



**CRESWELL SCHOOL DISTRICT 40
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
NEW CAREER TECHNICAL EDUCATION (CTE) BUILDING
CRESWELL HIGH SCHOOL**

**Creswell School District
Joel Higdon
Director of Technology Service and Facilities
Phone: 541-895-6000 Fax: 541-895-6019
Email: jhigdon@creswell.k12.or.us
www.creswell.k12.or.us**

**ISSUE DATE: December 1, 2023
RFP CLOSING (DUE) DATE: January 3, 2024**

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

**Creswell School District Office Attention:
Joel Higdon
998 West A Street
Creswell, OR 97426**

**CRESWELL SCHOOL DISTRICT 40
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL AND ENGINEERING SERVICES**

**NEW CAREER TECHNICAL EDUCATION (CTE) BUILDING
CRESWELL HIGH SCHOOL**

A. INVITATION:

Creswell School District 40 is seeking Proposals from Registered Architects licensed in Oregon to provide architectural, engineering, and other consulting services as part of a team for the planning, design, and construction phases of a new Career Technical Education (CTE) Building at Creswell High School.

Copies of the Request for Proposals are on file and may be obtained free of charge on the Creswell School District website at <https://creswell.k12.or.us/departments/facilities/>, and by mail, by writing to Creswell School District 40, Attn: Joel Higdon, 998 West A Street, Creswell, OR 97426. Any addenda will be posted on-line on the above website in addition to being mailed as set forth hereafter.

All Proposals must be received no later than **Tuesday, January 3, 2024, 2:00 PM**, Pacific Time. No late responses will be accepted.

A Request for Proposal is allowed under Oregon Administrative Rules and Creswell School District 40, Board of Education Policy "DJC Bidding Requirements" for certain Goods or Services. This Request for Proposals allows Proposers the opportunity to submit to the District the Proposal or Proposals that they believe will best serve the interests of the District. Creswell School District 40 may waive any and all informalities and irregularities, may reject any Proposal not in compliance with all prescribed public procurement procedures, and may reject for good cause, any or all Proposals upon a finding of the District that it is in the public interest to do so.

PRE-PROPOSAL CONFERENCE

A MANDATORY pre-proposal conference will be held, at the date, time, and location indicated on the schedule listed.

Proposers wishing to participate in the mandatory pre-proposal meeting should contact Joel Higdon by email at jhigdon@Creswell.k12.or.us to RSVP.

Creswell School District 40 is an equal opportunity employer. Local, minority, and women-owned businesses are encouraged to participate.

RFP SCHEDULE

| Timeline | Description | Date | Time |
|-----------------------|--|--------------------------|---------------|
| Request for Proposals | RFP Issue Date | December 1, 2023 | N/A |
| | MANDATORY Pre-Proposal Conference – Creswell High School 33390 Niblock Ln, Creswell, OR 97426 | December 14, 2023 | 2:00 PM |
| | Deadline for Questions and Requests for Clarifications (please submit written questions via email) | December 19, 2023 | 2:00 PM |
| | District Response to Questions and Requests for Clarification | December 22, 2023 | 2:00 PM |
| | RFP Due Date | January 3, 2024 | 2:00 PM |
| | Interview | Week of January 22, 2024 | TBD |
| Award | Notification of Intent to Award | February 2, 2024 | N/A |
| | Submit Recommendation to District School Board | February 14, 2024 | Board Meeting |
| | Contract Submitted for Approval to District School Board | March 13, 2024 | Board Meeting |

Award of contract is subject to the Creswell School District and Respondent’s ability to agree on contract terms in a timely manner. The Creswell School District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response due date will be made to all proposers on the District’s list of responding firms.

B. SUBMITTAL OF PROPOSALS:

Submit one original, one electronic copy, and 6 bound copies to:

Joel Higdon
 Creswell School District No. 40 District Office
 998 West A Street
 Creswell, Oregon 97426

Proposals must be within a sealed envelope clearly marked with the words: **“Proposal for Creswell School District CTE Architectural Services”**. The envelope shall include the name of the Proposer. The sealed Proposal must be received no later than: **January 3, 2024, 2:00 PM local time**.

