

REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES

CROOK COUNTY SCHOOL DISTRICT
471 NE Ochoco Plaza Drive
Prineville, Crook County, Oregon, 97754

RFP TITLE:

NEW K-5 ELEMENTARY SCHOOL

Date Due: August 1, 2013
Time Due: 3:00 P.M.

SECTION I - INSTRUCTIONS TO PROPOSERS

A. Announcement of Request for Proposals

The Crook County School District (the "District") will receive sealed proposals at the District Administrative Office, 471 NE Ochoco Plaza Drive, Prineville, Oregon, 97754 until 3:00 p.m., on August 1, 2013 for the Architectural Services described in this Request for Proposals dated July 16, 2013, at which time and place the acceptance of proposals will be closed, and all proposals then received will be opened, and the identity of the proposers recorded. The District will not consider proposals received after closing. The content of the proposals submitted will remain confidential in nature until an award has been made to the selected firm.

B. Format of Proposal

IMPORTANT NOTICE: The District takes the proposal process seriously, and it is its intent to solicit proposals that are accurate and that each proposer intends to honor. Proposers are expected to submit proposals that are accurate, complete and contain all terms and conditions that they feel are necessary. If after submitting a proposal, the proposer finds changes are necessary, the proposer may change or withdraw their proposal at any time up to the time of the proposal opening. However, after the opening, a proposal **MAY NOT** be withdrawn, changed or altered in any way. If accepted, a proposal is considered noncancellable and the proposer will be expected to honor a binding contract. If for any reason the proposer does not perform, the District can be expected to take whatever action it believes appropriate, including, but not limited to, the disqualification of that proposer from future public contracts.

The Request for Proposals (RFP) process is allowed under Crook County School District Public Contracting Rules and Procedures. This RFP allows proposers the opportunity to submit to the District the proposal or proposals that they feel will best serve the interests of the District.

Proposers shall provide one (1) original & four (4) copies of their proposal, with all attachments and original signatures. All proposals shall be sealed in an opaque envelope or package and addressed as follows:

Crook County School District
Attention: Anna Logan, Director of Business & Finance
471 NE Ochoco Plaza Drive
Prineville, Oregon 97754

In addition, the name and address of the proposer and the RFP title (that appears on the cover of this RFP) shall be on the outside of envelope or package.

All proposals must be received by the addressee no later than the date and time specified herein. The District **WILL NOT** be responsible for proposals delivered by a proposer, the U.S. Postal Service or any other means to any location other than the address listed within this RFP. Proposals may not be submitted electronically. Facsimile transmissions of proposal will not be accepted.

The proposal sheet provided in this RFP shall be signed in ink, as follows:

1. In the case of an individual proposer, by such individual proposer.

2. In the case of a partnership or limited liability partnership, the name of the partnership or limited liability partnership must appear on such proposal and it shall be signed in the name of such partnership or limited liability partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in the proposal.
3. In the case of a limited liability company, the name of the limited liability company must appear on such proposal and it shall be signed in the name of such limited liability company by at least one member or manager. In addition to such signature, names of all members (and at least one manager, if applicable) shall be stated in the proposal.
4. In the case of a corporation, the corporate name must appear on such proposal and it shall be signed by the president or other authorized officer, and there shall be set forth under the signature of such officer the name of the office he or she holds or the capacity in which he or she acts for such corporation.

C. Prohibition of Alterations

Proposals that are incomplete, or that contain any erasures, alterations, or that contain irregularities of any kind, or that are not in conformity with the law may be rejected. A proposer may not make its proposal conditional or contingent upon the District's acceptance of any terms and conditions other than those contained in this RFP. Notwithstanding the forgoing, a proposal may be modified prior to closing in accordance with OAR 137-047-0440.

D. Equal Employment Compliance Requirement

By submitting a proposal, the proposer certifies conformance to the applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning Affirmative Action toward equal opportunities. All information and reports that are required by the Federal or Oregon Governments having responsibilities 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. The District is an Equal Opportunity Employer. Women and minority owned businesses are encouraged to apply for this contract. Each proposer shall certify that the proposer has not discriminated and will not discriminate against any minority, gender or emerging small business enterprise in obtaining any required subcontract.

E. Protest of Solicitation

Any protest of this RFP must be in writing and must contain the information required by ORS 279B.405(4) and a statement of the desired change to the procurement process or solicitation document that would remedy the cause for protest. All protests must be received by the Director of Business and Finance at the address listed in this RFP not less than 10 days prior to the closing of this solicitation. All complaints received prior to this time will be reviewed and acknowledged.

The District will consider each protest that is timely filed and meets the requirements of ORS 279B.405(4). 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 either issue an addendum reflecting its disposition to those of record on the specification holder's list, or cancel this RFP pursuant to OAR 137-047-0660.

If the Evaluation Committee determines that no addendum will be issued with regard to a protest, the protesting party will be notified as to the reason, along with the date and time

the Recommendation of Award will be submitted to the District Board for determination of award.

Should vendors feel that any specification limits competition, they are encouraged to follow through with the "Protest of Solicitation" process, as outlined.

F. Pre-qualification of Proposers – Not Required.

G. Duration of Proposals

1. Any proposal submitted shall be irrevocable and open for acceptance for a period of sixty (60) days from the proposal closing date. Timely withdrawals may be made in any manner provided by OAR 137-047-0440.
2. An award of the contract to any proposer shall not constitute a rejection of any other proposal.

H. Transfer or Assignment

No contract awarded pursuant to this RFP, nor any interest therein, shall be transferred to any other party or parties, and in case of such transfer, the District may refuse to carry out such contract, either with the transfer or the transferee. All rights of action for any breach of this contract by a successful proposer are reserved to the District. No officer of the District, nor any person employed in its service, is, or shall be, permitted any share or part of such contract or any benefit which may arise thereunder.

