

# **ATTACHMENT G**

## **Hillsboro School District 2026 Bond Program**

### **Architectural Scope of Services**

#### **Purpose and Opportunity**

The Hillsboro School District seeks architectural teams to help deliver improvements that support successful learning environments, strengthen school operations, and extend the life of District facilities. The proposed 2026 Bond Program includes over 500 scopes of work anticipated to be delivered through more than 40 projects, with improvements reaching every school in the District as well as District support facilities. Awarding of projects is subject to the successful passage of the Bond, District authorization, and may require Board approval.

These projects will call for firms of different specialties, levels of experience and capacity. Some assignments will involve single discipline focused improvements across multiple sites; others will bring together several disciplines and varied scope at one site which may or may not span across multiple phases of construction. Successful design balances the needs of each school community while making the best use of available funding.

Hillsboro School District is looking for teams to provide durable solutions that are straightforward to maintain, and also provide clear communication and deliverables that help contractors price and build with confidence to help the District meet its goals and promises to the community.

#### **Design Team Pool and Project Assignments**

The District intends to establish a pool of qualified architectural teams. Individual projects or groups of projects will be assigned through the process described in the RFP, considering relevant experience, specialized expertise, and the capacity of the proposed team to meet the needs and schedule of the assignment. The breadth of the program provides opportunities for both smaller teams with focused capacity and larger multidisciplinary teams.

Assignments may be organized by campus, type of work, construction window, or level of required coordination of disciplines across multiple sites. Project groupings and timing may change as projects are initiated and the program develops. Selection to the pool does not establish an assignment to a fixed volume of work. The District, Bond Program Manager, and selected firm will negotiate the services, consultant responsibilities, deliverables, schedule, and compensation for each project authorized.

The overall bond includes purchases and improvements that may not require architectural services and may be the responsibility of the District to manage and install. However, design teams may be responsible for coordinating their contracted scope with related District projects.

#### **Anticipated Scope**

Projects may include facility and site assessments; repair, replacement, and modernization of buildings and systems; safety and security improvements; technology infrastructure; specialized learning and career pathway spaces; athletic and performing arts facilities; kitchens and other support spaces. Work may involve interior renovations, building envelope improvements, equipment replacement, site improvements, or minor additions and associated infrastructure.

Bond scopes will require services from a variety of architectural disciplines. These include architectural, civil, structural, mechanical, plumbing, electrical, landscape, and technology, as well as specialized consultants such as acoustics, food service or theatrical systems. Teams will be required to identify early any surveying, geotechnical, environmental, hazardous materials, testing, or commissioning services recommended.

## **Approach to Work**

Teams will work with the District to collect all relevant current and historical documentation necessary and to identify gaps in the information available. The District and program management team will collaborate on a design schedule and project work plan that may include District administration and staff engagement, interdisciplinary coordination, estimate reconciliation, page-turns, agency review, and procurement. Many projects will require the ability to plan around the realities of occupied schools, including accommodating the school calendars, summer programs, and community use. Additionally, the team should be able to proactively anticipate how their scope may affect essential school functions and programming such as food service, science labs, CTE spaces, and athletics. In turn, teams should also be able to adjust to those constraints and articulate how they may affect the design and construction schedules.

Teams may be required to develop and update estimates of construction cost at agreed milestones, coordinating with the District's estimator or contractor when necessary, reconciling differences in quantities, scope, and assumptions along the way. When adjustments to project scope are needed, teams must be able to explain the effect on function, durability, maintenance, and schedule or budget, so the District can make informed decisions.

Teams should be prepared to provide planning, design, permit, procurement support, construction administration, and closeout services as approved for each project. Although teams are expected to help coordinate construction logistics, construction means, methods, sequencing, and site safety remain the contractor's responsibility.

Teams are expected to maintain a record of meetings, decisions, review comments, revisions, deviations, and unresolved issues. The design team will communicate information and decisions needed to keep the work moving in a timely manner. The District and Bond Program Management will identify project decision makers, coordinate access to facilities, and provide available reference material or historical information.

