

# **Imbler School District**

## **REQUEST FOR PROPOSALS**

### ***Imbler High School Seismic Rehabilitation***

#### **CONTRACT ADMINISTRATOR:**

Imbler School District

Angie Lakey-Campbell, Superintendent

Phone: 541-534-5331 Fax: 541-534-9560

Email: [angie.lakey-campbell@imblerd.org](mailto:angie.lakey-campbell@imblerd.org)

Website: <http://www.imbler.k12.or.us/>

ISSUE DATE: June 26, 2017

RFP CLOSING (DUE) DATE: July 28, 2017

**NO LATE RESPONSES WILL BE ACCEPTED**

#### **SUBMITTAL LOCATION**

Imbler School District

Attention: Angie Lakey-Campbell

6<sup>th</sup> & Esther Street, PO Box 164

Imbler, OR 97841

## **Introduction:**

Imbler School District (the “District”) is seeking proposals from firms for the architectural, structural, mechanical and electrical design for the Seismic Rehabilitation of Imbler High School (the “Project”), located at 6<sup>th</sup> & Esther Street, Imbler, Oregon. In date of December 2016, the District applied for and received a Seismic Rehabilitation Grant through the Infrastructure Finance Authority: Business Oregon, based on an application prepared by ZCS Engineering, Inc. As part of this grant, a preliminary rehabilitation feasibility report was prepared and is enclosed. Approximately \$1,200,000 was awarded for the construction of the project.

The Imbler High School building was constructed in 1975 as a free standing addition to the original school. The elementary building was then constructed in 2012 and all original buildings were demolished soon after. The building outlined in this report has a footprint of approximately 29,300 square feet. This building contains classrooms, a gymnasium, locker rooms, administrative offices, and a balcony fitness area. The classroom portion of the building consists of plywood roof diaphragm and is supported by TJI trussed joists that bear on the exterior and interior bearing walls. The gymnasium portion of the school consists of a plywood diaphragm and 2X rafters. The rafters are supported by glulam beams that bear on the exterior reinforced CMU pilasters. The 1975 building will be the focus of this full seismic rehabilitation.

The District intends to use the CMGC procurement project delivery method for this Project. Pre-Design/Schematic Design would begin immediately upon award and approval of the resulting design contract. Construction is anticipated to start in May 2018 with Project completion expected by August 2018. The Project may be vacated during the construction period.

## **Scope of Work:**

Perform a seismic evaluation of the building, per American Society of Civil Engineers (“ASCE”) Standard 41-13 “Seismic Evaluation of Existing Buildings”. Develop rehabilitation and mitigation strategies per ASCE Standard 41-13 and the 2014 Oregon Structural Specialty Code (“OSSC”). It is the wish of the District to rehabilitate the building to meet the rehabilitation objective of “Life Safety”.

Based on research and evaluation efforts performed during the Seismic Rehabilitation Grant (“SRG”) preparation, the structural improvements listed in the enclosed evaluation report should be considered for the existing structure. Preliminary rehabilitation drawings (enclosed) were prepared to assist in defining the necessary scope of potential rehabilitation work for this structure.

- Develop all construction documents required for a CM/GC or hard bid construction delivery methods.
  1. Assist the District in the selection process for a CM/GC firm if CM/GC is selected as the method of delivery. The selection process will include the preparation and administration of the “Facts and Finding Report” and the “RFP” 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.

- Provide all construction administration services necessary for the implementation of the project. Services include but are not limited to: Administering a project Log, RFI administration, manage progress meetings, submittal review, change order review and verification of certified pay requests.
- Assist District Staff with SRG reporting requirements as required.
- Conduct project closeout procedures as required by the SRG.

### **Selection Process:**

This Request for Proposals (“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.

### **Compensation:**

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: Pre-Design/ Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration services, including record documentation. The amount of compensation will be negotiated with the Apparent Successful Proposer.

