



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # 21-0002

Vose Elementary School Classrooms Addition General Contractor

**RFQ Closing (Due Date & Time):
August 17, 2021 by 2:00 PM Pacific Time**

Issued by:
**Beaverton School District 48J
16550 SW Merlo Road
Beaverton Oregon 97003
July 15, 2021**

REQUEST FOR PRE-QUALIFICATION

Public Improvement

Solicitation No: RFQ 21-0002

Summary

The purpose of this Solicitation is to establish a Pre-Qualified List of Bidders for the provision of Construction Services for the Vose Elementary School Classrooms Addition project.

A Non-Mandatory pre-qualification conference will be held on July 22, 2021 at 2:00 PM Pacific Time at Vose Elementary School, 11350 SW Denney RD, Beaverton, OR 97008.

Interested Firms must submit Qualifications pursuant to the provisions of this RFQ **via email to: Contracts@beaverton.k12.or.us**, PRIOR to the Closing:

**Qualifications DUE DATE & TIME (CLOSING): August 17, 2021 by 2:00 PM Pacific Time
LATE SUBMISSIONS WILL NOT BE ACCEPTED**

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

Firms that are Pre-Qualified will be invited to submit a Bid for the provision of Construction Services for the Vose Elementary School Classrooms Addition project in the Formal Invitation to Bid process that follows this RFQ.

Firms that do not submit Qualifications to this RFQ or are deemed Not Qualified as a result of this RFQ and will not be permitted to submit a Bid for the provision of Construction Services for Vose Elementary School Classrooms Addition project.

Contractors are solely responsible for ensuring that the Beaverton School District receives its Pre-Qualification Submittal.

Prospective Proposers may find all RFQ documents, notices, and information on the Oregon Buys website. Firms must familiarize themselves with the entire RFQ document.

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

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

SECTION I – INTRODUCTION
Solicitation No: RFQ 21-0002

1. PROJECT OVERVIEW:

This project consists of constructing an approximately 4,950 SF addition to the existing building and renovating approximately 4,000 SF, resulting in a new library and five new classrooms. The school will be occupied during the initial phase of construction and will require temporary protection to separate construction activities from school activities. Activities while occupied will be limited to work outside of current occupied building space. The location of the project is Vose Elementary School, 11350 SW Denney RD, Beaverton, OR 97008.

This procurement process will occur in two steps: Request for Qualifications (RFQ) to determine a list of Pre-Qualified contractors. This RFQ will be 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 Qualification (SoQ) in response to this RFQ must address all items listed in Section IV, Item 3 Qualifications Content and conform to all other requirements set forth herein. SoQs will be evaluated and scored as described in Sections IV and V of this RFQ.

2. PROJECT CONSIDERATIONS:

The school will be vacated in mid-June, 2022 and must be fully operational by August 30, 2022. The Permit drawing set has been included for information only. Refer to ATTACHMENT C.

3. PROJECT TEAM:

The Design Team has been selected and contracted to develop the design documents for this project. 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 421 SW 6 th AVE Suite 1212 Portland, OR 97204DLR	<u>Structural Engineer</u> DLR Group 421 SW 6 th AVE Suite 1212 Portland, OR 97204
<u>Mechanical, Electrical Plumbing Engineer</u> DLR Group 421 SW 6 th AVE Suite 1212 Portland, OR 97204	<u>Civil Engineer</u> J.B.A. Consulting Engineers, Inc dba NV5 Consultants	<u>Landscape Architect</u> Cameron McCarthy Landscape Architecture & Planning, LLP

4. SOLICITATION AND SELECTION PROCESS SCHEDULE:

<u>Process Milestones</u>	<u>Dates</u>
RFQ	
Issue RFQ	July 15, 2021
Pre-qualification Conference	July 22, 2021 at 2:00 PM Pacific Time
Deadline for Questions	July 30, 2021
Submit Qualifications	August 17, 2021 by 2:00 PM Pacific Time
Notice of Selected Pre-Qualified Bidders	on or about August 25, 2021

SECTION I – INTRODUCTION
Solicitation No: RFQ 21-0002

ITB*

Release ITB	September 2, 2021
Mandatory Pre-Bid Conference	September 9, 2021
Deadline for Questions	September 23, 2021
Final Addendum	September 28, 2021
Bids Due	October 5, 2021 by 2:00 p.m.
Notice of Intent to Award	October 5 - 8, 2021
School Board Approval	October 25, 2021
Award Contract	on or about November 1, 2021

5. CONSTRUCTION SCHEDULE MILESTONES*:

Milestones	Dates
Mobilize	March 21, 2022
Construction Substantial Completion	August 12, 2022
Final Completion	August 28, 2022

*The dates under ITB and Construction Schedule Milestones are for reference only. The District may modify as needed.

