- b. **Non-complying Entities.** The District shall deem a Qualification Submission received from a Person that fails to comply with this rule nonresponsive and shall reject the SoQ as stated in ORS 279C.365(1)(k), unless contrary to federal law or subject to different timing requirements set by federal funding agencies.

3. PRE-QUALIFICATION CONFERENCE:

- a. **Purpose.** The District may hold a pre-qualification conference with prospective Firms prior to Closing, to explain the requirements and/or obtain information.
- b. **Statements Not Binding.** Statements made by the District's representative at the pre-qualification conference do not change the Request for Qualifications unless the District confirms such statements by Written Addenda.
- c. **Mandatory Attendance Requirement.** If the District holds a MANDATORY pre-qualification conference, Firms must attend at any point during the conference AND document such attendance by legibly completing/signing the District provided sign-in sheet. Any Person or Firm that fail to complete the Mandatory Attendance Requirement as described herein shall not be eligible to submit an SoQ in response to this RFQ. If a Person or Firm that has not completed the Mandatory Attendance Requirement and submits an SoQ, that SoQ shall be determined non-responsive and rejected.

4. ADDENDA:

- a. **Issuance; Receipt.** The District may change this Solicitation only by Written Addenda. A Firm shall provide written acknowledgement of receipt of all issued Addenda with their submission on the Pre-Qualification Certification (ATTACHMENT A).
- b. **Notice and Distribution.** The District will publish notice of any and all Addenda posted prior to Closing on the ORPIN (Oregon Procurement Information Network) website (orpin.oregon.gov). Addenda may be downloaded off the ORPIN website. It is the Applicant's responsibility to inquire about Addenda. If any post-closing Addenda are issued, they may be either posted on, or emailed directly to the Firms that submitted SoQs, provided the Firm's SoQ has not been deemed non-responsive at the time the post-closing addendum is issued.
- c. **Post Closing Addendum.** If after Closing, the District has received three (3) or fewer SoQs, the District may adjust the Closing date and time by issuing a post-closing addendum. Such a decision shall be made prior to opening any SoQs the District has received, and will only be made by the District's Purchasing Department. The intent of any such decision is not to show favoritism to any Applicant, rather to foster sufficient competition for the ITB following this RFQ.

5. REQUEST FOR CLARIFICATION:

- a. **Clarification.** Prior to the deadline for submitting a written SoQ, an Applicant may request that the District clarify any provision of the solicitation document. The District's clarification to an Applicant, whether orally or in writing, does not change the Solicitation and is not binding on the District unless the District amends the Solicitation by Addendum.
- b. **Extension of Closing.** If the District receives a written request for clarification from an Applicant, the District may extend Closing if the District determines an extension is necessary to consider the request

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 20-0018

and issue an Addendum, if any, to the Solicitation.

6. SUBMISSION:

- a. **Applicant's Acknowledgement.** By submitting an SoQ, the Applicant acknowledges they have read and understand the terms and conditions contained in the Solicitation and that they accept and agree to be bound by the terms and conditions of the Solicitation.
- b. **Instructions.** Notwithstanding all other requirements in this document, an Applicant shall submit their SoQ in accordance with Section IV.
- c. **Forms.** Applicants shall submit the form(s) required under Section VI.
- d. **Documents.** Applicants shall provide the District with all documents and descriptive literature requested.
- e. **Facsimile.** The District will not accept facsimile SoQs.
- f. **Identification of SoQs.**
 - i. The District is not responsible for SoQs submitted in any manner, format, or to any delivery point other than as required in the Solicitation.
- g. **Receipt of SoQs.**
 - i. The Applicant is responsible for ensuring that the District receives their SoQ at the required delivery point prior to the closing due date and time. SoQ shall be **emailed to:**
Contracts@beaverton.k12.or.us
 - ii. Timely received SoQs will be opened, recorded, and prepared for evaluation pursuant to Section III. The District will not read SoQs aloud.
- h. Failure to submit an SoQ in accordance with the provisions of this RFQ shall be grounds to declare the Applicant non-responsive.
- i. **Certification.** Applicants shall include the following on the Pre-Qualification Certification form enclosed – ATTACHMENT A:
 - i. Identify that the Applicant is/or is not a "resident Applicant," as defined in ORS 279A.120(1);
 - ii. Indicate that the Applicant will comply with Prevailing Wage Laws ORS 279C.840;
 - iii. Provide certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4); and
 - iv. Provide written acknowledgment of receipt of all Addenda.