All Proposals submitted shall contain a statement as to whether the Proposer is a resident or non-resident Proposer as defined in ORS 279A.120.

Facsimile transmissions will not be accepted.

Delivery is the sole responsibility of the Proposer. Proposals not received by the time stated above will be returned unopened.

Any questions regarding this Proposal are to be directed in writing to Joel Higdon via email.

Joel Higdon
Creswell School District No. 40 District Office
998 West A Street
Creswell, Oregon 97426

E-mail: jhigdon@Creswell.k12.or.us

All questions will be answered by addenda if the questions are asked within the time allowed for addenda. Questions after the time allowed for addenda will not be answered.

C. INTRODUCTION:

Creswell School District 40 is issuing a Request for Proposals (RFP) from qualified firms interested in providing ARCHITECTURAL, ENGINEERING, & DESIGN SERVICES for the addition of a new Career Technical Education (CTE) building at the Creswell High School Campus.

The successful firm will participate in community outreach and presentations in conjunction with District personnel.

PROJECT BUDGET and SCHEDULE

The scope of work involves the new CTE building, envisioned as building up to 12,000 SF, new freestanding building with technical lab spaces and supporting classroom spaces. This new building needs to also tie into all existing campus communication systems but will likely have an independent power and mechanical service.

Design is anticipated to occur over an approximately (6 – 8) month period, with the majority of construction occurring over the school year and the summers before and after that period.

The total approximate budget for these projects is \$7M - \$11M.

WRITTEN QUESTIONS, COMMENTS, ADDENDA

Upon release of this RFP, all communications shall be directed to the individual listed on the cover of the RFP. Unauthorized contact regarding this RFP with other District employees may result in disqualification.

Any oral communications will be considered unofficial and non-binding on the District. Questions will be responded to in writing as outlined in the timeline.

If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of written addenda which will be distributed via email.

Addenda shall have the same binding effect as though contained in the main body of the request for Proposals. Consultants must provide written acknowledgment of receipt of all issued addenda in the space provided on Exhibit A, the Proposer's Certifications and Representations Form.

The District reserves the right to:

- 1) Reject any or all proposals;
- 2) Waive any informalities or irregularities;
- 3) Seek clarifications of each proposal;
- 4) Negotiate a final contract that is in the best interest of the District; and
- 5) Select a firm which appears to be in the best interest of the District.

SUBMITTAL FORMAT

Your response must be contained in a document not to exceed twenty (20) single sided 8-1/2" x 11" pages, including pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's response. No text smaller than 11-point font.

Resumes of key individuals proposed to be involved in this project along with a cover letter, table of contents, and front and back covers are exempted from the page limit.

Information should be presented in the same order as the evaluation criteria. Your response must be signed by an officer of your firm with the authority to commit the firm.

SELECTION PROCESS

Proposals shall be evaluated by a selection committee appointed by the District. Each proposal shall be evaluated for completeness. Any proposals which do not include all of the required elements may be rejected at the District's sole discretion. The selection committee will request interviews to further evaluate top-rated proposing firms.

The selection committee will review and meet to discuss the merits of each proposal received. The selection committee reserves the right to meet as often as necessary to adequately consider the merits of the proposals received. Each member of the selection committee shall provide a score for each evaluation criterion. The selection committee will meet to discuss the relevant topics and issues from the proposals. Each member will then be allowed to revise their scoring based on the discussions of the committee.

A net score for each member of the committee shall be calculated based on the sum of the criteria scores. The proposing firm's score for the proposal shall be the numerical average, rounded down to the nearest whole number, of all the selection committee member scores.

The selection committee will request interviews to further evaluate top-rated proposing firms. Each selection committee member will then be allowed to revise their scoring based on the interviews.

The selection committee will check three current references for top-rated proposing firms.

The award recommendation will be submitted to the District Board of Education for its approval.

The District reserves the right to negotiate a final contract that is in the best interest of the District, but it is open to negotiating the terms and conditions related to the scope of work and related fees and costs. The District will proceed to negotiate a contract with the top-ranked firm. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Determination of when an appropriate agreement cannot be reached is at the District's sole discretion. By signing and returning a response, the proposer acknowledges they have read and understand the terms and conditions contained in the solicitation document and accept and agree to be bound by the terms and conditions.

