



SPRINGFIELD
PUBLIC SCHOOLS

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**PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL AND TECHNICAL
STRUCTURAL ENGINEERING SERVICES**

Springfield Public Schools
640 A Street
Springfield, Oregon 97477
Ph: (541) 726-3257

SUBMISSIONS DUE: September 19, 2025, 2:00 pm PST

Request For Qualifications: Structural Engineering Services
Springfield Public Schools
Springfield, Oregon

Springfield Public Schools invites Statements of Qualifications (SOQs) from licensed Structural Engineering firms to provide evaluation and technical services for the assessment of large span trusses (bowstring and glue-laminated). This RFQ will be used to identify and pre-qualify the most capable firms for potential future task orders. The school district will receive statements of qualifications until 2:00 pm on September 19, 2025.

The SOQs shall be submitted in sealed envelopes and received at the Springfield Public Schools Administration Office no later than **2:00 pm PST, September 19, 2025**, addressed to the attention of Demian Laudati, Purchasing Manager, 640 A Street, Springfield, Oregon 97477. Email submissions are acceptable at demian.laudati@springfield.k12.or.us, provided they are submitted by the stated deadline. Include the project name in the email subject title. Applicants will receive an email response stating that their application has been received. Late submissions will not be considered. For the purpose of receipt time, the sent timestamp from the submitter's email account will be used, and an email receipt confirmation will be sent to the submitter.

The District reserves the right, without prejudice, to reject any or all Submittals for good cause, if it is determined to be in the best interest of the District, or for non-conformance with public contracting procedures. All Submitters are required to comply with Oregon Revised Statutes and District Board Policy.

Submittals will not be accepted from Submitters who fail to certify to non-discrimination in employment practices or identify resident status.

By order of:
Springfield School District #19

Posted by: Demian Laudati

Publish Date: August 29, 2025
 Daily Journal of Commerce
 OregonBuys EProcurement System
 Springfield School District Website

Request For Qualifications: Structural Engineering Services Springfield Public Schools Springfield, Oregon

1. Introduction & Purpose

Springfield Public Schools, invites Statements of Qualifications (SOQs) from **licensed Structural Engineering** firms to provide evaluation and technical services for **assessment of large span trusses (bowstring and glue-laminated)**. This RFQ will be used to identify and pre-qualify the most capable firms for potential future task orders. The school district will receive statements of qualifications until **2:00 pm on September 19, 2025**.

2. Background & Project Overview

Springfield Public Schools plans to obtain the services of qualified structural engineers to assist with the evaluation of large-span bowstring or glue-laminated trusses. As a member of a state-wide insurance pool (PACE), reinsurers have informed school districts that engineered wood trusses more than 50 years old will be excluded from coverage.

However, coverage will be added back if:

- The cause of loss is due to a named peril, and
- There is no evidence of preexisting structural damage, or
- The trusses have been repaired or deemed structurally sound by a licensed structural engineer within an inspection interval recommended by the engineer.

Springfield Public Schools have 27 campuses with multiple structures ranging in construction type and year built. The following age of structures is:

- 1910 – 1949: two (2) structures
- 1950 – 1959: eight (8) structures
- 1960 – 1969: ten (10) structures
- 1970 – 1979: one (1) structure
- 1980 – 1989: one (1) structure
- 1990 – 1999: six (6) structures
- 2000 – present: four (4) structures

3. Scope of Services

Potential tasks may include, but are not limited to:

- Large span truss evaluation/assessment
- Calculate weight ratings
- Evaluate load capacities
- Development of long-term inspection and replacement/repair plan
- Possible options for structural reinforcement, including design and analysis
- Preparation of construction documents, specifications, and as-built drawings
- Bid-phase support and review
- Construction observation and certification
- Permitting, coordination with local codes and agencies
- Task-order flexibility for future related projects

Expectations:

Interested firms must be able to demonstrate successful experience providing similar services to other municipalities or similar entities. The school district will look favorably upon firms that have consistently provided complex and/or related consulting services within prescribed budgets and schedules. The school district will expect the selected firms to dedicate experienced technical and project management staff to the assigned tasks to ensure that solutions are creative, effective, cost-conscious, and coordinated with other activities on or adjacent to the school district. Firms must submit statements of qualifications based on providing and/or coordinating all services required for the complete design of facilities or plans.