7. MODIFICATION OR WITHDRAWAL:

- a. **Modifications.** An Applicant may modify their SoQ in writing prior to the Closing. An Applicant shall prepare and submit any modification to its SoQ to the District in accordance with OAR 137-49-0280. Any modification shall include the Applicant's statement that the modification amends and supersedes the prior SoQ. The Applicant shall email its modification and mark the email as follows:
 - i. "SoQ Modification"; and
 - ii. Solicitation No.
- b. **Withdrawals.**
 - i. An Applicant may withdraw its SoQ by emailing written notice to contracts@beaverton.k12.or.us. Such written notice shall be submitted on the Applicants letterhead, signed by an authorized representative of the Applicant, and received by the District at the specified delivery point prior to the Closing. The Applicant or authorized representative of the Applicant may also withdraw its SoQ in Person prior to the Closing, upon presentation of appropriate identification and satisfactory evidence of authority;
 - ii. The District may release an unopened, withdrawn SoQ to the Applicant or its authorized representative and will confirm such release by email to the same address which originally submitted the SoQ.
 - iii. The Applicant shall mark the Written request to withdraw a SoQ as follows:

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFQ 20-0018

- A. SoQ Withdrawal; and
- B. Solicitation No.
- c. **Documentation.** The District shall include all documents relating to the modification or withdrawal of a SoQ in the Solicitation file.

8. LATE SOQS, WITHDRAWALS AND MODIFICATIONS:

Any SoQ received after the Closing date and time is late. An Applicant's request for withdrawal or modification of an SoQ received after Closing is late. The District shall not consider late SoQs, withdrawals or modifications except as permitted in OAR 137-049-0350 or OAR 137-049-0390.

9. MISTAKES:

- a. **Generally.** To protect the integrity of the competitive Procurement process and to assure fair treatment of Applicants, the District will carefully consider whether to permit waiver, correction or withdrawal of SoQs for certain mistakes.
- b. **District Treatment of Mistakes.** The District shall not allow an Applicant to correct or withdraw a SoQ for an error in judgment. If the District discovers certain mistakes in a SoQ after Opening, but before Award of the Contract, the District may take the following action:
 - i. The District may waive, or permit an Applicant to correct, a minor informality. A minor informality is a matter of form rather than substance that is evident on the face of the SoQ, or an insignificant mistake that can be waived or corrected without prejudice to other Applicants. Examples of minor informalities include an Applicant's failure to:
 - A. Return the correct number of SoQs or the correct number of other documents required by the Solicitation Document.
 - B. Sign the SoQ in the designated block, provided a Signature appears elsewhere in the SoQ, evidencing an intent to be bound; and
 - C. Acknowledge receipt of an Addendum to the Solicitation Document, provided that it is clear on the face of the SoQ that the Applicant received the Addendum and intended to be bound by its terms; or the Addendum involved did not affect price, quality or delivery.
 - ii. The District may correct a clerical error if the error is evident on the face of the SoQ or other documents submitted with the SoQ, and the Applicant confirms the District's correction in Writing. A clerical error is an Applicant's error in transcribing a portion of its SoQ. Examples include typographical mistakes, errors in extending unit prices, transposition errors, and math errors, instances in which the intended correct unit or amount is evident by simple arithmetic calculations. In the event of a discrepancy, unit prices shall prevail over extended prices.
 - iii. The District may permit an Applicant to withdraw a SoQ based on one or more clerical errors in the SoQ only if the Applicant shows with objective proof and by clear and convincing evidence:
 - A. The nature of the error;
 - B. That the error is not a minor informality under this subsection or an error in judgment;
 - C. That the error cannot be corrected or waived under subsection (ii) of this section;
 - D. That the Applicant acted in good faith in submitting a SoQ that contained the claimed error and in claiming that the alleged error in the SoQ exists;
 - E. That the Applicant acted without gross negligence in submitting a SoQ that contained a claimed error;
 - F. That the Applicant will suffer substantial detriment if the District does not grant the Applicant permission to withdraw the SoQ;
 - G. That the District's or the public's status has not changed so significantly that relief from the forfeiture will work a substantial hardship on the District or the public it represents; and
 - H. That the Applicant promptly gave notice of the claimed error to the District.
- c. **Rejection for Mistakes.** The District shall reject any SoQ in which a mistake is evident on the face of