Proposers shall be licensed in the State of Oregon to do the work required under this contract.

This solicitation is being offered in accordance with federal and state statutes governing procurement of personal services. The District reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability.

QUALIFICATIONS CONTENT AND SUBMISSION

Statement of Services: Services required will generally consist of full design services from planning through closeout for the project.

District Submittal Standards: Proposals must address all evaluation criteria in the order presented; they must be complete and succinct, and they must meet the requirements of this RFP.

Proposing firms are solely responsible for all costs incurred in the RFP process.

PROTESTS

Firms who wish to protest a disqualification of submittal or the award of contract may submit the protest in writing to the District Office within seven (7) calendar days of the Notice of Intent to Award or disqualification.

Protests should be sent to the following address:

Joel Higdon

Creswell School District No. 40 District Office

998 West A Street

Creswell, Oregon 97426

Protests shall be submitted and resolved pursuant to the procedures set forth in OAR 137-048-0240, as modified in this RFP. The protest must describe the RFP and specific citation of law, rule, or regulation upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for protest. The District will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda, or at or prior to the submittal deadline for new issues raised in addenda, if any. The filing of a protest shall not prevent the District from executing a contract with any other firm.

Proposers shall be licensed in the State of Oregon to do the work required under this contract.

This solicitation is being offered in accordance with federal and state statutes governing procurement of personal services. The District reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability.

CANCELLATION

Creswell School District reserves the right to cancel award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District's best interest. In no event shall Creswell School District have any liability for the cancellation of the award.

SUBMITTAL CONTENT

Proposals will address all written criteria in submittal.

Include a completed **Exhibit A: Proposer Certifications and Representations** form. An authorized proposer representative will sign the submittal by hand and include it as part of the proposer's response. Proposals lacking such a signature, or including only a typed signature, may be rejected as non-responsive.

INCLUDE ALL OF THE FOLLOWING CONTENT COMPLETELY, AND IN THE ORDER PROVIDED: Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete the scope required for a K-12 public school construction program of this size.

EVALUATION CRITERIA

Firms will be evaluated and scored according to the following criteria:

- 1) The firm's legal name, address, telephone number, and principal contact email address.
- 2) Descriptions of the services the firm can provide that align with tasks described within the RFP.
- 3) The experience, qualifications, and assigned roles of any and all staff to be assigned to the program including sub-consultants.
- 4) Description of the firm's prior experience, including any similar K-12 programs, their location, and total budget.
- 5) Description of the firm's current work activities and how these will be coordinated with the program, as well as the firm's anticipated availability during the term of the program.
- 6) Minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact email address, and a complete description of services provided including dates. The District reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract.

Points will be awarded by the review committee as follows:

| <u>Criteria</u> | <u>Maximum Points Available</u> |
|--|---------------------------------|
| Proposed services: | 30 |
| Staff qualifications: | 20 |
| Availability to and familiarity with project locale: | 10 |
| Firm Experience: | 30 |
| Experience with energy efficient and sustainable design: | 10 |
| Cost control methods: | 10 |
| Recent education project experience: | 20 |
| Project approach and methodology: | 40 |
| References: | 10 |
| <u>Maximum subtotal:</u> | <u>180</u> |
| Interview: | 60 |
| <u>Maximum total:</u> | <u>240</u> |

Standard Terms and Conditions

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

EXHIBIT A
PROPOSERS CERTIFICATIONS AND REPRESENTATIONS

The undersigned hereby certifies that Proposer:

1. Has the authority and/or responsibility to submit proposals and to represent the organization in all phases of this RFP process.
2. The information is true and accurate to the best of their knowledge.
3. Shall furnish, within the time specified, the items/services as indicated in the RFP, resultant contract, and the proposer's submittal.
4. Is a resident proposer, non-resident proposer, as defined in ORS 279A.120, of the State of Oregon, and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

ORS 279A.120 (2) states, "For the purposes of awarding a public contract, a contracting agency shall:

- (a) Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability, and quality are otherwise equal; and
- (b) Add a percent increase to the bid of a non-resident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides."