SECTION II – STATEMENT OF WORK
Solicitation No: RFQ 21-0002

1. DESCRIPTION OF SERVICES:

Once the two-step solicitation process has been completed, the successful Bidder will have the responsibility of providing a complete project per the construction documents including materials, labor, equipment as well as coordination with the District and the design team. The project is described in ATTACHMENT C, and in the Introduction of this RFQ.

2. PROJECT GOALS

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

3. SPECIFIC CONSTRUCTION SERVICES DESCRIPTION:

- a. Coordinate weekly construction meetings with the District and the Design team.
- b. Prepare site and building logistics plans for both occupied and unoccupied site and building to encompass all proposed activities and impacts to the site, adjacent properties, and neighboring streets.
- c. 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.
- d. Coordinate inspections with the Authority Having Jurisdiction (AHJ) and third-party special inspections (provided by the District).
- e. Review and expedite all change order requests and maintain logs.
- f. Coordinate with BSD FF&E and custodial efforts allowing for final clean prior to final completion.
- 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, 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. Transmit copies of D/M/W/ESB/SDVBE Contact Logs, Career Learning Reports and Apprenticeship Program Logs monthly via eBuilder (as required).
- j. Intelligent and selective use of Building Information Modeling (BIM), where applicable.
- k. Use of the District's internet-based e-Builder Project Management System for coordination of efforts, approvals, and expedited communication is required.
- l. Provide and maintain a current construction schedule identifying impacts to critical path of project completion and formulate recovery schedules for identified impacts.
- m. Provide a risk mitigation plan for potential encountered weather conditions affecting roofing as well as mitigation plans for moisture intrusion into building.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 21-0002

1. GENERAL:

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

2. ELIGIBILITY TO PROPOSE:

- 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 Proposal 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-PROPOSAL CONFERENCE:

- a. **Purpose.** The District shall hold a Non-mandatory 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.

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 on the Oregon Buys website. Addenda may be downloaded off the Oregon Buys website. It is each prospective Proposer's responsibility to inquire about Addenda.

5. REQUEST FOR CLARIFICATION:

- a. **Clarification.** Prior to the deadline for submitting a written SoQ, a Proposer may request that the District clarify any provision of the solicitation document. The District's clarification to a Proposer, 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 a Proposer, the District may extend Closing if the District determines an extension is necessary to consider the request and issue an Addendum, if any, to the Solicitation.

6. SUBMISSION:

- a. **Proposer's Acknowledgement.** By submitting a Proposal, the Proposer 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.** A Proposer shall submit their Proposal in accordance with Section IV.
- c. **Forms.** Proposers shall submit the form(s) required under Section VI.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 21-0002

- d. **Documents.** Proposers shall provide the District with all documents and descriptive literature requested.
- e. **Facsimile.** The District will not accept facsimile Proposals.
- f. **Identification of Proposals.**
 - i. The District is not responsible for Proposals submitted in any manner, format or to any delivery point other than as required in the Solicitation.
- g. **Receipt of Proposals.**
 - i. The Proposer is responsible for ensuring that the District receives their Proposal at the required delivery point prior to the closing due date and time. Proposal shall be **emailed to: Contracts@beaverton.k12.or.us**
 - ii. Timely received Proposals will be opened, recorded and prepared for evaluation pursuant to Section III. The District will not read Proposals aloud.
- h. Failure to submit Proposal in accordance with the provisions of this RFQ shall be grounds to declare the Proposer non-responsive.
- i. **Certification.** Proposers shall (on the Pre-Qualification Certification form enclosed – ATTACHMENT A):
 - i. Identify that the Proposer is/or is not a "resident Proposer," as defined in ORS 279A.120(1);
 - ii. Indicate that the Proposer 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: Pursuant to OAR 137-049-0320