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 20-0018

the SoQ and the intended correction to the SoQ is not evident or cannot be substantiated from documents submitted with the SoQ.

10. NOTICE OF PRE-QUALIFICATION:

- a. **Notice.** After evaluating SoQs, the District shall issue a notice to each Applicant of their pre-qualification status.
- b. **Form and Manner of Notice.** The form and manner of notice shall conform to customary practices within the District's procurement system and may be made electronically.
- c. **Finalizing Award.** The District's Award of a contract shall not be final until the Contract resulting from the forthcoming Invitation to Bid for this Project is fully executed.

11. REJECTION OF SOQS:

- a. **Rejection of a SoQ.**
 - i. The District may reject any SoQ upon finding that to accept the SoQ may impair the integrity of the Procurement process or that rejecting the SoQ is in the public interest.
 - ii. The District shall reject a SoQ upon the District's finding that the SoQ:
 - A. Is contingent upon the District's acceptance of terms and conditions (including Specifications) that differ from the Solicitation Document;
 - B. Takes exception to terms and conditions (including Specifications);
 - C. Attempts to prevent public disclosure of matters in contravention of the terms and conditions of the Solicitation Document or in contravention of applicable law;
 - D. Offers Work that fails to meet the Specifications of the Solicitation Document;
 - E. Is late;
 - F. Is not in substantial compliance with the Solicitation Documents;
 - G. Is not in substantial compliance with all prescribed public Solicitation procedures.
 - iii. The District shall reject a SoQ upon the District's finding that the Applicant:
 - A. Has been Disqualified;
 - B. Has been declared ineligible under ORS 279C.860 by the Commissioner of Bureau of Labor and Industries and the Contract is for a Public Work;
 - C. Is listed as not qualified by the Construction Contractors Board, if the Contract is for a Public Improvement;
 - D. Has not met the requirements of ORS 279A.105 if required by the Solicitation Document;
 - E. Has failed to provide the certification required under Section 13. Paragraph c. (Certification of Non-Discrimination)
 - F. Is not Responsible. See OAR 137-049-0390(2) regarding District determination that the Applicant has met statutory standards of responsibility.
- b. **Form of Business.** For purposes of this rule, the District may investigate any Person submitting a SoQ. The investigation may include that Person's officers, directors, owners, affiliates, or any other Person to determine application of this rule or to apply the Disqualification provisions of ORS 279C.440 to 279C.450 and OAR 137-049- 0370.
- c. **Certification of Non-Discrimination.** The Applicant shall certify on the Pre-Qualification Certification that the Applicant has not discriminated and will not discriminate against disadvantaged, minority, women, emerging small business enterprises, or service-disabled veteran owned business enterprises in obtaining any required subcontracts. Failure to do so shall be grounds for disqualification.
- d. **Rejection of all SoQs.** The District may reject all SoQs for good cause upon the District's Written finding it is in the public interest to do so. The District shall notify all Applicants of the rejection of all SoQs, along with the good cause justification and finding.
- e. **Criteria for Rejection of All SoQs.** The District may reject all SoQs upon a Written finding that:
 - i. The content of or an error in the Solicitation Document, or the Solicitation process unnecessarily

