REQUEST FOR QUALIFICATIONS
FOR ENGINEERING/ARCHITECTURAL SERVICES

Pleasant Hill School District
Pleasant Hill High School Gymnasium
Seismic Rehabilitation



Issue Date: September 13, 2024
RFQ Closing Date: October 11, 2024

Electronic submittals only
No Late Responses Will Be Accepted

Submit via email to: jcrist@pleasanthill.k12.or.us

Request For Qualifications

The Pleasant Hill School District (the “District”) is conducting selection procedure for an engineering/architectural firm to design and oversee the seismic retrofit of the Pleasant Hill High School Gymnasium (the “Project”). The District plans to award a contract to the highest ranked proposer selected from those submitting proposals. The anticipated contract or contracts will include: all design work; site analysis; assistance with contractor solicitation and award process; construction oversight; and procurement of all necessary government permits.

The full Request for Qualifications may be obtained from:

Jim Crist
Superintendent
Pleasant Hill School District
36386 Hwy 58
Pleasant Hill, OR 97455
541-736-0701
jcrist@pleasanthill.k12.or.us

Electronic proposals will be received by the District until closing at date & time shown in Section III. Responses received after this time will be rejected as non-responsive. Electronic versions shall be emailed to jcrist@pleasanthill.k12.or.us. Faxed proposals and hardcopy proposals will be rejected as non-responsive.

Section I - Request for Qualifications

The Pleasant Hill School District (the "District") intends to select an engineer/architect for the Seismic Rehabilitation of the Pleasant Hill High School Gymnasium (the "Project"), as described in Section II, Project Description, from among proposers who respond to this Request for Qualifications (RFQ). The District intends to enter into a contract with the selected Proposer after negotiating a maximum not to exceed dollar amount. The contract amount will be based upon all design work rendered, through selection of a construction contractor, procurement of government permits, construction oversight and project closeout.

No drawings are required for this proposal. Proposal clarifications or additional information requested by the District must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

Section II - Project Description

The project includes Seismic Rehabilitation and other potential non-seismic related facility upgrades of the Pleasant Hill High School Gymnasium, located at 84455 N Enterprise Rd., Pleasant Hill, OR 97455. In May 2024, the District received a Seismic Rehabilitation Grant Program ("SRGP") award for the Project from the Infrastructure Finance Authority: Business Oregon, based on the application prepared by WRK Engineers, Inc. The intent of this RFQ is for the consultant to use the Grant Application as a basis for providing integrated seismic strengthening solutions for each building while adhering to the SRGP requirements. As part of this grant, Seismic Evaluation Reports were prepared (provided as Exhibits A). The District was awarded $2,499,940 for the design and construction of the Pleasant Hill High School Gymnasium.

It is anticipated that the selected Engineering/Architectural firm will provide comprehensive design and construction administration services throughout the lifespan of the Project. The Scope of Services listed herein is provided to establish a general understanding of the project requirements. The actual scope of services will be finalized during fee/contract negotiations.

The selected consultant will work with the District to determine the sequence of construction as well as any phasing requirements that will be needed to keep the Pleasant Hill High School Gymnasium in operation during construction activities.

The District intends to use either the typical Design-Bid-Build procurement project delivery method or the CM/GC procurement project delivery method for this Project. Pre-Design/Schematic Design would begin immediately upon award and approval of the resulting design contract. The building will not be vacated during the construction period.

Scope of Work

The Project scope of work will include the following:

- Use the SRGP application as the basis for developing the final engineering design solution to meet the SRGP requirements while not exceeding the maximum grant funding level. The District has not yet determined if it has available funds to contribute to the project.

- If the District elects to use the CM/GC project procurement method, develop all construction documents required for a CM/GC construction delivery method. Proposer will assist the District in the selection process for a CM/GC firm. The selection process will include the preparation and administration of the “Facts and Finding Report” and the “RFQ” for the proposed alternative contracting method as outlined in OAR 137-049-0600.

- Assist the District with the entitlement of the project through the Authorities Having Jurisdiction and the State Historical Preservation Office (SHPO).

