



Creswell School District 40

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Creswell High School Academic Building Modernization Project

CONTRACT ADMINISTRATOR:

Creswell School District 40

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Creswell.k12.or.us

Electronic copy of RFP available at: <https://creswell.k12.or.us/departments/facilities/>

ISSUE DATE:

January 31, 2025

RFP CLOSING (DUE) DATE

March 7, 2025, 2:00pm

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Creswell School District 40

Attention: Joel Higdon

998 West A Street

Creswell, OR 97426

Introduction:

Project Title: Creswell High School Academic Building Modernization Project

Creswell School District (the "District") 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 for the modernization of the Creswell High School Academic Building (the "Project"), located at 33390 Niblock Lane, Creswell, OR 97426. This project is made possible by voter approval of bond funds in May 2023.

Following the successful passage of the bond, the District has embarked on several important facility improvement projects, with the modernization of the Academic Building representing a key initiative. The project has a preliminary design and construction budget of \$3,000,000. This project aims to create a modern, safe, and inspiring learning environment for students and staff.

A separate seismic rehabilitation project ("Creswell High School Academic Building Seismic Rehabilitation Project") is concurrently underway for this building. Some aspects of these projects may overlap, requiring close coordination and collaboration between design teams to ensure the successful completion of both initiatives. The District was awarded \$2,055,520 for the design and construction of Creswell High School Academic Building Seismic Rehabilitation.

Project Description:

The Creswell High School Academic Building, constructed in 1967, requires significant modernization and seismic retrofitting to meet current building codes, safety standards, and the evolving needs of 21st-century education. The project work aims to create a modern, functional, and safe learning environment that meets the evolving needs of students, staff, and the broader school community. Including:

- Upgrading classrooms, laboratories, and administrative spaces to create a modern and functional learning environment. Such as:
 - Reconfigure spaces for optimal size and functionality.
 - Enhance natural daylighting through new windows.
 - Incorporate interior daylighting features such as clerestory windows or skylights for interior classrooms
- Mechanical, electrical, and plumbing systems: Replacing outdated systems with energy-efficient and code-compliant equipment.
- Energy efficiency: Incorporating sustainable design elements and energy-saving technologies. Such as:
 - Lighting Upgrades: Implement energy-efficient LED lighting throughout, potentially retrofitting existing fixtures to reduce costs.
 - Evaluate and address the location of electrical panels.
- Accessibility: Ensuring compliance with the Americans with Disabilities Act (ADA) to provide equal access for all.

Specific plans and designs will be developed collaboratively with District staff early in the project to focus on District priorities.

Project Delivery:

The District is considering two project delivery methods, Design-Bid-Build (DBB) and Construction Management/General Contractor (CM/GC), for this project. Following the award and approval of the design contract, pre-design and schematic design will begin immediately. Construction is planned in two phases: the first starting in Summer 2025, and the second in Summer 2026, with final project completion targeted for September 2026.

Scope of Work:

The winning firm will collaborate with the District to identify modernization opportunities, including upgrades to mechanical, electrical, and plumbing systems; energy efficiency improvements; and accessibility enhancements in the project area. Once these measures are identified, develop the necessary architectural, structural, mechanical, and electrical designs to complete the modernization work.

The seismic and mitigation strategies identified in the concurrent seismic rehabilitation project ("Creswell High School Academic Building Seismic Rehabilitation Project") should be integrated with the modernization measures wherever possible to ensure a cohesive and collaborative approach.

Selection Process:

This Request for Proposals ("RFP") and the selection process will be conducted pursuant to the terms of this RFP, the Oregon Attorney General's Model Rules for Consultant Selection, OAR Chapter 137, Division 48, and the District's applicable Board Policies.

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 the proposal that best meets the District's needs and budget.

Proposal Requirements:

The Proposer and all firms, subsidiaries, and individuals providing professional services must possess current and valid licenses to practice in their respective areas of professional expertise within the State of Oregon.

All submissions must comply with all applicable State of Oregon Architect and Professional Engineer licensure requirements.