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFQ 20-0018

- restricted competition for the Contract;
- ii. The price, quality or performance presented by the Applicants is too costly or of insufficient quality to justify acceptance of the SoQs;
- iii. Misconduct, error, or ambiguous or misleading provisions in the Solicitation Document threaten the fairness and integrity of the competitive process;
- iv. Causes other than legitimate market forces threaten the integrity of the competitive Procurement process. These causes include, but are not limited to, those that tend to limit competition such as restrictions on competition, collusion, corruption, unlawful anti-competitive conduct and inadvertent or intentional errors in the Solicitation Document;
- v. The District cancels the Solicitation in accordance with OAR 137-049-0270; or
- vi. Any other circumstance indicating that awarding the Contract would not be in the public interest.

12. PROTEST OF CONTRACTOR DENIAL OF PRE-QUALIFICATION: Pursuant to OAR 137-049-0450

- a. **Purpose.** An adversely affected or aggrieved Applicant shall exhaust all avenues of administrative review and relief before seeking judicial review of the District's Contractor Pre-Qualification decision.
- b. **Notice of Pre-Qualification.** The District shall provide written notice, via email, to all Applicants of the status of their Pre-Qualification for the associated Invitation to Bid and will publicly post the list of Pre-Qualified Firms on ORPIN.
- c. **Right to Protest Denial of Pre-Qualification.** Firms found not Pre-Qualified have the right to appeal the decision to deny, revoke or revise prequalification; hearing; costs; judicial review. Procedures will be provided to any firm found to be not qualified.

13. COSTS: The District is not liable for any costs incurred by the Applicant in its SoQ preparation.

14. BUSINESS EQUITY:

The Applicant understands that the District maintains a goal of engaging qualified disadvantaged, minority, women, emerging, service-disabled veteran businesses enterprises (D/M/W/ESB/SDVBE) as service providers in delivering services necessary to promote/provide business equity in our community. The District aspires to a goal of ten (10) percent D/M/W/ESB/SDVBE content, by contract value, in completing the work for this project, and the Contractor shall expend reasonable efforts to reach this content in the total value of their contracts with the District. Additionally, the District will continue to partner with its contractors to provide career learning opportunities for students, providing them exposure to various potential career paths, including, but not limited to, construction, 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 IV – QUALIFICATIONS CONTENT REQUIREMENTS
Solicitation No: RFQ 20-0018

1. GENERAL INFORMATION

This section prescribes the mandatory submission format of the Statements of Qualifications (SoQ) in response to this Solicitation. The purpose of the submission format is to ensure uniformity of the information from each Applicant and to aid in clear understanding and evaluation of the Statements of Qualifications (SoQs). The submission format constitutes the District's approved form of pre-qualification application documents.

2. QUALIFICATIONS FORMAT

- a. Applicants must submit an electronic copy of its Qualifications.
 - i. Electronic copy shall be in a searchable PDF or Word format.
 - ii. Brochures or other promotional presentations beyond that sufficient to present a complete and effective submission of Qualifications are not desired. Elaborate artwork and expensive visuals are not necessary.
- b. Concise and direct answers are encouraged.
- c. Failure to submit the SoQ in accordance with the provisions of the Solicitation document shall be grounds to declare the submission nonresponsive. Failure to provide any information requested in the Solicitation may result in rejection of the submission.

3. QUALIFICATION CONTENT

Applicants shall submit Qualifications, and submit all information as required, in the order listed.

