

Tillamook School District No, 9
Tillamook, Oregon

REQUEST FOR PROPOSAL
Educational Facility Assessment Services and
Long-range Planning Services

Proposal Date Due: June 15, 2017

Time Due: 3pm PST

Place Due: Tillamook School District #9, District Office
2510 1st Street, Tillamook, OR 97141

Person to Receive Proposals:

Name: Shannon Farrier

Phone: 503-842-4414 ext. 1025

Email: farriers@tillamook.k12.or.us

EDUCATIONAL FACILITY LONG-RANGE PLANNING AND FACILITY ASSESSMENT SERVICES

The Tillamook School District #9 (District), Tillamook, Oregon, is seeking proposals from qualified firms to provide the District with a facility assessment on five school buildings and assist in the development of a 10-year Long-range Facility Master Plan to include all the District's buildings.

Proposals will be accepted until June 15, 2017 at 3:00pm. Accepted bids may begin work on July 01, 2017 and should be completed by October 31, 2017.

A copy of this Request for Proposal (RFP) may be obtained from District's web site at <http://www.tillamook.k12.or.us> or by contacting Shannon Farrier, 503-842-4414 ext. 1025.

The District reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services. The successful vendor must comply with the District's equal opportunity requirements.

Shannon Farrier
Tillamook School District #9
Tillamook, Oregon

Publish: 5/18/2017

ORPIN and EMAIL

PURPOSE AND SCOPE OF WORK REQUIRED

The overall purpose for the successful firm is to assist the District with the development of a Long-range Facility Master Plan (10 years) based on conducting facility assessments and collecting district wide-data. The facilities assessment will include five (5) different school buildings - three elementary schools, one junior high school, and one high school. The facility master plan will include these five buildings and approximately 10 other district buildings as well as water/sewer systems, parking lots, grounds and athletic fields. The work will serve to create the basis for a long range plan and an immediate needs plan for the purpose of prioritizing the project list for the recent bond passed in May 2017.

Two separate reports will be prepared:

Facility Assessment - Due by October 31, 2017

A facility assessment is to be performed on the following district buildings:

Liberty Elementary School	1700 Ninth St.	27,070 sq. ft.
Tillamook High School	2605 Twelfth St.	143,995 sq. ft.
East Elementary School	3905 Alder Lane	50,201 sq. ft.
Tillamook Junior High	3906 Alder Lane	62,980 sq. ft.
South Prairie Elementary	6855 South Prairie Rd	34,322 sq. ft.

Each building will be assessed and evaluated per OAR 851-027-0035 and the contractors work and report must meet the requirement set forth. The assessment will be utilized to make decisions with regard to upgrading facilities for student safety and security issues as approved by the voters on the May bond. Therefore, emphasis will be on safety, security and HVAC systems.

Long-Range Facility Plan - Due October 31, 2017

This will consist of physical assessment and data collection on all the District’s existing facilities consisting of about 15 buildings totaling about 430,000 square feet. This plan will project the District’s facility needs for the next 10 years to meet its growing student population, the District’s mission and educational vision, as well as national educational standards. Analysis will take into account current facility deficiencies and capacity constraints, as well as funding constraints. All work by the contractor must meet the requirements set forth in OAR 581-027-0040. The end product will offer solutions for both long term and short term implementation.

LISTS OF TASKS OR SERVICES

Facility Master Planning

- Create a report assessing District facilities including but not limited to:
 - Foundations and flooring
 - Roofing and gutters
 - Siding
 - Insulation
 - Windows
 - Lighting
 - Electrical
 - Technology network
 - Plumbing
 - HVAC and ductwork

- Mechanical systems
 - Fire and security alarm systems
 - Wells
 - Water treatment system
 - Septic system
 - Parking lot / storm / gutter drain system
 - Parking lot surfaces / capacity / access / security
 - Kitchens
 - Restrooms
 - Stage and auditoriums
 - Classroom spaces
 - Office / support / storage spaces
 - ADA compliance
 - Seismic compliance
 - Fencing
 - Athletic / PE facilities
 - Safety and security
 - Current and expected educational programming
 - Community uses
 - Analyze facility capacities, projected growth rates and other demographic information as it relates to facility needs
- Provide costing estimates on improvements indicated by facilities assessment
 - Establish priority list for facilities improvements and timeline for needed repairs or life expectancy of current facilities

FEES

Facility Assessment – Proposers are asked to provide a cost per each listed building.