Proposals must provide sufficient information for the District to evaluate the Proposer's qualifications and determine the most suitable firm to provide the required services. In addition to the information required to meet the Evaluation Criteria (outlined separately), proposals must include the following:

- **Firm Information:**
 - Firm name, address, phone number, and facsimile number.
 - Name and email address of the firm's designated contact person.
- **Project Team:**
 - A list of key personnel (by discipline) who will be assigned to the project, including the names and resumes of the proposed Project Engineer(s) and Project Architect(s)
- **Completed and Comparable Projects:**
 - Provide a list of at least three (3) relevant projects completed by the firm and involving the above named individuals. Include photographs of the referenced projects.
 - For each project referenced please include the following information:
 - Construction cost and building area (in gross square feet).
 - Date of completion.
 - Whether the project was completed on schedule and within the budget or not.
 - Project location and function.
 - Construction delivery method used.
 - Name, address, and current phone number of the owner representative for each referenced project.
- **Project Approach:**
 - A Gantt chart illustrating the proposed schedule for the Pre-Design/Schematic Design, Design Development, and Construction Documents phases.

If awarded the Contract, the Proposer must accept the obligation to actively pursue the project as outlined in their proposal and comply with all project schedules and deliverables.

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.

- 1) Firm Capabilities (15 points)
 - a) Describe your firm's background and experience, including company history, length of time in the industry, service area, staffing size and capabilities.
 - b) Describe your firm's design philosophy.
 - c) Describe your firm's recent (past ten years) experience with design of renovations to public agency facilities (i.e. Fire Stations, Police Stations, Education facilities, etc.), and implementing the agency's design criteria.
- 2) Project Team (10 points)
 - a) Provide your firm's staffing plan and specify key personnel to be assigned to this project. Include an organizational chart, staff roles and a current resume of key personnel.
 - b) Describe what scope of services will be provided by the proposing firm and whether sub-consultants are needed to complete this work. Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project.

- 3) Experience with similar municipal or school modernization projects (20 points)
 - a) Provide case studies on three (3) similar projects completed within the last 5 years. Include information about the size, construction type, building uses, construction delivery method and whether the project was completed on time and within budget.
- 4) Record of Performance & References (25 points)
 - a) Describe your firm's 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.
 - b) Three (3) letters of reference must be provided, preferably for projects of similar type and size. Provide contact information for each reference.
- 5) Project Approach (20 points)
 - a) Describe your approach to completing similar projects and what special services, systems, or qualifications the firm has that would benefit the District in this project. Include familiarity with this project specifically and its specific requirements.
 - b) Provide examples of lessons learned and examples of how your firm has worked with Owners and Contractors to minimize surprises during projects.
 - c) Proposed cost management & quality control techniques to be employed.
- 6) Project Location (10 points)
 - a) Describe your availability to and familiarity with the area in which the Project is located, including knowledge of design and construction techniques unique to the area.
 - b) Describe the proposer's plan to maximize and document local participation.

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 25. 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.

January 31, 2025	Issue RFP
February 14, 2025	Optional Site Visit/Pre-Proposal Conference (2:00PM)
February 19, 2025	Questions and Solicitation Protests Deadline
February 24, 2025	Owner's written response to questions
March 7, 2025	RFP response due
March 13, 2025	Optional Interviews with Selection Committee
March 20, 2025	Notice of Intent to Award
March 27, 2025	Selection Protest Deadline
April 9, 2025	Board Action to Approve Selection

Submission:

Submit one original and three (3) copies of your written proposal, along with an electronic version on a USB flash drive, to be received by the closing date and time listed in this document to:

Joel Higdon
Director of Technology Services & Facilities
Creswell School District 40
998 West A Street
Creswell, OR 97426

Your response must be contained in a document not to exceed twenty (20) 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 20-page limit and should be appended to the end of your response. No supplemental information to the 20-page Proposal will be allowed. Appended resumes of the proposed key individuals and client reference letters, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 20-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, 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.

Written Questions, Comments, Addenda:

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.

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.

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 2:00pm, February 19, 2025. 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. Failure to file a protest by this time will be deemed a waiver of any claim by a respondent. The District will issue a written disposition of each such protest no less than three (3) business days before proposals are due. If the District upholds the protest, in whole or in part, the District may, in its sole discretion, issue an addendum reflecting its disposition or take other appropriate action.

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:

Joel Higdon
Director of Technology Services & Facilities
Creswell School District 40
998 West A Street
Creswell, OR 97426

Any such protests received by the Contract Administrator after the seven days will not be considered. The protest must state clearly the basis (or bases) for the protest and any legal authority in support thereof. At the request of the protester, a hearing will be conducted before District staff. At such a hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the basis for protest. The Director of Business Services will either uphold or deny the protest. If the protest is denied, the District will proceed to award the Contract as planned. 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 Contract:

The District will award a contract for architectural and engineering consulting services, encompassing programming, schematic design, design development, construction documents, bidding, and construction administration. The successful proposer is required to provide and execute a contract satisfactory to the District.

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 contract.

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.

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.

End of RFP