- a. **REQUIRED FORMS.** Applicants shall return the fully completed below listed forms. Failure to submit any of these forms or if the information is found unacceptable, the SoQ will be disqualified.
 - i. Pre-Qualification Certification. The Pre-Qualification Certification (ATTACHMENT A) must be filled out and signed and accompany each SoQ. Failure to submit a signed Pre-Qualification Certification form will result in disqualification of the proposing firm.
 - ii. Pre-Qualification Responsibility Form (ATTACHMENT B).
- b. **DETAILED QUALIFICATION REQUIREMENTS & EVALUATION.** Every SoQ must reply to each of the following items. Responses must be in the same order listed below. Items will be evaluated by a selection committee based on strengths and weaknesses in each section. Points will be awarded per section as noted below:
 - i. **Experience** (20 points): Applicant shall provide firm's past experience on at least 3 projects with fast-track construction schedules. Provide firm history of similar scope and complexity. Additional projects should include commercial kitchens, upgrades to commercial kitchen(s) or similar work. Include indication of Grant Program funding requirement(s) experience. Address how the Applicant is capable of completing projects successfully with regards to similar schedule, quality, safety, cost and coordination with the AHJ. Example of metrics indicative of successful completion include, completing project on-time, within budget (e.g., with minimal change orders, etc.), high quality construction, worksite safety metrics (including both physical safety and safety from acts of hate, racism, sexism, discrimination, harassment, and bullying, as well as other measurable things that would add value to the District. If the Applicant has completed any similar projects with BSD identify those projects in this section.
 - Describe experience successfully completing commercial/food svc. jobs including stain steel
 - Provide pictures and/or other materials evidencing the Applicant's capability to produce and/or procure sub-contractors to produce quality welds on stainless.

SECTION IV – QUALIFICATIONS CONTENT REQUIREMENTS

Solicitation No: RFQ 20-0018

- Provide evidence of the applicant's ability to install, or a capability to procure sub-contractors who are qualified to install the Ansul Fire Protection System included in this RFQ. Qualified means a track record of successful of successful completion and any necessary certifications.
- ii. **Understanding of Project** (20 points): Applicant shall provide a summary of understanding of the project, its goals, and its risk areas. Include sufficient information to familiarize the reviewers with the Applicant's project approach and ability to satisfy the technical and construction requirements. Identify potential sources of complexity and proposed solutions.
 - iii. **Quality Control Plan** (10 points): Applicant shall provide their company's quality control plan for review and provide explanation of the proposed implementation of the plan for this project. The most desirable Quality Control Plans will include clarity, comprehensiveness, best practices in the quality field, and demonstrate measurable results relative to this project's requirements, metrics, goals, and risk areas.
 - iv. **Qualifications of Key Staff** (15 points): Applicants shall list the team's key staff and their qualifications, roles and responsibilities with projects of similar scope, schedule, and complexity. Clearly identify roles of key staff throughout the phases of the project and staffing requirements needed to complete the project effectively. Demonstrate how communication will occur internally, with subcontractors, with BSD and the Design Team. Provide a list of projects the proposed project team has completed as a unit. It is desired, but not required, that SoQs include staff with demonstrated qualifications /experience successfully completing projects of similar scope, schedule and complexity. It is also desired, but not required that SoQs include a staff diversity, equity, and inclusion plan with demonstrated success. The District intends to require Key Staff in ITB 20-0028 who have been included in SoQs found to be Qualified. The District will reserve the right to approve changes to Key Staff included in Bids submitted in response to ITB 20-0028 at the time of Contract Award.
 - v. **Schedule Management** (25 points): Applicants shall provide a preliminary schedule showing the critical path including the Construction Schedule Milestone Dates provided in Section 1. Scoring will be the greatest to those who provide a clear understanding of the project and provide information on how to ensure the project schedule is met and project goals are achieved. Specific identification of schedule challenges and mitigation plans is encouraged.
 - vi. **Availability of Equipment and Material Resources** [10 points): Provide a survey of the major equipment and materials needed to perform the work. Clearly describe your firm's ability to supply the required materials and equipment in the manner needed to complete the described Project while meeting the Project Goals.