Long-range Facility Plan – Proposers are asked to provide a lump sum cost for the District Plan.

EVALUATION CRITERIA and SCORING PROCESS

The Evaluation Committee will consist of 3-5 members comprised of District staff and/or Board Members.

The Evaluation Committee shall review all documents submitted. It may also, at its discretion, conduct in person interviews with the Proposers submitting the highest scoring proposal(s). The District also reserves the right to select from proposals alone. The Board will make the final decision regarding the selection of the firm.

The following scoring will be used to evaluate the proposals (100 points maximum):

1. Relevant Oregon experience with school facility projects. (30 pts)
2. Experience with facility planning, communications and campaign facilitation services. (15 pts)
3. Fee Structure. (20 pts)
4. Experience and expertise of key staff. (10 pts)
5. References from previous projects. (15 pts)
6. Ability to work within the compact time period (10 pts)

After consideration of the proposals, the contract award offer will be made to the Proposer that provides the best overall proposal in the opinion of the Board.

DISCLOSURES

All proposals become the property of the District and will not be returned. If any item is deemed by the Proposer to be confidential or proprietary and not appropriate for review or release, the Proposer must mark it "Confidential" or "Proprietary," as appropriate, and highlight each portion or page that may not be released.

All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the Proposer.

Award of a contract is subject to the availability of funds at the discretion of the District Board of Directors.

After submittal of proposals, the District reserves the right to individually contact Proposers, if necessary, to seek clarification of proposal elements.

The District reserves the right to waive minor informalities and, in conjunction with seeking clarification, to permit minor modifications to proposals consistent with the intent of the proposal as originally written.

The District reserves the right to reject any or all proposals, or to modify or cancel this solicitation.

The District reserves the right to make the award based on its best judgment as to which proposal best meets the District's expectations, balancing high standards of quality, innovativeness, and service, with the best value.

No officer of the District nor any person employed in its service is, or shall be, permitted to share or be part of this contract or any benefit, which may arise there from. The successful Proposer further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided herein.

The successful Proposer shall not permit any lien or claim to be filed or prosecuted against the District for or on account of any labor or material furnished aforesaid.

TECHNICAL ASSISTANCE, ADDENDA, PROTEST OF PROCESS, or PROTEST OF AWARD

Any vendor requiring clarification or protesting any provision herein must submit specific questions, comments, or protest, in writing to the District, at the same address where proposals are due. The deadline for submitting such questions, comments, or protest, is June 08, 2017. If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addenda, which will be delivered to all agencies, firms, etc., having received this Request for Proposal. Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications or the program given out by staff or agents to prospective Proposers shall not bind the District. Do not rely on verbal instructions unless confirmed by written addenda. All Proposers will be notified by email of the recommendation of the selection. To protest the award decision, a firm must have submitted a responsive proposal to this solicitation, and must identify how they would be next in line to receive the award recommendation. Protests must be received within 2 business days after the award. Protests must be submitted in writing and must be received hand-delivered, by mail, by fax or e-mail addressed to: to the District, at the same address where proposals are due. The Superintendent, or designee, will review all award protests and shall be empowered to render a prompt decision.

CANCELLATION

The District reserves the right to cancel the award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District's best interests. In no event shall the District have any liability for the cancellation of the award. The Proposer assumes the sole responsibility for all expenses connected with the preparation of this proposal.

ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights or privileges demanded by it may be sold, assigned, contracted or transferred by the Contractor without the express written consent of the District.

NON-DISCRIMINATION IN EMPLOYMENT

The successful Proposer's attention is directed to the provisions of Oregon Revised Statutes, Chapter 659, prohibiting discrimination in employment.

CONTRACT

Within ten (10) calendar days after receipt of "Notice of Proposal Award," the apparently successful Proposer shall execute a formal, written contract with the District. The contract for services will be drawn by the Proposer in conjunction with the District. All requirements of this RFP will be part of said contract unless mutually acceptable to both parties.