### **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, phone number, and facsimile 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 this Project, by discipline;
- The name and Oregon registration number of the Project engineer who will serve as the Engineer of Record;
- The names of additional Project engineer(s) the firm proposes to provide services on this project, along with specific projects each of these persons has worked on in the past three years;
- Illustrations or photographs of at least three (3) relevant projects completed by the firm and involving the above named individuals; and
- The construction cost and building area (in gross square feet) of each reference project;
- Date of completion of each reference project;
- Location of each reference project;
- The function of each reference project;

- The construction delivery method used for each reference project;
- Whether the project was completed on schedule and within the budget or not;
- Responsibilities of those involved on each reference project who would provide services on this project;
- Name, address and current telephone number of the owner representative most appropriate to discuss your firm's performance on each reference project;
- A Gantt chart providing a proposed schedule for the Pre-Design/Schematic Design, Design Development, and Construction Documents phases of the project.

If awarded the Contract, the Proposer 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 this work. Firms will be rated based upon the weight assigned to each item as noted in parentheses at the end of each statement below.

- Describe your firm's recent (past ten years) experience designing renovations of education facilities, working within a campus, and implanting the campus's design criteria. Use specific examples. Include information about the size, construction type, building uses, construction budget, construction delivery method, and project timeline/completion date. (20)
- Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past ten years) experience, and their specific role in designing similar facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (5)
- Past record of performance on contracts with governmental agencies and private owners with respect to such factors as cost control, quality of work, ability to meet schedules, and contract administration. Three (3) references must be provided, preferably for projects of similar type and size. (30)
- Past performance on projects funded by the Seismic Rehabilitation Program. (25)
- Availability to and familiarity with the area in which the Project is located, including knowledge of design and construction techniques unique to the area. (5)
- Proposer's plan to maximize local participation. (10)
- Proposed cost management techniques to be employed. (5)

### **Evaluation Process:**

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

Each category will be assigned a weight between 0 and 30. Each member of the evaluation committee will rank each firm in each category between 0 and 5, and multiply that number by the weight assigned to the category. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

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 separately scored, 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 individual evaluation committee member 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.

### **Selection Procedure and Timetable:**

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to the District for this Project.

June 26, 2017	Issue RFP
July 10, 2017	Mandatory Site Visit
July 17, 2017 at 10:00 am	Questions and protests due
July 18, 2017	Owner's written response to questions
July 28, 2017 at 3:00 pm	RFP response due
To Be Determined	Optional Interviews with Selection Committee
August 15, 2017	Notice of Intent to Award
August 22, 2017 at 5:00 pm	Selection Protest Deadline
September 12, 2017	District Finalizes Contract

### **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 requested 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 seven (7) copies of your written proposal, along with an electronic version on CD, to be received by the closing date and time listed in this document to:

Angie Lakey-Campbell  
Imbler School District  
6<sup>th</sup> & Esther, PO Box 164  
Phone: 541-534-5331 Fax: 541-534-9560

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 exempted from the 15-page limit and should be appended to the end of your response. No supplemental information to the 15-page Proposal will be allowed. 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 limit.

Information shall be presented in the same order as the above evaluation criteria. The response should be submitted in soft-bound (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 1 (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 the Contract Administrator at the address, email or fax listed in this document.

**Solicitation Protests:**

Respondents may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to the Contract Administrator at the address, email or fax listed in this document. Such requests and protests must be received no later than 10:00 am, July 17, 2017. Such requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

**Change or Modification:**

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms via email from the Contract Administrator. No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

**Selection Protests:**

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to the Contract Administrator at the following address within seven days after notification of that selection:

Angie Lakey-Campbell  
Imbler School District  
6<sup>th</sup> & Esther Street, PO Box 164, Imbler, OR 97841  
Phone: 541-534-5331 Fax: 541-534-9560  
Email: [angie.lakey-campbell@imblersd.org](mailto:angie.lakey-campbell@imblersd.org)

Any such protests must be received by the Contract Administrator no later than seven days after the notification of selection has been made in order to be considered. The selection decision notification will be made by the Contract Administrator via email.

**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 is seeking to award an Engineer's Agreement to an engineering firm for programming, schematic design, design development, construction documents, bidding, and construction phases. The successful proposer is required to provide and execute an Engineer's Agreement satisfactory to the District.

The District reserves the right to terminate the Project or Engineer's Agreement after completion of any phase in the Project.

### **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 Engineer's Agreement.

### **ESB/MBE/WBE:**

The District is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and the 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.

### **Enclosures:**

Structural Seismic Evaluation Report prepared by ZCS Engineering, Inc.

Preliminary Rehabilitation Drawings prepared by ZCS Engineering, Inc.

**End of RFP**