SECTION V – EVALUATION AND SELECTION

Solicitation No: RFQ 20-0018

1. EVALUATION OF QUALIFICATIONS.

The District will form an evaluation committee, made up of not less than three members, representing the District, to evaluate and measure the merit of each Statement of Qualifications received on a points-based system. Firms that receive a “Pass” grade for both Required Forms and score 80 points or better in the Evaluation Criteria as delineated in Section IV Qualification Content Requirements will be deemed to have available the appropriate financial, material, equipment, facility and personnel resources and expertise, or can obtain the resources and expertise necessary to meet all contractual responsibilities. Eligible firms based on criteria stated above will be placed on the Pre-Qualified list to provide a bid to the District. The recommendations of this committee will be a consensus and will be final.

- a. Forms (each will receive points-assigned grading)
 - Pre-Qualification Certification
 - Pre-Qualification Responsibility Form

b. Scoring

Pre-Qualified 80-100 points: SoQ meets RFQ requirements and offers an acceptable level of competency. The firm proposing has available the appropriate financial, material, equipment, facility and personnel resources and expertise, or has the ability to obtain the resources and expertise necessary to meet all the contractual responsibilities and will be Pre-Qualified to provide a Bid for the ITB process.

Not Pre-Qualified 0-79 points: SoQ is considered to contain insufficient qualifications. The Firm does not have available the appropriate financial, material, equipment, facility and personnel resources and expertise, or does not have the ability to obtain the resources and expertise necessary to meet all contractual responsibilities to the Owner’s satisfaction. This firm will not be qualified to submit a bid for the ITB process.

SECTION VI – ATTACHMENTS
Solicitation No: RFQ 20-0018

ATTACHMENTS:

A	PRE-QUALIFICATION CERTIFICATION
B	PRE-QUALIFICATION RESPONSIBILITY FORM (all pages)
C	REFERENCES FORM
D	PRELIMINARY DRAWINGS/SPECIFICATIONS - 50% CD Progress set



SECTION VI – ATTACHMENTS
Solicitation No: RFQ 20-0018
ATTACHMENT A

PRE-QUALIFICATION CERTIFICATION

(Contractor)

(physical address)

(city, state, zip)

1. The Contractor certifies that he or she has read and understands the Request for Qualifications, Drawings, Specifications, Addenda and all other documents pertaining to this Request for Qualifications.
2. The Contractor acknowledges that the Construction Schedule Milestones in SECTION I - INTRODUCTION includes certain specific dates and that these dates are acceptable dates unless modified by mutual agreement between Contractor and the Owner. All dates indicate 5:00 PM Pacific Time.
3. The Contractor certifies that Contractor 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 a Bid for this Project.
4. The Contractor is registered with the Construction Contractors Board, or is licensed by the State Landscape Contractors Board, or licensed under ORS 468A.720 (Air Quality), if required.
License Number _____. (The District will not receive or consider a Bid for a Public Improvement unless the Contractor is registered with the Construction Contractors Board or is licensed by the State Landscape Contractors Board).
5. The Contractor, pursuant to ORS 279A.120 (1), (check one) is _____/is not _____ a resident Bidder. If not, indicate State of residency _____.
6. The Contractor agrees to be bound by and will comply with the provisions of Prevailing Wage Laws ORS 279C.
7. The Contractor certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any minority, women or emerging small business enterprise in obtaining any required subcontract.
8. The Contractor agrees to comply with Oregon tax laws in accordance with ORS 305.385.
9. Any Bid of a contractor or subcontractor listed on BOLI’s List of Ineligibles will be rejected.
10. The Contractor acknowledges receipt of the following addenda: (List by number and date appearing on the Addendum.)

Addendum #	Date	Addendum #	Date	Addendum#	Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Respectfully submitted this _____ day of _____, 2021.

Signature: _____

Phone: _____

Name: _____

Title: _____

(print/type)

Email Address: _____

**PRE-QUALIFICATION RESPONSIBILITY FORM
(CONTRACTOR’S QUALIFICATIONS AND FINANCIAL INFORMATION)**

DECLARATION AND SIGNATURES

The undersigned hereby declares that he or she is duly authorized to complete and submit this 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 Disqualified.

