REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGEMENT SERVICES -
2026 CAPITAL BOND

Hillsboro School District 1J
Hillsboro, Oregon

Issued: July 29, 2026
Proposal Closing Date:
August 24, 2026, 2:00 p.m. PDT

LATE PROPOSALS WILL NOT BE ACCEPTED

Single Point of Contact [SPC]:	Saideh Haghighi Khochkou, Operations Officer
Use Label for Proposal:	Construction Management Svcs. - 2026 Bond
Address:	4901 SE Witch Hazel Road, Hillsboro, OR 97129
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Request for Proposal

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LEGAL PUBLICATION

July 29, 2026

HILLSBORO SCHOOL DISTRICT No. 1J
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES -
2026 CAPITAL BOND

The Hillsboro School District Requests proposals from qualified construction management firms interested in providing owner's representative services to assist the District in planning, subcontracting, overseeing, and implementing construction projects to be funded by the bond levy of $430 million, assuming passage by voters in November of 2026.

The scope of this bond includes projects in six main program areas:

- buildings and systems (e.g. roofing, HVAC, lighting)
- safety and security (e.g. doors and locks, fencing, cameras)
- technology and cybersecurity (e.g. student and staff devices, servers, routers, firewalls, audio/visual equipment)
- Career and College Pathways (e.g. renovation of middle school career exploration areas, construction of pole barn/modular building for fire engine)
- extracurriculars (e.g. track resurfacing, lighted turf fields, auditorium renovations)
- other needed projects (e.g. school kitchen remodels, bus purchases, print shop equipment installation).

Bond work will be spread across four to five years (2027 to 2030 or 2031) to maximize availability of contractors and the clustering of like projects, while minimizing both cost and disruption to schools.

Proposals will be received no later than 2:00 PM PST, **August 24, 2026, 2026** at:

Hillsboro School District 1J
Attn: Saideh Haghighi Khochkou, Operations Officer
4901 SE Witch Hazel Rd
HILLSBORO, OR 97129

The RFP, including all Addenda and attachments, is available by contacting Saideh Haghighi Khochkou, Operations Officer, Hillsboro School District 1J, 4901 SE Witch Hazel Rd, HILLSBORO, Oregon 97123, telephone 503-844-1336, fax 503-844-1341, email: haghighis@hsd.k12.or.us.

The Hillsboro School District may reject any proposal not in compliance with prescribed procedures and requirements and may reject for good cause any or all proposals upon a finding of the Hillsboro School District that it is in the public interest to do so.

SECTION 1
GENERAL INFORMATION

1.1 INTRODUCTION

The Hillsboro School District serves approximately 18,000 students in 27 elementary schools, 4 middle schools, 4 high schools, and two alternative schools. The District underwent a facilities assessment by the Oregon Department of Education in 2025. The District convened a Bond Development Committee in the 2025-26 school year to develop a prioritized list of projects, which they then recommended to the School Board. The Board has approved a November bond election.

The District is putting a Bond Measure on the ballot to be voted on in November 2026. The bond measure will pay for approximately $430 million worth of projects spread across district facilities. The District anticipates receiving an additional $6,000,000 OSCIM Grant through the Oregon School Capital Improvement Match Grant program. Continuation of services under any contract awarded under this RFP is contingent on the passage of the Bond Measure or the District's ability to secure other funding sources.

The District is seeking to hire an experienced construction management/owner's representative organization to be funded by the upcoming bond revenues and other sources as they are available.

There is no pre-proposal conference for this RFP.

1.2 SCHEDULE OF EVENTS (Dates are subject to change by District)

July 29, 2026	Advertise in the Daily Journal of Commerce and OregonBuys
August 12, 2026	Questions/Requests for Clarification/Solicitation Protests Due by 5:00pm
August 24, 2026	**2:00 PM Closing (Proposals Due)**
August 28, 2026	Notification of Interview Schedule
September 2, 2026	Interviews scheduled
September 4, 2026	Issuance of Notice of Intent to Award (approximate)
September 11, 2026	Award Protest Period Ends at 5:00 p.m.

