



REQUEST FOR PROPOSALS
FOR
25-00-09
District Project Manager
Due no later than 2:00 p.m. on 9/18/24

MEDFORD SCHOOL DISTRICT

Facilities Office
900 Kenyon St.
Medford, OR 97501

Telephone: (541) 842-3068

INTRODUCTION

Medford School District 549C (District) is seeking written proposals from qualified project management firms (Proposer) with demonstrated experience in public projects to provide project management services in connection with construction administration for the District for the 2024-2026 school years. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in this RFP. Although cost is not the deciding factor in our selection, we are requesting a description of the method you propose for charging fees for projects. Identify if your fee will be based on an hourly rate for each team member, percentage of construction or a combination of both. The Proposer selected will be the firm that has the highest accumulation of points after the evaluation. Responses to this RFP will be reviewed, scored, and ranked according to the criteria and process defined in this RFP.

SELECTION PROCESS

This Request for Proposal ("RFP") and the selection process will be conducted pursuant to the terms of this RFP and the Oregon Attorney General's Model Rules for Consultant Selection, OAR Chapter 137, Division 48.

PROPOSAL REQUIREMENTS

The Proposer/Proposers and all firms, subsidiaries and individuals providing project management services shall be currently licensed in the State of Oregon, and shall comply with all State of Oregon licensure requirements.

The submittal must include the following, in addition to what is required to comply with the Evaluation Criteria below:

- The firm's name, address, and phone number;
- The name of the contact person within the firm and his/her email address;
- A list of the firm's key personnel who would be assigned to projects;
- Background of your firm's personnel;
- Describe experience with design and construction scheduling;
- Describe experience with budget control;
- Describe the method you propose for charging fees for projects;
- Whether the projects are completed on schedule and within the budget or not;
- Name, address and current telephone number of the owner representative most appropriate to discuss your firm's performance on each reference project;
- Proposal must include acknowledgment of all addenda.

If awarded the Contract, the Proposer/Proposers must accept, as Contract performance obligations, the duty to actively pursue the plan as set forth in the Proposer's response.

EVALUATION CRITERIA

Please indicate in writing the following information about your firm's ability and desire to perform work. Firms will be rated based upon the points assigned to each item as noted in parentheses at the end of each statement below.

Project Success Rate: Describe your firm's track record of delivering projects on time, within budget, and meeting the defined project scope. **(15)**

Client Satisfaction: Provide a minimum of three (3) examples showing satisfaction levels from previous clients, including testimonials, reviews, and repeat business rates. **(20)**

Experience and Expertise: Highlight your firm's experience in managing projects, including the qualifications and certifications of your project managers. **(15)**

Methodology and Processes: Explain your firm's project management methodologies, tools, and processes and show that they align with industry best practices and that they will meet the needs of the MSD. **(15)**

Communication and Reporting: What are your means and methods of communication strategies and reporting practices, and how do they keep stakeholders informed and manage project updates. **(15)**

Fees: Proposed method for determining fees. **(10)**

Risk Management: What is your firm's approach in identifying, assessing, and mitigating project risks to minimize potential impacts on project outcomes. **(10)**

EVALUATION PROCESS

The selection committee will score each submittal based on responses to the evaluation categories. Submittals will be rated based upon the points assigned to each item as noted in the parentheses at the end of the categories.

The RFP also requires reference information for your firm. The District will utilize this information and any other independently obtained references that can provide background on the firm. This information will not be scored separately, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other categories and in the final ranking.

The evaluation committee will meet and use the rankings as a beginning of their discussion. The discussion of the responses will include firm strengths and weaknesses and the individual evaluation committee member scorings. The committee reserves the option to interview finalists as ranked from the results of the evaluation committee discussion and scoring.

TIMETABLE

August 28, 2024	Issue RFP
September 11, 2024 by 2:00 p.m.	Last Questions and protests due
September 12, 2024 by 4:00 p.m.	Last Addendum
September 18, 2024 no later than 2:00 p.m.	RFP response due
To Be Determined	Optional Interviews with Selection Committee
September 25, 2024	Notice of Intent to Award
The District reserves the right to deviate from this schedule.	

RESPONSIBILITY EVALUATION

The District will investigate a proposer's responsibility and will consider information obtained from any source as part of its evaluation, at any time prior to execution of the contract. Submission of a signed proposal constitutes the proposer's approval for the District to obtain any information the District deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

FINANCIAL INFORMATION

The District will notify proposers, in writing, of any financial documentation required, which may include, but need not be limited to, recent profit-and-loss history; current balance statements; assets-to-liabilities ratio; including number and amount of secured versus unsecured creditor claims; availability of short- and long-term financing; bonding capacity and credit information.