- Provide all construction administration services necessary for the implementation of the project. These include, but are not limited to:
    - Review of contractor’s submittals, shop drawings, and material samples.
    - Responding to contractor’s requests for clarification.
    - Reviewing and processing change orders.
    - Oversight and inspection of construction and repair work.
    - Weekly site visits and attendance at occasional meetings, unless otherwise directed by District.
    - Ensure smooth construction transitions to facilitate ongoing operations.
    - Monitor budget and maintain costs within grant parameters.

- Assist District Staff with SRGP reporting requirements as required.

- Conduct project closeout procedures as required by SRGP.

- Incorporate non-seismic rehabilitation building remodeling work as directed by Pleasant Hill School District.

Section III - Anticipated Contract Performance Schedule

Advertise and Issue RFQ	September 13, 2024	
Mandatory Pre-Proposal Meeting	September 20, 2024	At 4:00PM
Question Submittal Deadline	September 23, 2024	At 4:00PM
Deadline for Submittal of RFQ Protest	September 18, 2024	At 4:00PM
Response to Questions Issued	September 27, 2024	At 4:00PM
Deadline for Submittal of Proposals	October 11, 2024	At 4:00PM
Interviews (Optional)	October 16-18, 2024	
Board of Directors Approval of Award	November 4, 2024	
Notice of Intent to Award	November 8, 2024	

Section IV - Pre-proposal Meeting

Mandatory Pre-Proposal Meeting

A pre-proposal meeting will be held at the Pleasant Hill High School Gymnasium located at 84455 N Enterprise Rd., Pleasant Hill, OR 97455 on the **date & time shown in Section III.**. The purpose of the meeting is to share information about the Project and give Proposers the opportunity to view the Project sites. Attendance at the meeting is Mandatory.

Section V - Submittal Information

Electronic version of proposal is to be received by the District no later than **date & time shown in Section III.** Faxed proposals and hardcopy proposals will be rejected as non-responsive. Any late proposals cannot be considered and will not be reviewed. Send proposals to:

Jim Crist
Superintendent
jcrist@pleasanthill.k12.or.us

Section VI - Instructions to Proposers

The District may modify this RFQ via addenda before the proposal due date by email. Receipt of all addenda must be acknowledged in submitted proposals.

Proposers responding to this RFQ do so solely at their own expense. The District is not responsible for any proposer's expenses associated with responding to this RFQ.

Proposers are directed to the protest procedures as set forth in the OAR Rule 137-048-0240.

Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

All proposals submitted are the property of the District, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after the District has awarded and executed the attached Contract. Thereafter, except for information marked "Proprietary," all documents received by Agency shall be available for public disclosure. Agency will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

Your response must be contained in a document not to exceed thirty (30) 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 exempted from the 30-page limit and should be appended to the end of your response. No supplemental information to the 30-page Proposal will be allowed. Transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 30-page limit.

Information shall be presented in the same order as the Evaluation Criteria listed in Section VIII. The basic text information of the response should be presented in standard business font size (minimum 10-point), and reasonable margins. Your response must be signed by an officer of your firm with the authority to commit the firm.

Section VII - Proposal Requirements

The Proposer and all firms, subsidiaries and individuals providing professional services shall be currently licensed to practice in each of their respective areas of professional expertise in the State of Oregon and shall comply with all State of Oregon Architect and Professional Engineer 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.
- Brief resumes of key staff the firm proposes to provide services on this project, along with relevant projects each of these persons has worked on in the past three years. Resumes of sub-consultants are not required.
- The name and registration number of the Oregon Professional Structural Engineer who will serve as the Engineer-of-Record.

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

Section VIII - Proposal Evaluation

A. Evaluation Criteria

Please indicate in writing the following information about your firm's ability and desire to perform this work. The Proposers shall provide the following information in the order listed below. Each scoring criteria will be scored by the number of points listed next to the information; the points listed are the maximum amount that can be given during evaluation.