1.3 PROPOSAL DELIVERY

Proposals may be submitted by mail or hand-delivered in accordance with options described in section 3.1.A.

1.4 DISTRICT SINGLE POINT OF CONTACT (SPC)

The single point of contact (SPC) during this procurement process for questions concerning the procurement process, change, clarification, award process and any other questions is Saideh Haghighi Khochkou, Operations Officer, Hillsboro School District 1J, 4901 SE Witch Hazel Rd, HILLSBORO, Oregon 97129, telephone 503-844-1336, fax 503-844-1341, email: haghighis@hsd.k12.or.us or regular mail delivered to: 4901 SE Witch Hazel Rd., HILLSBORO, OR 97129.

End of Section 1

SECTION 2
AUTHORITY, OVERVIEW, AND SCOPE OF WORK

2.1 AUTHORITY AND METHOD

The Hillsboro School District (District) is issuing this RFP under the District's Public Contracting Rules, District Policy DJC Bidding Requirements, and pursuant to ORS 279A and ORS 279C.

2.2 PROJECT OVERVIEW AND BACKGROUND

District is putting to vote a $430,000,000 capital bond measure in the November 2026 election that will:

- Protect the community's investment in school and district buildings by replacing outdated building systems and outdated heating, ventilation and plumbing systems.
- Reduce school operating costs by making energy saving improvements and completing deferred maintenance district-wide.
- Increase school safety and security district-wide.
- Replace and enhance technology infrastructure, devices, and cybersecurity district-wide.
- Enhance playfields, auditoriums, and other extracurricular infrastructure district-wide.
- Renovate spaces for the provision of career and college preparation programs.
- Implement other needed projects.

2.3 PROJECT SUMMARY

The projects range in size and scope, the District may decide to package smaller projects with similar scope together for design and construction. Budgets however will need to be separate for financial tracking required by the terms of the Bond Program.

PROJECT FOCUS AREAS:

1. Buildings & Systems
2. Career & College Pathways
3. Extracurriculars
4. Safety & Security
5. Support Services
6. Technology

2.4 SCOPE OF SERVICES

Refer to Attachment A for detailed outline of Scope of Services. Bond work will be spread across four to five years (2027 to 2030 or 2031) to maximize availability of contractors and the clustering of like projects, while minimizing both cost and disruption to schools.

SECTION 3
PROCUREMENT REQUIREMENTS AND EVALUATION

3.1 MINIMUM SUBMISSION REQUIREMENTS

A. Proposal Format

Proposer shall submit its Proposal without extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal. Limit your content to 30 pages. All Proposal forms required per this RFP and your Cover Letter are in addition to the page count noted.

Proposals must be submitted as follows:

- Hard copy submission
    - Proposer shall submit an original **Proposal on white 8 1⁄2" by 11" paper, bearing the Proposer's authorized representative's signature; one (1] ORIGINAL + eight (8) paper copies; and one (1) electronic copy** of the Proposal by USB drive, and must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx).

Proposer shall submit its Proposal in a sealed package addressed as to:

Hillsboro School District 1J
Attn: Saideh Haghighi Khochkou, Operations Officer
4901 SE Witch Hazel Rd
HILLSBORO, OR 97129

B. Authorized Representative

The Proposer Certification Sheet (Attachment B) shall be signed with ink as follows or the Proposer will be rejected.

- In the case of an individual Proposer, the name of the individual proposer must be listed and the proposal shall be signed by the individual Proposer.
- In the case of a partnership (including a limited partnership), the name of the partnership must be listed and the proposal shall be signed in the name of the partnership by at least one general partner. In addition, the names of all general and limited partners must be listed.
- In the case of a corporation (including a limited liability corporation), the corporate name shall be subscribed by the president or other managing officer and, under the signature of such officer, the name of the office such individual holds or the capacity in which he or she acts for the corporation.