INSURANCE REQUIREMENTS

General Insurance. Proposer, or independent consultant, shall furnish a Certificate of Insurance listing the District as an additional insured under blanket Errors and Omissions Coverage in the amount not less than \$1,000,000, provided that the formation of said contract shall not be complete and the District shall not be liable thereon until said contract has been executed by both the successful Proposer and The District and said Certificate of Insurance, properly executed, has been delivered to and accepted by the District.

Commercial General Liability. Proposer, or independent consultant, shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Automobile Liability. The Proposer, or independent consultant, shall maintain in force for the duration Automobile (owned, non-owned and hired) Liability insurance with limits not less than \$1,000,000 per occurrence shall be maintained. The District, its officials, employees, servants and agents, will be named as an additional insured as respects to work or services performed under this agreement. This insurance shall be primary and shall be paid and applied first in its entirety prior to any application of insurance the District may carry on its own.

Workers' Compensation. The Proposer, or independent consultant, shall provide and maintain workers' compensation coverage for its employees, officers, agents, or partners, as required by applicable workers' compensation laws.

The District reserves the right to change these criteria if the District extends the contract for the follow on design work.

Evidence of Coverage

Evidence of the above coverages issued by a company satisfactory to District shall be provided to the District, by way of a certificate of insurance before any work or services commence. A 30-day notice of cancellation or material change in coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this contract.

Equipment and Material

The Proposer, or independent consultant, shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.

Subcontractors

The Proposer, or independent consultant, shall require all subcontractors to provide and maintain general liability, auto liability, professional liability (as applicable), and workers' compensation insurance with coverage's equivalent to those required of the general contractor in this contract. The Proposer shall require certificates of insurance from all subcontractors as evidence of coverage.

Exception or Waivers

Any exception or waiver of these requirements shall be subject to review and approval by the District, and must be in writing.

PROPOSAL PREPARATION

Conformance to Proposal requirements: Proposals must conform to the requirements of the Request for Proposal. All necessary attachments (residency statement, bid bond, references, descriptive literature, etc.) must be submitted with the proposal and in the required format. Proposal prices must be for the unit indicated on the proposal. Failure to comply with all requirements may result in proposal rejection.

Proposals should contain, but not be limited to, the following considerations:

1. State-wide experience and qualifications of your firm relative to planning, bond communications, and design for the last ten years.
2. List of other school districts or municipalities served by your firm during the last 10 years (by year), providing the name and phone number of individual contacts at municipalities.
3. Size and experience of staff available to complete the services in a timely manner and a list of key staff that would be assigned to this project.
4. Your fee schedule.
5. Describe how you would propose to use District Personnel, if at all, to assist you in the project.
6. A discussion of how your firm will conduct the project, including how you would approach the work efforts.
7. An example of what we can expect from a facility assessment and long range plan prepared by your company.

The District will NOT provide a Meeting of the prospective Proposers prior to submission of proposals. All questions must be submitted in writing to the name and contact information on the cover of this RFP.

Delinquent Oregon Taxes: Proposers must certify, under penalty of perjury, that they are not in violation of any Oregon tax laws. No contract for the purchase of goods and/or services will be awarded to a Proposer who cannot so certify.

Exceptions: Any deviation from RFP specifications, terms and conditions may result in proposal rejection.

Signature on Proposal: Proposals must be **signed** in ink by an authorized representative of the Proposer.

Signature on a proposal certifies that the proposal is made without connection with any person, firm or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud.

Signature on a proposal also certifies that the Proposer has read and fully understands all proposal specifications, terms and conditions. No consideration will be given to any claim resulting from proposing without comprehending all requirements of this Request for Proposal.

Proposal Modification: Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modification must be submitted in a sealed envelope clearly marked "Proposal

Modification" and identifying the proposal and closing date. Proposers may not modify proposals after proposal closing time.

Proposal Withdrawals: Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the District's Finance Director prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

Protest of Proposal Specifications: A Proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Finance Director. To be considered, protests must be received at least five days before the proposal closing date (ten days if the proposal is for a public improvement).

