

REQUEST FOR PROPOSAL

Project Management
Services for

Rogue River School District 2023 Capital Bond Projects

SUBMITTAL DEADLINE

June 28, 2023 | 2:00 p.m.

Rogue River School District
1898 East Evans Creek Road
Rogue River OR 97537

Background and Proposed Projects

On May 16, 2023, the Rogue River School District (the District) put forth a \$4.465 million capital school construction bond that was approved by voters. The District has also received an additional \$4 million in state match dollars under the OSCIM program. The total budget for the projects listed below is \$8.4 million.

The District is seeking qualified owner's representation from design to final occupancy of the project.

Projects in this bond:

Building a new addition to Rogue River High School for Junior High Students. This addition will be roughly 13,000 square feet., with roughly six classrooms, common spaces, and two locker rooms.

Converting both campuses of Rogue River Elementary to a single access point with additional safety upgrades throughout the district.

There will be numerous plumbing and electrical upgrades district wide. The upgrades will largely focus on Rogue River High which was built in 1976. There will be some plumbing and electrical upgrades at Rogue River Elementary.

Kitchen upgrades in the district.

If the projects above come in under budget, the district will use the remaining funds to do additional safety upgrades.

Appendix A contains the ballot measure and explanatory statement from the voter's pamphlet. This can give more detail as to the scope of the projects.

These projects will begin the formal planning and design phases in summer/fall 2023, with substantial completion of all projects by March of 2026. The District is seeking professional services to assist in the management and oversight of all the capital projects in the bond program.

The District intends to engage a single firm to collaborate with district leadership in overseeing the following areas:

- Developing RFPs for selecting engineering and architectural firms.
- Development of RFPs for contractor selection during the construction phase of the projects.
- Additionally, the district may utilize the services of CMG (Construction Management Group) for specific portions of the construction process, mainly the new junior high building. For smaller phases of the project, time and

materials contracts may be utilized, single entry of elementary schools. Furthermore, the traditional lowest bidder selection process may be employed.

The District anticipates contracting with the selected firm on a lump sum fee basis, plus reimbursable expenses incurred in the conduct of these services. The District will retain the option to negotiate extension of project management services as necessary to ensure the successful completion of projects.

Selection Process

The District is requesting Proposals from experienced firms interested in providing project management services for the above-described program of capital bond projects. The selection process will proceed as set forth below.

The District will accept Proposals at the location and by the submittal deadline set forth in this notice. Proposals that do not address the minimum criteria will not be considered.

Submittals will be reviewed and scored by a selection committee based on the criteria outlined in the scoring matrix.

The district may interview the highest scoring firms.

The District reserves the right to select a firm directly from written qualifications, seek clarification from proposers after the submittal closing date and/or waive minor irregularities at its discretion.

After selection the District will enter into scope and fee negotiations with the selected firm, with final approval of the contract subject to approval by the School Board.

Right to Reject

The District reserves the right to reject any or all proposals and/or reissue a Request for Proposals for this work at any time prior to School Board approval of the recommended firm and negotiated agreement if deemed appropriate and in the best interests of the District.

Selection Schedule

No later than June 2, 2023	Advertisement for RFP Published
June 20, 2023	Last Day for Questions
June 28, 2023	Proposals Due by 2:00 pm

July 10-14, 2023
July 14, 2023
July 17, 2023
August 15, 2023

Screening of Proposals
Notification of Selected Firms
Contract Negotiation Begins
Board Approval

Submittal Requirements

To facilitate review, information should be organized and presented as follows:

1. Letter of Interest (maximum of 2 pages)

Please describe your interest in working with the Rogue River School District and summarize the key strengths you will bring to this work.

2. Executive Summary (maximum of 2 pages)

Summarize your firm's qualifications, experience, and expertise to provide the services described in this Request for proposals. You may choose to include information in this section that is not discussed elsewhere in this submittal.

3. Company Profile (maximum of 2 pages)

- A. Please identify your firm including the contact person for your submittal, address, telephone number, email address and date firm was established. If proposer is an association or joint venture encompassing two or more firms, please describe the nature of your association.
- B. List all Oregon State school districts by which you have been engaged for professional services in the last ten (10) years.

4. Experience and Past Performance

- A. Provide a summary of at least five (5) K-12 capital facility projects and/or bond programs your firm has completed in the last (10) years which most closely relate to the firm's qualifications for this work, including at a minimum:
 - Client name, reference contact name and phone number
 - Dates service was provided (Month/Year - Month/Year)
 - Brief description of scope and services provided
 - Key personnel from this submittal who served this work
 - Total construction value of project/program
 - Any design-bid projects you have been associated with
- B. Briefly discuss your experience and familiarity with state, county and municipal agencies and personnel typically encountered in capital

project development and delivery.

5. Project Approach

Briefly summarize your approach to providing project management services of this nature and how you will communicate with the district and all parties involved in project development and delivery.

6. Key Personnel & Team Organization

- A. Identify via organizational chart all key personnel you will assign to this work and define their roles and responsibilities.
- B. Provide a resume for each team member (maximum of one page per team member) that includes their current position with your firm, total years of experience, number of years with your firm, previous relevant experience, licensure, certification and education.
- C. Discuss the availability of the key personnel you will assign to this work for the scheduled time frame of the project. Identify their office location during provision of services and indicate what proportion of their total time will be allocated to this work through all project phases from design through final completion.