4. Qualifications Requirements

- Active **Oregon Professional Engineer (PE)** licensure in Structural Engineering
- Demonstrated experience with **significant structures** (i.e. buildings, bridges, essential or irregular-use facilities)
- Project examples with references for similar structural engineering services
- Staffing plan, including key personnel, roles, availability, and qualifications
- Familiarity with Oregon codes, permitting, and local conditions
- Evidence of good performance on previous publicly funded or municipal projects

5. Instructions and Conditions

5.1 General:

Firms must study carefully and conform to these "Instructions and Conditions" so that their Statements of Qualifications (SOQs) will be regular, complete, and acceptable.

5.2 Statement of Qualifications:

All SOQs shall be legibly written in ink or typed and comply in all regards with the requirements of this solicitation. Statements of Qualifications shall be submitted in said manner as indicated in these solicitation documents. Use of recycled material is encouraged, and the school district reserves

the right to use recycled material provided the provisions of ORS 279A.125 are met. The school district review committee reserves the right to reject any and all SOQs not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any and all SOQs upon the finding that it is in the public interest to do so and waive any and all informalities.

5.3 **Receipt and Opening of Statements of Qualifications:**

Qualifications statements shall be submitted prior to the date and time fixed in the advertisement for SOQs. SOQs received after the date and time so designated will be considered late and will be returned unopened. No responsibility will be attached to any official of the school district for the failure to open a SOQ not properly identified. SOQs shall be opened so as to avoid disclosure of contents to competing firms during the process of negotiation. SOQs will not be available for public inspection until after such time that a contract is executed in accordance with ORS 279C.107.

5.4 **Nondiscrimination:**

The successful firm agrees that, in performing the work called for by this RFQ and in securing and supplying materials, the firm will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

5.5 **Employees Not To Benefit:**

No employee or elected official of Springfield Public Schools shall be admitted to any share or part of any potential contract or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No firm shall provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of the school district in violation of ORS Chapter 244.

5.6 **School District Furnished Property:**

No material, labor or facilities will be furnished by the school district unless otherwise provided for in future contracts for services.

5.7 **Costs:**

All costs incurred by the firm in preparation of SOQs to this solicitation, including presentations to the school district and/or for participation in an interview, shall be borne solely by the submitting firm; the school district shall not be liable for any of these costs.

5.8 **Duration of Request for Qualifications:**

The list of firms generated from the responses to this RFQ shall be utilized for professional engineering and technical services for a period of five (5) years.

6. Submittal Instructions

The submitted Statement of Qualifications should contain the required elements as outlined in this document. The school district reserves the right to solicit additional information or clarification from the firms, or any one firm submitting SOQs, should the school district deem such information necessary.

Do NOT include any price or cost considerations with this Statement of Qualifications.

Any firm-supplied material that is to be considered confidential must be so marked.

The SOQs shall be submitted in sealed envelopes and received at the Springfield Public Schools Administration Office no later than **2:00pm PST, September 19, 2025**, addressed to the attention of Demian Laudati, Purchasing Manager, 640 A Street, Springfield, Oregon 97477. Email submissions are acceptable at demian.laudati@springfield.k12.or.us, provided they are submitted by the stated deadline. **Include the project name in the email subject title.** Applicants will receive an email response stating their application was received. No late response, hardcopy, or faxed materials will be accepted.

Please keep applications to a maximum of 20 pages (plus a maximum of 5 resumes) to address the SOQ criteria. If a firm wishes to submit a company brochure, this may be done under a separate cover. The brochure will not be used in the selection process and may be retained in the school district files.

Deadline: September 19, 2025, 2:00 pm PST

Submission Address: 640 A Street, Springfield, OR 97477 and/or
demian.laudati@springfield.k12.or.us

Format: PDF, no cost proposals included

6.1 Contents:

- Letter of Intent:
 - A one-page dated cover letter indicating the firm's interest in the project with signature shall be submitted, containing the name, address, tax filing name, and number of the corporation or business structure submitting the SOQ. Please indicate if the firm is a resident vendor, as defined in ORS 279A.120. Also submit the name, address, telephone, email, and title of the person authorized to represent the firm.