3.2 PROCUREMENT PROCESS

A. Public Notice

Notice of the RFP has been advertised in The Daily Journal of Commerce and in the OregonBuys e-procurement system. The RFP, including all Addenda and attachments, is available by contacting Saideh Haghighi Khochkou, Operations Officer, Hillsboro School

District 1J, 4901 SE Witch Hazel Rd, HILLSBORO, Oregon 97123, telephone 503-844-1336, fax 503-844-1341, email: haghighis@hsd.k12.or.us.

B. Questions / Requests for Clarification

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email, mailed or hand-delivered in writing
- Reference the RFP name and/or OregonBuys bid number
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule of Events in subsection 1.2 above.

Inquiries requiring clarification or modification from the District will be sent to all Proposers in the Form of an addendum to this RFP.

C. Solicitation Protests

Prospective Proposers may submit a written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the proposed terms and conditions of the proposed Contract/Price Agreement. This is a prospective Proposer's only opportunity to protest the provisions of the RFP.Protests must:

- Be delivered to the SPC via email, facsimile or hard copy.
- Reference the RFP name.
- Identify prospective Proposer's name and contact information.
- Be sent by an authorized representative.
- State the reason for the protest, including: the grounds that demonstrate how the Procurement Process is contrary to law, unnecessarily restrictive, legally flawed, or improperly specifies a brand name; and evidence or documentation that supports the grounds on which the protest is based.
- State the proposed changes to the RFP provisions or other relief sought.

The District will respond timely to all protests submitted by the due date and time listed per the Schedule in Section 1.2, or, for protests to Addenda, the due date and time listed in the Addendum (if different than the due date and time listed in Section 1.2). Protests that are not received timely or do not include the required information will not be considered.

D. Proposal Submission Options

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements. The District is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. A Proposal submitted by any means not authorized will be rejected.

The Proposal may be hand-delivered, or submitted through the mail or via parcel carrier, and must be clearly labeled as provided in Section 3.1.A and submitted in a sealed envelope, package or box.

Proposals will be accepted, up to the Proposal due date and time, during the District's normal Monday-Friday business hours of 7:00 am to 5:00 pm Pacific Time, except during District holidays and other times when the District office is closed.

E. Proposal Modification or Withdrawal

Any Proposer who wishes to make modifications to a Proposal already received by the District must do so prior to Closing and shall submit its modification in one of the manners listed in the Proposal Submission Options section and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing. The Proposer shall submit a written notice Signed by an authorized representative of its intent to withdraw its Proposal. The notice must include the RFP name and be submitted to the SPC.

F. Proposal Due

The Proposal and all required submittal items, as well as any modification or withdrawal of a Proposal, must be received by the SPC on or before Closing. Original or modified Proposal received after Closing are considered late and non-responsive, and will be returned unopened or destroyed.

G. Proposal Rejection

The District may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- Proposer fails to meet the applicable responsibility requirements.
- Proposer makes any contact regarding this RFP with other District employees or officials other than the SPC or those the SPC authorizes.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.

H. Opening of Proposal

There will be no public Opening of Offers. Offers received will not be available for inspection until after the evaluation process has been completed and the Notice Award is issued. However, the District will record and make available the identity of all Proposers after Opening.

3.3 PROPOSAL CONTENT REQUIREMENTS

A. Proposal Content

The proposal must address each of the items listed in this section and all other requirements set forth in this RFP. The proposal shall be organized as follows:

1. Completed Proposal Certification Form.

2. Cover Letter: Include cover letter expressing the firm's interest and understanding of the District's request for proposals. The letter should name all of the persons authorized to make representations for the Proposer and be signed by an authorized representative.

3. Firm Background: Describe your firm including ownership structure, service area, volume of pre-bond and construction management services, length of time in the industry, financial stability, availability to the project location, and capacity to provide the services described in this RFP.