The District may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly complete information requests will render the proposal non-responsive. Failure of a proposer to demonstrate responsibility will render the proposer non-responsive and will constitute grounds for proposal rejection.

SUBMISSION

Submit three (3) copies of your written proposal, along with an electronic version, to be received by the closing date and time listed in this document to:

Jackie Flory • RFP 25-00-09
Medford School District 549C
Facilities Office
815 S Oakdale Ave.
Medford, Oregon 97501

Your response must be contained in a document not to exceed fifteen (15) single-sided pages including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempt from the 15-page limit and it should be appended to the end of your response. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 15-page suggested limit.

Information shall be presented in the same order as the above evaluation criteria. The response should be submitted in softbound (comb or spiral, spiral preferred – no three-ring binders) format. The basic text information of the response should be presented in standard business font size (minimum 10-point), and reasonable (prefer one inch) margins. Your response must be signed by an officer of your firm with the authority to commit the firm.

The District may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon finding by The District that it is in the public interest to do so.

Please note that throughout this Project, the District will not accept responses or queries that require the District to pay the cost of production or delivery.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.

QUESTIONS

All questions and contacts with the District regarding any information in this RFP must be addressed in written form to Jackie.Flory@medford.k12.or.us or Pam.Thoren@medford.k12.or.us.

ADDENDA

Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>. Addenda will not be mailed out and it is the responsibility of the prospective Bidder to consult the website regularly until Bid Closing to avoid missing any addenda. Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

APPEALS AND PROTEST OF AWARD

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Coordinator no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award announcement or bid results are posted to the website.

APPEAL OF AWARD TO RFP NO. 25-00-09
Medford School District
Purchasing
815 S Oakdale Ave
Medford OR 97501

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or specifications.

PROPRIETARY INFORMATION

The District will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which will be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet with the following legend: "This data constitutes a trade secret under ORS 192.501(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192." The Oregon Public Records Law exempts from disclosure only bone fide trade secrets, and the exception from disclosure applies only "unless the public interest requires disclosure in the particular instance". Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Prices, makes, model or catalog numbers of items

offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

PROJECT AGREEMENT AND TERMINATION

The District anticipates selecting the Project Manager to commence services in October 2024 and continue for at least two (2) years unless terminated earlier in accordance with the provision of the Agreement. Upon satisfactory performance by the Project Manager, the parties may choose to extend the term Service Agreement for additional one (1) year terms and shall do so by executing a renewal agreement annually.

CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By submission of your proposal, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

INSURANCE PROVISIONS

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the Professional Agreement.

ESB/MBE/WBE

The District is committed to increasing opportunities for Emerging Small Businesses, Minority Owned Businesses and Women Owned Businesses. The Medford School District strongly encourages its consultants to utilize these businesses in providing services and materials for the District contracts and projects.

ADDITIONAL REQUIREMENTS

Pursuant to OAR 580-061, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, Proposers are hereby notified that policies applicable to consultants and contractors have been adopted that prohibit sexual harassment and that proposers and their employees are required to adhere to the District's policy prohibiting sexual harassment in their interactions.

FORMS MUST BE RETURNED

The following forms must be signed and returned with your Proposal.

- Exhibit A
- Exhibit B
- Exhibit C

**EXHIBIT A
VENDOR INFORMATION**

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Proposals are to be received at the Facilities Office of the Medford School District 549C, 900 Kenyon St., Medford, OR 97501 in a separate sealed package clearly identified as "RFP 25-00-09 Project Manager" and to the attention of Jackie Flory, no later than 2:00 p.m., Wednesday, September 18, 2024. It is the responsibility of the sender to verify receipt of the Proposal by the District.

Specifications may be obtained at the Purchasing Office, or by calling 541-842-3780, by e-mailing Jackie.Flory@medford.k12.or.us or by accessing the purchasing webpage at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>.

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail, fax, and regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

**EXHIBIT C
SIGNATURE PAGE**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that (s)he:

1. Has read and understands all Proposal instructions, specifications, and terms and conditions contained herein;
2. Is an authorized representative of the Proposer, that the information provided in this Proposal is true and accurate, and that providing incorrect or incomplete information may be cause of Proposal rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein;
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to Proposer.
5. Proposer will provide its Federal Tax Identification number or Social Security Number with Proposal submission.
6. The proposer hereby acknowledges the requirement to carry or indicates the ability, to obtain the insurance required by the contract documents. Indicate in the affirmative by initialing here: _____
7. The proposer hereby acknowledges awareness of addendum posted to our website regarding this RFP
Indicate in the affirmative by initialing here: _____

Authorized Signature

Title

Date

End of RFP