- Table of Contents:
 - A table of contents of the material included in the proposal.
- Firm Overview:
 - Provide a general description of the firm. Include a delineation of proposed services, company experience, and a preliminary approach to the projects outlined. This section may include a flow chart, methodology, unique management strategies, etc. Provide an organizational chart showing key personnel and their work location(s).
 - Demonstrate specific capabilities for fulfilling the project requirements according to similar previous experience, including years of business, bankruptcy filings, and bonding capability.
 - Describe your firm's internal procedures related to work quality and cost control.
 - Identify any contract or subcontract held by the firm that has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
 - Provide information on the types and amounts of insurance carried by the firm.
- Project Experience, Organizations and Qualifications:
 - Provide organizational structure of teams who would be assigned to this project, including experience and relevance of key personnel assigned to this project. Identify relevant education, professional certifications, years of experience, and resumes (5 maximum resumes) of key personnel.
 - Identify a proposed project manager as a key point of contact for the school district. Describe the project manager's experience with similar projects.
 - Include names, address, phone number, and a statement of qualifications and experience of subcontractors that may be used to complete project tasks (real estate acquisition, Geotech, surveyors, traffic/pavement studies, etc.).
- Example Projects:
 - Describe similar projects performed within the last 5 years that best characterize your firm's capabilities, work quality, and cost control. Include project size, schedule, quality of performance, and role of participation in the project by key personnel, including subcontractors. For each project, include the name, address, email, and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your team worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. Provide any

written letters of reference from agencies with similar projects if available.

- Principal Office Location and Local Participation:
 - Identify the location of the firm's principal office and the office location of key staff expected to work on the project. Discuss staff availability and scheduling to work on the school district's projects, in addition to the ability to provide local presence for site visits and meetings (if necessary).
- List of Exceptions:
 - This section shall describe any exception taken to any section in the RFQ.

7. Evaluation & Selection Criteria

7.1 Statement of Qualification Review:

A list of firms will be selected through a qualifications-based selection process as described in the school district's Local Contracting Rules and as provided under ORS 279. Each proposal will be evaluated based on responses provided to Sections 4, "Statement of Qualifications Contents" and addressing project scope as described in Section 3.

The Review Committee will evaluate the submitted SOQs and will consist of select purchasing, facilities, and operations staff.

The four (4) highest qualified firms will be contacted for further evaluation if necessary, which may include oral interviews and reference verifications. The primary intent in the selection process is to provide the school district with a given level of specialized skill, knowledge, and resources and qualifications, performance history, expertise, and the ability to exercise sound professional judgment.

Upon final selection of the most qualified firm(s), compensation and personal services contract scope and negotiations will take place. During negotiation, the school district may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and a fair and reasonable fee that best represents the efforts required. The school district reserves the right to reject any and all proposals.

7.2 Evaluation Criteria:

The following criteria will be considered in evaluating all proposals. Use of the rating points system is only a guide to the review committee. A major deficiency in any one category can disqualify the firm.

- **Content:** **0 – 5 points**
 - Submitted Statement of Qualifications contain all required items as described in Section 4 “Statement of Qualification Contents”.
- **General Firm Experience:** **0 – 30 points**
 - The organization, experience, engineering, capability, and approach offered by the firm will be evaluated in terms of its applicability to the requirements specified in this RFQ.
- **Experience & Qualifications of Project Team:** **0 – 20 points**
 - Professional experience of key personnel and expected subcontractors with similar projects will be evaluated.
- **Example Projects:** **0 – 20 points**
 - Applicability of recently completed projects by the firm to projects anticipated by the school district. Consideration of the firm’s ability to competently design and control costs, quality, schedule and work flow.
- **Principal Office Location and Local Participation:** **0 – 10 points**
 - Availability of firm and staff to promptly resolve project conflicts.
- **Overall Evaluation of the Firm:** **0 – 15 points**
 - General overall evaluation of the firm and its perceived ability to best perform the required services.

TOTAL POINTS 100 points

8. Schedule

RFQ Advertised: August 29, 2025

SOQ Due: September 19, 2025, 2:00 pm PST

Evaluation: September 22, 2025

Interviews (if any): September 24, 2025

Final Notification: September 26, 2025

9. Contact Information:

RFQ Contact Person: Demian Laudati, Purchasing Manager
Email / Phone: demian.laudati@springfield.k12.or.us
541-726-3257