4. K-12 Experience and Past Performance: Provide details of the firm's experience over the past five (5) years in similar K-12 facilities and locations in Oregon, clearly noting pre-bond services, work performed coordinating multiple simultaneous projects solely and directly by proposing firm. Describe whether these projects took place during occupied and/or unoccupied periods during the school year. Provide reference contact person and telephone number for these projects. Briefly describe any legal claims or bond claims made against firm or any of its subsidiaries within the last ten (10) years. Include the nature of the claim, the amount of the claim, and the manner in which the claim was resolved.

5. Staffing Plan: Provide your firm's staffing plan and specify key personnel to be assigned to this Project and the estimated percentage of time each will spend on the project. Include an organizational chart, staff roles and a current brief resume of key personnel. Firms selected for interviews shall include the proposed personnel as submitted in your proposal.

6. Cost: Based on the proposed Scope of Work, include a fee proposal. The fee proposal must include a Not-To-Exceed Amount, inclusive of all work, materials, and equipment needed to accomplish the Scope of Work. Include the hourly rate of personnel necessary to accomplish the Scope of Work, along with the estimated number of hours of each person . Include any other billable expenses and costs necessary to complete the Scope of Work (e.g., reimbursable expenses). Include fees, as separate line items, for any additional services you may recommend that are available and not included in the Scope of Work. Identify assumptions upon which the fee proposal is based and the potential for cost savings (e.g., maintaining a rent-free office within the District's offices).

7. Approach/Methodology: Describe your firm's management philosophy for effective project communication, cooperation and coordination of services provided by designers, consultants, and contractors toward accomplishment of project goals. Include a description of your firm's involvement from the planning phase through the completion of K-12 construction projects. Describe your firm's approach for managing bidding requirements, costs, schedules and quality.

8. Other Services/Qualifications: Describe what special services or qualifications your firm has that would benefit the District.

B. Public Record/Confidential or Proprietary Information

The District is subject to the Oregon Public Records Law (ORS 192.311 to 192.478), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted under ORS 192.338 to 192.355, or other applicable

law. Pursuant to ORS 279C.107, the District need not open proposals for public inspection until after execution of the contract(s) awarded under this section. Thereafter, the District will not disclose records submitted by a Proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations:

The Proposer must mark all proposal pages containing the records it has determined as confidential under Oregon Public Records Law and must segregate those pages in the following manner:
(a) Such pages must be clearly marked “Confidential” on each page of the confidential document.
(b) Proposer must separate confidential pages from its other proposal pages by providing the confidential pages to the District in a separate email file attachment.
(c) In its proposal, Proposer must cite the specific statutory exemption in Oregon Public Records Law exempting such pages from disclosure.
(d) Subsections (a) and (b) above will prevail in the event these provisions conflict with formatting or response instructions elsewhere in this document.
(e) Proposers may not mark an entire proposal confidential. Should a proposal be submitted in this manner, the District will hold no portion of the proposal as confidential, unless such a portion is segregated as required under subsection (b) above and is determined exempt from Oregon Public Records Law.

Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to dislose by the Washington County District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will make reasonable attempts to notify the Proposer of the pending disclosure.

3.4 EVALUATION PROCESS

A. Responsiveness and Responsibility Determination

Proposals will be reviewed for Responsiveness to all RFP requirements, including timely submission, compliance with Minimum Requirements and Proposal Content Requirements. If the Proposal is unclear, the SPC reserves the right to request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, the District may waive or permit a Proposer to correct a minor informality. A minor informality is a matter of form rather that substance that is that is evident on the face of the Offer, or an insignificant mistake that can be waived or corrected without prejudice to other Offerors. The District may correct a clerical error if it is evident of the face of the Proposal or other documents submitted with the Proposal, and the Proposer confirms the District’s correction in writing.