7. Client References

Please provide four (4) client references that can speak to your firm and key personnel's past performance and qualifications for this work. Please include reference name, title, district/firm, telephone number and email contact information.

8. Proposed Fee

Please provide your proposed fee structure or fee for the project.

Evaluation Criteria - (100 points possible)

Submittals will be reviewed, scored and ranked by a selection committee according to the criteria below.

- Proposed Fee (25 points)
- Demonstrated past performance on similar contracts including project management, communication, quality of services and compliance with schedules (20 points)
- Professional qualifications of the firm and assigned key personnel for the satisfactory performance of required services (20 points)
- Volume and tenure of particular experience in the management of K-12 facility capital construction projects (10 points)

- Capacity and availability of key personnel for all project phases (10 points)
- References (10 points)
- Proximity of key personnel to the Rogue River School District (5 points)

Submittal Format

Submittals are limited to a maximum of fifteen (15), 8-1/2" x 11" pages, not including front and back covers, the cover letter, table of contents and resumes. Submitting firm name must appear on the front cover.

Submittals may be printed two-sided; a double-sided page counts as two pages. To be considered, submittals must be received at the address below no later than 2:00 p.m., June 28, 2023. Proposers should submit three (3) printed and bound copies of their submittal via hand delivery, U.S. Mail or package delivery service to:

Mailing Address

Patrick Lee Superintendent
Rogue River School District
PO Box 1045
Rogue River OR 97537

Hand Delivery Address

1898 East Evans Creek Road
Rogue River OR 97537

Electronic Submission

An Electronic copy may be submitted by the due date/time at the following electronic address: superintendent@rogueriver.k12.or.us

If a firm submits an electronic copy only it must be in PDF format and printable on 8.5 by 11 paper. The firm is also responsible for the delivery of the submission. The submission deadline for electronic is the same as physical copy. An electronic submission will be considered the same as a physical submission.

Phone: 541-582-2571

Questions

Please submit any questions or need for clarification regarding elements of this Request for Proposal to

Patrick Lee via email at superintendent@rogueriver.k12.or.us

No telephone or in-person inquiries, please.

Appendix A

Ballot Title 15-213

Bonds for Safety Improvements, School Facilities Preservation, Renovations, and Construction.

QUESTION: Shall Rogue River School District improve safety, construct and renovate schools and classrooms by issuing \$4,465,000 in general obligation bonds? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY: Due to the retirement of existing bonds, approval of this bond measure is expected to maintain the current tax rate, rather than increase it. If bonds are approved, the State will provide a \$4,000,000 matching grant. Approval will help support safe, healthy teaching and learning environments by:

- Making district-wide safety upgrades, including creating single campus entry points for the elementary campuses.
- Protecting community investments in schools through repairs, maintenance and preservation of existing buildings district-wide, including upgrades or replacement of plumbing, kitchen, and electrical system components.
- Constructing a new building at the high school (campus) to create a separate space for junior high students, including classrooms, locker rooms, and common space.
- Additional capital costs, including site improvements, demolition, furnishings, equipment, and bond issuance costs.

Actual levy rate may differ due to final interest rates and changes in assessed value. Bonds may be issued in multiple series; each maturing within 9 years from issuance.

Explanatory Statement

The Rogue River School District has referred a measure for the issuance of an aggregate principal amount of \$4,465,000 in general obligation bonds to preserve the existing buildings of the school district by replacing or upgrading aging plumbing and electrical systems, to upgrade the security district wide, and to build a separate building for junior high students. If voters pass this bond, the District would receive an additional \$4 million from the State. This bond would serve as a replacement for the bond expiring in June 2023 and is currently not estimated to increase property taxes compared to what the property owners are currently paying.

A large portion of the buildings in use by the school district were built in or prior to the 1970's. Rogue River High School is nearing its 50th year of service, and even though

the building has been well maintained, portions of the plumbing system and electrical systems have reached the end of their useful life and are beginning to fail. The bond is expected to pay for replacements or upgrades to these systems. The bond is also expected to pay for plumbing and electrical upgrades at the elementary campuses.

Both Elementary East and West are in need of security updates. Bond proceeds are expected to allow the District to modify the fences and entry points of each campus to create a single point of entry where visitors will need to check in with the office before entering the campus. Currently, the campuses are very open to entry. The District intends to incorporate into the design a way for the community to still easily access the outdoor spaces of both campuses during non-school hours.

Currently, junior high students attend school in a single hall of the high school. The bond is intended to pay for a new building on the high school grounds that would be dedicated to junior high students. The new building would contain classrooms, bathrooms, locker rooms, and common areas that are exclusively for the use of junior high students. Currently, junior high students share bathrooms, locker rooms, and common spaces with the high school students. Building the additional space for junior high students on the high school grounds will allow the District to utilize and share existing staff from the current junior/senior high school to staff the new building. If the District were to place junior high students somewhere other than the high school grounds, the District would need to hire additional staffing for the new junior high location.

End of Request for Proposals