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the twelve (12) calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b))

"Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120 (a))

5. Understands any false statement may disqualify this submittal from further consideration or be cause for contract termination.
6. Understands by submitting this RFP proposal, the undersigned certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

7. Has not discriminated and will not discriminate against minority, women, or emerging small business enterprises in obtaining any required subcontracts, and that the proposer is not in violation of any discrimination laws.
8. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:**
 - (a) Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state, or local entity, department or agency;
 - (b) Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - (c) Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2 of this certification;
 - (d) Have, within a five-year period preceding the date of this certification, had a judgment entered against proposer or its principals arising out of the performance of a public or private contract;
 - (e) Have pending in any state or federal court any litigation in which there is a claim against proposer or any of its principals arising out of the performance of a public or private contract; and
 - (f) Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Proposer from award of a contract under this procurement.

9. Acknowledges Receipt of Addenda No's. ___ through ____, inclusive.

Proposer's Employer's Federal Tax Identification Number(EIN) _____

OR

Social Security Number _____

FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR SUBMITTAL REJECTION

Date _____

Signature _____

Name
(Please Print) _____

Titless
(Please Print) _____

Company Name _____

Street Address _____

City _____

State _____

Phone _____

Email _____

ATTACHMENT A PROPOSAL FORM

The Proposer makes the following statements and representations as part of the Proposal:

| | |
|---|-------------------------|
| PROPOSER LOCATION (To be Used for All Legal and Contractual Correspondence) | |
| PROPOSER NAME: | _____ |
| PROPOSER ADDRESS: | _____ _____ _____ |
| E-MAIL: | _____ |
| TELEPHONE: | _____ |
| FAX NUMBER: | _____ |

| | |
|--|-------|
| GENERAL INFORMATION | |
| 1) Federal ID Number | _____ |
| 2) How long has the Proposer been in business? Under which names? | |
| | |
| 3) Proposer is a subsidiary of, or is wholly owned by: | |
| | |
| 4) If a corporation list the date, state, and type of incorporation. | |
| | |
| | |
| | |
| 5) List the names of Firm Principals. | |

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| |
| 6) Has the Proposer been the subject of any legal action as plaintiff or defendant regarding architectural or engineering services for projects completed during the past 15 years? If yes, describe action and outcome. |
| |
| |
| |
| |
| |
| 7) Oregon Resident Proposer as defined in ORS 279A.120 (circle response): YES / NO |

| |
|--|
| <p><u>ADDENDA ACKNOWLEDGEMENT</u></p> <p>The Proposer hereby acknowledges receipt of the following Addenda related to the subject solicitation documents (circle all received):</p> <p style="text-align: center;">NONE / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10</p> |
|--|

The undersigned hereby submits this **Proposal** to furnish all services and labor as indicated and agrees to be bound by the Request for Proposal documents and this Proposal Response.

CERTIFICATIONS

Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, Providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham Proposal, to refrain from Proposing, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the District.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, Providers, representatives, employees or parties in interest, including the affiant.

Conflict of Interest

The undersigned Proposer, and each person signing on behalf of the Proposer, certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the Creswell School District 40, or District officer, employee, or person, whose salary is payable in whole or in part by Creswell School District 40, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof.

SIGNATURE BLOCK

Company Name: _____

Signer's Mailing Address: _____

Signer's City/State/Zip: _____

Signer's Telephone Number: _____

Signer's Facsimile Number: _____

Signer's Name (Printed): _____

Signer's Title: _____

Signature: _____

Date: _____

ATTACHMENT B
CERTIFICATION OF NON-DISCRIMINATION

Proposer agrees not to discriminate against any client, employee or applicant for employment or for services because of race, color, religion, sex, national origin, physical or mental handicap, sexual orientation or age unless based upon bona fide occupational qualifications with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition of services. It is further understood that any Proposer who is in violation of this clause shall be barred from receiving awards of any Contract from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Legal Name of Proposer: _____

Doing Business As (if applicable): _____

Address: _____

Officer's Signature: _____

Print Officer's Name and Title: _____