At any time prior to award, the District may reject a Proposer found to be not Responsible.

C. Evaluation Criteria

Proposals will be evaluated by an Evaluation Committee. Each evaluator will independently evaluate and score proposals in accordance with the Evaluation Criteria. The District will average the written proposal scores per category and then sum the category averages for a total written evaluation score for each proposal. The Evaluation Committee will determine which

Proposal or Proposals taken as a whole, and in the District sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below.

The SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

	EVALUATION CRITERIA	Points
1	Cover Letter	Pass/Fail
2	Firm Background	10
3	K-12 Experience / Past Performance	25
4	Staffing Plan	15
6	Cost	25
7	Approach/Methodology	30
8	Other Services/Qualifications	15
	TOTAL	120

D. Selection Process

After scoring the written Proposals, the Evaluation Committee may conduct interviews with up to three of the top-ranked Proposers if the Evaluation Committee determines that interviews are necessary or desirable in its sole determination.

If interviews are conducted, the Evaluation Committee will re-score each interviewing Proposer's Proposal on the basis of the interview. The District will average the proposal scores per category and then sum the category averages for a total interview score for each Proposal. The re-scored Proposal/interview score will be the final score for each Proposer invited to interview.

After evaluation, and interviews if conducted, the Evaluation Committee will recommend one finalist to the District's Board of Directors for consideration of award. The contract award will be entirely at the discretion of the District. The District reserves the right to reject any and all proposals.

End of Section 3

SECTION 4
AWARD AND NEGOTIATION

4.1 AWARD NOTIFICATION PROCESS

A. Intent to Award Notice

The District, if it awards a contract, intends to award a single contract to the highest ranking Responsible and Responsive Proposer based upon the evaluation criteria described in Section 3. The District may award less than the full scope defined in this RFP. The District will notify all Proposers in writing of its intent to award a contract to the selected Proposer subject to successful negotiation of any negotiable provisions.

All Proposers should thoroughly review and familiarize themselves with the Sample Contract included as Attachment C. The successful Proposer will be expected to execute a contract in substantially the same form as the Sample Contract.

B. Protest of Notice of Intent to Award

An affected Proposer shall have seven (7) calendar days from the date of the intent to award notice to file a written protest meeting all applicable requirements as set forth in OAR 137-048-0240(2).

Protests must be delivered to the SPC via email or hardcopy, reference the RFP name, identify the Proposer's name and contact information, be signed by an authorized representative, and specify the grounds for the protest. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the services described in this RFP. The District will address all timely submitted protests within a reasonable time and will issue a written decision to the respective Proposer. Protests that could have been submitted as Solicitation Protests under 3.3(C) will be considered untimely and will be rejected as such.

4.2 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

A. Insurance

Prior to the execution of the Contract, the apparent successful Proposer shall secure and demonstrate to the District proof of insurance coverage meeting the requirements identified in the Sample Contract or as otherwise negotiated.

B. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form. District will not make any payment until a properly completed W-9 form is received.

C. Contract Negotiation

The District reserves the right to negotiate a final Contract that is in the District's best interest. After selection of a successful Proposer, the District may negotiate the statement of work, pricing, methods of payment, inclusive of additional services. If an agreement cannot be reached, the District may open negotiations with the next ranked Proposer.

By submitting a Proposal, the Proposer agrees to comply with the requirements of the RFP.

End of Section 4

SECTION 5
ADDITIONAL INFORMATION

5.1 GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Washington County for the State of Oregon.

5.2 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals submitted in response to this RFP become the property of the District. By submitting a Proposal in response to this RFP, Proposer grants the District a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

5.3 CANCELLATION OF RFP

Pursuant to OAR 137-048-0250, the District may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the District. The District is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

5.4 COST OF PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

5.5 CONTRACT

All specifications, terms and conditions contained in the Request for Proposal shall be incorporated by reference and made a part of a contract awarded to the successful bidder.

End Section 5