- **Seismic-Only Rehabilitation Experience**. Describe your firm's recent experience (past 5 years) serving as the prime consultant designing seismic rehabilitation projects for public clients, preferably SRGP funded projects. Include at least three (3) current or completed relevant projects (including K-12 schools) with photographs or illustrations. Preference will be given to SRGP funded projects with construction costs less than $2.5M. Project information shall include project size, building uses, construction budget, construction delivery method, and project timeline/completion date. Provide your firm's approach to seismic rehabilitation projects. Provide references the Owner can contact to discuss performance. (30 points)

- **Project Team**. Provide an organizational chart and summary resumes of key personnel assigned to the project including the Project Manager. Identify other potential consultants for the project. (5 points)

- **Special Qualifications**. Describe attributes that distinguish your firm from other firms offering similar services and how selecting your firm will specifically benefit the Owner. (10 points)

- **Project Quality Control**. Describe how your firm ensures quality control throughout the design and construction process. Discuss lessons learned and examples of how your firm has worked with Owners and Contractors to minimize surprises during seismic rehabilitation projects. (20 points)

- **Project Cost Control**. Provide your firm's strategy for both the design phase and construction phase to address control of project costs. (20 points)

- **Public Contracting Experience**. Describe your experience with Public Contracting statutes ORS 279C and corresponding OAR's. (10 points)

B. Evaluation Process

Proposals will be initially screened pursuant to the following minimum qualifications:

1. Proposer is an Engineer/Architect licensed to work in the State of Oregon.
2. Proposer's ability to provide the engineering and architectural work needed by the District on or before the anticipated Project schedule to the standards required by the City, County, and State.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VIII. If the District deems it desirable, the District may elect to interview one or more of the top candidates.

The District is using a qualifications-based selection (QBS) process as mandated for contracts anticipated to exceed $100,000 by Oregon's Public Contracting Code (ORS 279C.110) and OAR 137-048-0220. As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the District does not cancel the RFQ, only after selecting the most qualified candidate, will the District and the selected candidate enter into contract negotiations for the price of the services. The District shall direct negotiations toward obtaining written agreement on the engineer/architect's performance obligations, a payment methodology that is fair and reasonable to the District, and any other provisions the District believes to be in the District's best interest to negotiate.

If the District and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the District, the District shall, either orally or in writing, formally terminate negotiations with the selected candidate. The District may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the District terminates the RFQ.

Section IX - Execution of Contract

The District intends to select the highest scoring responsive responsible Proposer. After the Selection Committee scores and ranks the Proposals, the Selection Committee will make a written recommendation on awardee selection to the Board. The Board will make the final decision on selection of the most suitable candidate for District's Project. All Proposers will be notified of the Board's decision.

If the District and a selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the District, the District shall, either orally or in writing, formally terminate negotiations with that selected candidate. The District may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through the identified top three candidates until an agreement is reached or the District terminates the RFQ.

Section X - Miscellaneous

The District reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the District and the public; 3) Reject any or all proposals or cancel this RFQ at any time if doing either would be in the public interest, as determined by the District in its sole discretion; 4) Award the contract to any proposer based on the evaluation criteria set forth in this RFQ; 5) Waive minor informalities contained in any proposal, when, in the District's sole judgment, it is in the District's best interest to do so; and 6) Request any additional information the District deems reasonably necessary to allow the District to evaluate, rank and select the most qualified proposer to perform the services described in this RFQ.

The services and responsibilities set forth in this RFQ, together with any other documents required herein, shall be included in the contract executed by the successful proposer.

Section XI - Contact Information

Direct all inquiries regarding the Project and this RFQ to:

Jim Crist
Superintendent
Pleasant Hill School District
36386 Hwy 58
Pleasant Hill, OR 97455
541-736-0701
jcrist@pleasanthill.k12.or.us

Section XII - Exhibits

The following appendices are included in this RFQ:

Exhibit A: Seismic Evaluation Report for Pleasant Hill High School Gymnasium, prepared by WRK Engineers, Inc.

Pleasant Hill School District is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.

THIS RFQ IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.