PROPOSAL SUBMISSION

Sealed proposals must be received and time-stamped by the District Office prior to proposal closing time. No proposal received after proposal closing time will be considered. To assure that your proposal receives priority treatment, please mark the envelope or package as follows:

Proposal Name: Educational Facility Long-range Planning and Facility Assessment Services
Proposal Due Date and Time: Prior to 3pm, PST, on June 15, 2017
Proposal Submitted To: Tillamook School District No. 9
2510 1st Street, Tillamook, OR 97141

To the Attention of: Finance Director

The Proposer will submit an original and two (2) print copies and one digital copy of the proposal documentation.

The District shall not be responsible for the proper identification and handling of any proposal not submitted in a timely manner.

PROPOSAL OPENING

Proposals will be opened on June 15, 2017 at 03:00 pm, PST, at District Office, 2510 1st Street, Tillamook, OR 97141. However, an award decision will not be made at this time. Proposal evaluations and interviews if deemed necessary will be held on June 21, 2017 between 1:00 pm and 3:00 pm, PST, at the District Office.

PROPOSAL EVALUATION AND AWARD

Evaluation Criteria: Proposals will be awarded based upon the evaluation criteria in the Request for Proposal.

Delivery: Significant delays in delivery may be considered in determining award if early delivery is required.

Cash Discount: Cash discounts will not be considered for award purposes unless stated in the proposal documents.

Payment: Proposals which require payment in less than 30 days after receipt of invoice or delivery of services, whichever is later, may be rejected.

Proposal Rejection: The District reserves the right to reject any and all proposals.

PROPOSAL RESULTS

The successful proposer will be notified of the results of the proposal evaluation. The name of the successful Proposer will be posted on the district's website. The scores of unsuccessful proposers will

remain confidential, but each proposer may be provided a debrief session at the discretion of the Superintendent. Due to the nature of this Request for Proposal, no proposal tabulations will be provided. Awarded proposal files are public records and available for review, by appointment only, at the District Office between 8:00 am and 4:00 pm, Monday through Friday.

CONTRACT COORDINATION

After award, all coordination for services required shall be with the Finance Director. The successful firm shall designate, in writing, a contact person, and all coordination between the District and the successful firm shall be the responsibility of the two respective coordinators.

PERIOD OF CONTRACT

The term of the contract with the selected firm shall be negotiated prior to award of the contract. The contract shall contain an optional annual renewal clause which may be used based upon the satisfaction of the District.

In the event the District exercises its option to renew this contract beyond the initial contract period, the District may renegotiate prices for each renewal term. The District shall provide written notice of its intent to exercise its renewal option at least 60 days prior to the anniversary date of the contract.

TERMS AND CONDITIONS

The District reserves the right to reject any irregularities or informalities in any proposal or to accept or reject any or all proposals if it is in the public interest to do so. In the event that a contract is not executed within forty-five (45) days after the award has been made, the District may give notice to said firm of the District's intent to award the contract to the next best proposal, or to call for new proposals. The District will not be responsible for any costs incurred while submitting proposals. All proposers who respond to this solicitation do so solely at their own expense.

Any property or work to be provided by the Proposer under this contract will remain at the Proposer's risk until written acceptance by the District; and the Proposer will replace, at the Proposer's expense, all property or work damaged or destroyed by any cause whatsoever.

Exceptions: The selected Proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications. Failure to furnish the statement will mean that the Proposer agrees to meet all requirements of the terms, conditions, and specifications. The District may accept or reject proposed exceptions, at the District's discretion.

Termination for Convenience: The District may terminate a contract, in whole or in part, whenever the District determines that such termination is in the best interest of the District, without showing cause, upon giving 30 day written notice to the contractor. The District shall pay all reasonable costs incurred by the contractor up to the date of termination. However, in no event shall the contractor be paid an amount which exceeds the price proposed for the work performed. The contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: If the Proposer has not performed or has unsatisfactorily performed the contract, the District may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the District. Failure on the part of a Proposer to fulfill the contractual obligations shall be considered just cause for termination of the contract. The Proposer will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the District in re-bidding and completing the work.