## **Design Phase Checklists for Project Success**

The following checklists establish a shared understanding of what useful, well-coordinated work looks like at each phase. The District and design team will use these to focus the review and approval process and ease the transition to the next phase. Project scope will narrow or expand these lists as necessary and agreed to.

### **1 Planning Phase**

Establish an understanding of the need, the existing conditions, and a practical path to delivery.

1. Prepare a concise project brief identifying scope, outcomes, and budget. Confirm space, equipment, accessibility, and operational needs during engagement with District staff, including effects on student capacity and programming during and after construction.
2. Summarize existing conditions using available records and site observations. Identify information necessary to complete the scope. This could include site investigations, verification of utilities, concealed conditions, seismic or structural capacity, hazardous materials and any other necessary testing. Teams should also identify any additional work necessary beyond the contracted project scope.
3. Review code, land use, accessibility, and life safety requirements. Identify relevant agencies and the required permitting coordination and create a permitting schedule alongside a design schedule.
4. Develop planning options showing site and building relationships, utilities, and phasing as needed. Compare cost, function, maintenance, and disruption; provide a preliminary estimate with assumptions and make recommendations on project strategy for District direction or approval.
5. Document the agreed direction, input from engagement, and District decisions in a coordinated planning package. Include milestones, school-use constraints, temporary accommodations, outages, procurement needs, and dependencies on other projects, with action items and responsible parties identified.

## **2 Schematic Design**

Define the proposed solution clearly enough to evaluate its function, feasibility, and cost.

1. Prepare a basis of design and outline specifications describing proposed design solutions. Address durability, environmental quality, energy use, and maintenance, compatibility with District standards, and tracking of proposed deviations.
2. Prepare coordinated plans, sections, elevations, or system diagrams showing existing conditions, demolition, new work, critical dimensions, circulation, and accessibility. Locate major equipment, utilities, structural elements, and service clearances; resolve major spatial conflicts.
3. Identify agency coordination necessary. Explain code and site requirements including occupancy, exiting, fire separation, and accessibility through diagrams and concise narratives.
4. Review the design with Bond program management and relevant District staff. Update and reconcile the estimate, identifying scope gaps and cost risks. Document decisions on design solutions and any budget or scope adjustments.
5. Issue a coordinated schematic package that includes deliverables above. The package should also identify variables essential to project success. This would include any additional engagement or decisions needed from the District. Update milestones, preliminary phasing and logistics including occupied areas, access, temporary separations, and any other disruptions to be coordinated with the District and contractor when engaged.

## **3 Design Development**

Finalize the systems and required conditions necessary to successfully complete the contracted scope.

1. Develop dimensioned plans, elevations, sections, and schedules for rooms, finishes, openings, and equipment. Detail critical assemblies and transitions to existing construction, including drainage, weather protection, penetrations, and any repairs necessary.
2. Incorporate code and agency requirements into the drawings. Provide necessary engineering calculations, equipment selections, distribution layouts, and controls requirements. Confirm capacities and service clearances; coordinate structure, ceilings, utilities, technology, and fire protection, resolving conflicts throughout.
3. Confirm District standards, material, hardware, security, accessibility, and equipment selections with District staff for function, compatibility, and maintenance to develop project specifications. Request District approval for deviations from design standards as necessary.
4. Reconcile the estimate using updated quantities and selections. Incorporate approved adjustments across disciplines and ensure alignment with project strategies such as phasing, shutdowns, temporary services, and long-lead procurement around school occupancy and construction windows.
5. Conduct interdisciplinary quality reviews and issue a coordinated design development package with the basis of design, specifications, cost reconciliation, and updated design, permitting, and proposed construction schedule. Document responses to District comments and identify remaining decisions, responsibilities, and deadlines.

## **4 Construction Documents**

Provide a coordinated set of documents that communicates the final scope clearly for pricing, permitting, and construction.

1. Prepare complete drawings, specifications, calculations, schedules, and all necessary details for pricing, permitting, and construction. Coordinate dimensions, materials, equipment, controls, clearances, connections, and critical connections to existing construction.