- a. **Modifications.** A Proposer may modify their Proposal in writing prior to the Closing. A Proposer shall prepare and submit any modification to its Proposal to the District in accordance with OAR 137-49-0280. Any modification shall include the Proposer's statement that the modification amends and supersedes the prior Proposal. The Proposer shall email its modification and mark as follows:
 - i. "Proposal Modification"; and
 - ii. Solicitation No.
- b. **Withdrawals.**
 - i. A Proposer may withdraw its Proposal by Written notice submitted on the Proposers letterhead, signed by an authorized representative of the Proposer, hand delivered or mailed, and received by the District prior to the Closing. The Proposer or authorized representative of the Proposer may also withdraw its Proposal in Person prior to the Closing, upon presentation of appropriate identification and satisfactory evidence of authority;
 - ii. The District may release an unopened withdrawn Proposal to the Proposer or its authorized representative and will confirm such release by email to the same address which originally submitted the proposal.
 - iii. The Proposer shall mark the Written request to withdraw a Proposal as follows:
 - A. Proposal Withdrawal; and
 - B. Solicitation No.
- c. **Documentation.** The District shall include all documents relating to the modification or withdrawal of a Proposal in the Solicitation file.

8. LATE PROPOSALS, WITHDRAWALS AND MODIFICATIONS: Pursuant to OAR 137-049-340

Any Proposal received after the Closing date and time is late. A Proposers request for withdrawal or modification of a Proposal received after Closing is late. The District shall not consider late

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 21-0002

Proposals, withdrawals or modifications except as permitted in OAR 137-049-0350 or OAR 137-049-0390.

9. MISTAKES: Pursuant to OAR 137-049-0350

- a. **Generally.** To protect the integrity of the competitive Procurement process and to assure fair treatment of Proposers, the District will carefully consider whether to permit waiver, correction or withdrawal of Proposals for certain mistakes.
- b. **District Treatment of Mistakes.** The District shall not allow a Proposer to correct or withdraw a Proposal for an error in judgment. If the District discovers certain mistakes in a Proposal after Opening, but before Award of the Contract, the District may take the following action:
 - i. The District may waive, or permit a Proposer to correct, a minor informality. A minor informality is a matter of form rather than substance that is evident on the face of the Proposal, or an insignificant mistake that can be waived or corrected without prejudice to other Proposers. Examples of minor informalities include a Proposer's failure to:
 - A. Return the correct number of Proposals or the correct number of other documents required by the Solicitation Document.
 - B. Sign the Proposal in the designated block, provided a Signature appears elsewhere in the Proposal, 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 Proposal that the Proposer 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 Proposal or other documents submitted with the Proposal, and the Proposer confirms the District's correction in Writing. A clerical error is a Proposer's error in transcribing a portion of its Proposal. 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 a Proposer to withdraw a Proposal based on one or more clerical errors in the Proposal only if the Proposer 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 Proposer acted in good faith in submitting a Proposal that contained the claimed error and in claiming that the alleged error in the Proposal exists;
 - E. That the Proposer acted without gross negligence in submitting a Proposal that contained a claimed error;
 - F. That the Proposer will suffer substantial detriment if the District does not grant the Proposer permission to withdraw the Proposal;
 - 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 Proposer promptly gave notice of the claimed error to the District.
- c. **Rejection for Mistakes.** The District shall reject any Proposal in which a mistake is evident on the face of the Proposal and the intended correction to the Proposal is not evident or cannot be substantiated from documents submitted with the Proposal.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 21-0002

10. NOTICE OF PRE-QUALIFICATION:

- a. **Notice.** On or about the date of Notice of Selected Pre-Qualified Bidders, the District shall issue a notice to each Proposer 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 Invitation to Bid for this project is awarded.

11. REJECTION OF PROPOSALS:

- a. **Rejection of a Proposal.**
 - i. The District may reject any Proposal upon finding that to accept the Proposal may impair the integrity of the Procurement process or that rejecting the Proposal is in the public interest.
 - ii. The District shall reject a Proposal upon the District's finding that the Proposal:
 - 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 Proposal upon the District's finding that the Proposer:
 - 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 Proposer has met statutory standards of responsibility.
- b. **Form of Business.** For purposes of this rule, the District may investigate any Person submitting a Proposal. 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 Proposer shall certify on the Pre-Qualification Certification that the Proposer 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 Proposals.** The District may reject all Proposals for good cause upon the District's Written finding it is in the public interest to do so. The District shall notify all Proposers of the rejection of all Proposals, along with the good cause justification and finding.