Date: _____

By: _____
(Signature of authorized official)

Name: _____
(Please type or print)

Title: _____
(Please type or print)

For: _____
(Firm’s name) (Please type or print)

CCB#: _____

Instructions

- 1. The information provided in this form is part of the District’s inquiry concerning responsibility. Please print clearly or type.**
- 2. If you need more space, use plain paper. Submit completed form with Bid response.**
- 3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding of Disqualified.**

CURRENT CONTRACTS IN FORCE

ITEM	CONTRACT 1		CONTRACT 2	
A. Work Location				
B. Scope of Work;				
Check box:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction
C. Contract Amount	\$		\$	
D. Change Order Amount	\$		\$	
E. % Completed				
F. Est. Completion Date				
G. Owner's Name				
H. Owner Contact				
I. Telephone	()		()	
J. E-Mail Address				
ITEM	CONTRACT 3		CONTRACT 4	
A. Work Location				
B. Scope of Work;				
Check box:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction
C. Contract Amount	\$		\$	
D. Change Order Amount	\$		\$	
E. % Completed				
F. Est. Completion Date				
G. Owner's Name				
H. Owner Contact				
I. Telephone	()		()	
J. E-Mail Address				

LARGEST SIMILAR JOBS YOU HAVE COMPLETED IN THE LAST FIVE YEARS AS THE PRIME CONTRACTOR

ITEM	CONTRACT 1		CONTRACT 2	
A. Work Location				
B. Scope of Work;				
Check box:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction	<input type="checkbox"/> New Construction	<input type="checkbox"/> Re-Construction
C. Contract Amount	\$		\$	
D. Change Order Amount	\$		\$	
E. % Completed				
F. Completion Date				
G. Owner's Name				
H. Owner Contact				
I. Telephone	()		()	
J. E-Mail Address				

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY BONDS

ITEM	SURETY COMPANY 1	SURETY COMPANY 2
A. Company Name		
B. Contact's Name		
C. Telephone	()	()
D. Fax	()	()
E. E-Mail Address		
PRESENT AMOUNT OF BONDING COVERAGE (\$):	HAS YOUR APPLICATION FOR SURETY BOND EVER BEEN DECLINED (<i>If Yes, please provide detailed information in Remarks</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO	DURING THE PAST 2 YEARS, HAVE YOU BEEN CHARGED WITH A FAILURE TO MEET THE CLAIMS OF YOUR SUBCONTRACTORS OR SUPPLIERS (<i>If Yes, please provide detailed information in Remarks</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO

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 construction contract? Yes. No.

If “yes,” explain.

FINANCIAL RESOURCES

Indicate the Contractors total bonding capacity amount: \$_____.

What portion of this amount remains available at time of completion of this form? \$_____.

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.

(Include court, case number and party names.) _____

In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to payment to subcontractors or 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.

KEY PERSONNEL

List the principal individuals of your company, their current job title, the total years of experience they have in the construction 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 Construction	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Construction	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Construction	
D. Current Primary Responsibility	
ITEM	Principal Individual
A. Name	
B. Position	
C. Years in Construction	
D. Current Primary Responsibility	

List the individuals who will be in the following roles if your company is awarded this Contract:

ITEM	Contractor’s Representative	Project Manager	Project Superintendent
A. Name			
B. Position			
C. Years in Position			
D. Largest Project Supervised			
E. Largest number of employees ever supervised			

SECTION VI – ATTACHMENTS
Solicitation No: RFQ 20-0018
ATTACHMENT C

REFERENCE FORM

REFERENCE FORM FOR _____
(Insert Name of Contractor)

Provide three (3) references and 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.

SECTION VI – ATTACHMENTS
Solicitation No: RFQ 20-0018
ATTACHMENT C

This page is Intentionally left blank. The contents of Attachment D begin on the following page.