2. Document necessary demolition, protection, restoration or repairs necessary. Incorporate agreed phasing, temporary conditions, access, occupancy, and outage requirements and any essential systems or school operations disrupted or that must be maintained. This information is necessary to help to inform contractor means and methods.
3. Specify applicable submittals, delegated design criteria, mockups, testing, inspections, commissioning, training, warranties, and closeout deliverables. Identify critical items such as necessary coordination with existing District equipment, required vendors, and existing warranties or contracts.
4. Conduct an interdisciplinary quality review that ensures prior comments and conflicts have been resolved. Reconcile the estimate with the construction documents and approved alternates identifying any remaining budget or schedule risks.
5. Issue agreed upon coordinated permit and procurement packages. Support the procurement process answering technical questions, evaluating substitution requests and preparing addenda, maintaining a clear record of revisions and any effects on other disciplines' scope, schedule or budget.

## **5 Permitting**

Support agency review and provide a schedule and narrative to document and explain the steps required for the approved design's permitting strategy.

1. Confirm required permits, agencies, submission requirements, and critical approval milestones. Resolve significant code, land use, utility, or occupancy questions through early agency coordination. Clarify any application and fee responsibilities with the District.
2. Prepare complete, coordinated submissions with drawings, specifications, calculations, as required by each agency. Reconcile submission requirements across reviewing agencies with the design and construction schedule. Identify deferred submittal and delegated design responsibilities, incorporating review and approvals into the overall schedule.
3. Track submissions, agency comments, and any requirements for approvals. Respond to agency questions promptly and revise drawings incorporating agency comments as required. Ensure any changes required after agency review are coordinated across disciplines and resolve any conflicts before resubmission.
4. Communicate necessary inspections, testing, deferred approvals, and final signoffs with the District and contractor. Identify any milestones critical to phased occupancy, school opening, and turnover.
5. Identify any effects on scope, schedule or budget for approval by the District. Reconcile approved documents and revisions with construction documents and communicate the changes with the procured contractor.

## **6 Construction**

Provide design support and field observations as contracted to help the team deliver the intended work.

1. Establish communication and review procedures during preconstruction. Review submittals and respond to RFIs with necessary drawings, details and information coordinated across disciplines with construction documents. Track submittals and outstanding responses to maintain schedule integrity.
2. Observe work at agreed intervals and perform inspections included in the agreed A/E scope to review critical coordination of elements or systems before they are concealed. Review mockups and initial installations; issue field reports identifying progress and any nonconforming work, needed corrections, and follow-up responsibilities.
3. Confirm substitutions or changes are approved by the District. Identify any unforeseen conditions that may affect scope, schedule, budget, function, performance, maintenance, or disruption. Track changes from recommended solutions approved by the District, coordinate revisions across disciplines, and update construction documentation.

4. Review testing, inspection, balancing, and commissioning findings. Communicate issues found with the District and provide resolutions to help resolve any deficiencies and track corrective actions approved by the District.
5. Review payment applications within the agreed A/E role. Communicate any issues found with the District and help to resolve them as necessary.

## **7 Closeout and Warranty Support**

Help ensure scope is complete, systems function as designed, and the District has all information needed to operate them with confidence.

1. Coordinate discipline-specific completion reviews, punch lists, and outstanding occupancy and turnover requirements with the District and contractor. Assist with final agency and occupancy requirements, recommend substantial completion, and review technical closeout information supporting final payment.
2. Prepare record drawings reflecting changes reported by contractors and issued drawing revisions. Deliver paper and electronic files, specifications, and supporting documentation as agreed.
3. Review operation manuals, maintenance requirements and warranties with the District for completeness and consistency with installed work. Confirm service contacts and coverage dates and support required staff training.
4. Review final commissioning, balancing, testing, and inspection records. Assist with unresolved design issues and document deferred or seasonal testing, responsible parties, and follow-up dates.
5. Participate in agreed post-occupancy and warranty reviews before applicable correction periods expire. Evaluate reports of performance and use issues, document deficiencies, coordinate design responses, and capture lessons for later bond projects.