SECTION III – INSTRUCTIONS TO PROPOSERS
Solicitation No: RFQ 21-0002

- e. **Criteria for Rejection of All Proposals.** The District may reject all Proposals upon a Written finding that:
- i. The content of or an error in the Solicitation Document, or the Solicitation process unnecessarily restricted competition for the Contract;
 - ii. The price, quality or performance presented by the Proposers is too costly or of insufficient quality to justify acceptance of the Proposals;
 - 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:

- a. **Purpose.** An adversely affected or aggrieved Proposer 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 Proposers of the status of their Pre-Qualification for the associated Invitation to Bid, and will publicly post such notice on Oregon Buys.
- 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 Proposer in its pre-qualification preparation.

14. BUSINESS EQUITY:

The Proposer 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 21-0002

1. GENERAL INFORMATION

This section prescribes the mandatory submission format for all Statements of Qualifications (SoQ) submitted in response to this RFQ. The purpose of the submission format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of the Statements of Qualifications (SoQs).

2. QUALIFICATIONS FORMAT

- a. Proposers 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

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

- a. **REQUIRED FORMS.** Proposers 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 proposal. 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.** Exclusive of Required Forms, proposals shall not exceed 15 pages (7 ½ pages front-and-back). 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** (25 points): Proposer shall provide firm’s past experience on at least 3 projects with similar scope and complexity. Projects should be renovations or additions to existing buildings, preferably of K-12 schools. Include indication of occupied construction and successful strategies implemented. Experience demonstrating successful strategies to complete occupied construction of similar size and scope to this project in a K-12 educational setting is preferred. Address how the proposer is capable of completing similar projects successfully with regard to schedule, quality, safety, cost, and coordination with the AHJ.
 - a. Occupied education site, ideally educational
 - b. Protecting existing building, seamless integration new with existing, aesthetics
 - c. Providing examples of site logistics
 - ii. **Understanding of Project** (15 points): Proposer shall provide a summary of understanding of the project and its goals. Include sufficient information to familiarize the evaluators with the

SECTION IV – QUALIFICATIONS CONTENT REQUIREMENTS
Solicitation No: RFQ 21-0002

proposer's project approach and ability to satisfy the technical and construction requirements. Identify potential sources of complexity and proposed solutions. Specifically identify sources of complexity associated with the occupied site.

- iii. **Quality Control Plan** (10 points): Proposer shall provide the proposed quality control plan for review and provide explanation of the proposed implementation of the plan for this project. Detailed plans specific to the unique attributes of this project are desirable.
- iv. **Qualifications of Key Staff** (15 points): Proposer shall list the proposed project 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 identify overall staffing requirements needed to complete the project in accordance with the Project Goals. Demonstrate how communication will occur internally, with subcontractors, with BSD, and the Design Team.
- v. **Schedule Management** (25 points): Proposers 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.

SECTION V – EVALUATION AND SELECTION
Solicitation No: RFQ 21-0002

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 70 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 in any evaluation criteria where the information may be relevant)
Pre-Qualification Certification
Pre-Qualification Responsibility Form

b. Scoring

Pre-Qualified 70-90 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 0-69 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 21-0002

ATTACHMENTS:

A	PRE-QUALIFICATION CERTIFICATION
B	PRE-QUALIFICATION RESPONSIBILITY FORM (all pages)
C	DRAWINGS AND SPECIFICATIONS



SECTION VI – ATTACHMENTS
Solicitation No: RFQ 21-0002
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 Date	Addendum #	Date	Addendum	#
_____	_____	_____	_____	_____	

Respectfully submitted this _____ day of _____, 2017.

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 the 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 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 Manger	Project Superintendent
A. Name			
B. Position			
C. Years in Position	N/A		
D. Largest Project Supervised	N/A	\$	\$
E. Largest number of employees ever supervised	N/A		

SECTION VI – ATTACHMENTS
Solicitation No: RFQ 19-0031
ATTACHMENT C

REFERENCE FORM

REFERENCE FORM FOR _____
(Insert Name of Contractor)

Provide five (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.