I. Contract and Insurance Coverage

Dependent upon the District's approval of the architect selection, the District and Architect will finalize the Professional Services Agreement, and the Architect shall furnish Certificates of Insurance meeting the District specifications. A copy of the proposed Professional Services Agreement is included in this RFP package, which includes insurance requirements.

J. Interpretation of Specifications

Prior to the deadline provided in this RFP for submitting a protest of solicitation, a proposer may request clarification of any provision of this RFP. Request for clarification shall be submitted to the person identified in the Protest of Solicitation section. Any clarification to a proposer, whether orally or in writing, does not change the RFP documents, and is not binding on the District, unless the District amends the RFP by written addendum.

K. Acceptance of Conditions

Each proposer, by the submission of a proposal, assents to each and every term and condition set forth anywhere in the RFP and agrees to be bound thereby.

L. Evaluation Committee

The proposals shall be subjectively evaluated by the Evaluation Committee with points assigned based upon the evaluation criteria described in this RFP. Those proposals submitted that do not meet mandatory requirements outlined in the Instructions to Proposers and Specifications will not be evaluated.

The Evaluation Committee will consist of one or more District Administrators, Staff, District Board members, and may include one or more community members. The role of the committee shall include a complete review of all proposals submitted and may

include conferring with references provided by the proposing firm(s). It may also involve interviews with selected firms to review their proposals. The District Board will make the final decision on hiring an architectural firm.

Evaluation Committee members may not be contacted or solicited by any firm or individual submitting proposals, with the exception of the Contract Person identified in Section II, G.1.

M. Proposal Format and Content

Proposals for this project should include a narrative description that conveys your understanding of the project's goals, including the statement of work, and how your firm will assist the District in meeting these goals. The description should demonstrate your firm's unique capabilities, innovative approaches and problem-solving abilities to accomplish this project. The narrative should provide a description of how this project's goals will be met. Identify key personnel to be utilized for this project, their qualifications and areas of responsibility. Proposers must clearly indicate within their proposal any exceptions or recommended adjustments to the requested time frames or to the statement of work.

The proposal shall contain, at a minimum, the following information:

- Firm's Background Provide the firm's name, address, phone and fax numbers.
- Provide the name of the contact person submitting the proposal.
- Briefly describe the history of your organization.
- Describe your firm's corporate mission and vision.
- Provide evidence of your Professional Liability Insurance Policy, including a description of annual per claim and aggregate limits and any claims history in the last 5 years.
- Has your firm or any personnel been involved in any litigation, arbitration or mediation, either as defendant or plaintiff over the five years immediately preceding the date of this RFP? If so, provide a general description of the cause or nature and status of each case or claim, and the identity of the client.
- Has your firm ever been terminated from a project? If so, please provide general information concerning same.
- At the present time is your firm in negotiations or contemplating same to consolidate or sell to another firm? If so, supply status.

b. Project Team and Staffing

- Clearly describe the organizational approach to this project.
- Describe current work load and priority of this project as it relates to overall work load.
- Provide a brief resume of key personnel to be assigned to the project.

- Describe responsibilities of personnel assigned to the project.
 - Provide information for all outside consultants you anticipate using during this project, including a description of their proposed role on the project team.
 - If your firm has multiple locations, please identify the offices in which the various components will originate.
- c. Related Experience during the last five (5) years
- Provide specific examples of similar projects (design of new K-5 facilities) that have been completed or are currently in progress, including a description of project scope and cost. Supplement each example with a short statement describing the unique challenges or characteristics that played a major role in the development of the solution.
 - Provide contact information for each project appropriate for use as a reference.
 - Describe your firm's role in developing the budget, scope and schedule for each example and your firm's performance in achieving the budget, scope and schedule requirements for each.
 - Provide examples of experience in phased remodel/renovation projects for school facilities.
- d. Project Approach
- Describe your approach to the design process as it is envisioned for this project, including a description of the estimated required services to be provided for each individual project element. Discuss communication methods and techniques for interaction with the District and other team members. Outline the elements of service delivery, including deliverables, which you philosophically embrace as being crucial to achieving a successful outcome for the District.
 - In addition to the examples discussed previously, describe your process for achieving budget and schedule adherence and your success rate for achieving such on projects in the last five years.
 - Provide a duration-based preliminary schedule depicting major activities and milestones for each project element included in the design services.
 - Describe your quality control approach to each phase of the process, including design, construction, project closeout and post-completion occupancy.
 - Provide an understanding of the unique qualities of your firm's approach to service delivery that differentiates your firm from your competition.
 - Describe the firm's experience with project estimating and the process that would be used in a project of this size.
 - Describe the firm's philosophy regarding contingency funds.
 - Regular site attendance will be required 2 to 3 times per month.

- Describe the firm's approach to testing, balancing and commissioning mechanical systems.
- e. Specific Solution
- Provide a suggested solution to the site (building & ancillary facility orientation).
 - Provide a proposed floor plan to accommodate the stated requirements of a K-5 elementary school.
 - A revised AIA B101 2007 Standard Form Edition will be used for this project.
- N. Evaluation Criteria
1. Qualifications of Firm Personnel (25 points)
 - Organization strength and stability
 - Experience and technical competence
 - Evaluations provided by previous clients
 - Quality of professional experience as demonstrated by litigation, arbitration or mediation history
 2. Project Staffing (15 points)
 - Education and experience of project staff
 - Key personnel's level of involvement in performing and/or oversight of project-related work
 - Organizational approach
 - Quality and experience outside of consultants
 - Proximity and availability of key personnel
 3. Related Experience (15 points)
 - Experience with projects similar in scope and size
 - Experience working with school districts
 - Experience with scheduling and integrating project timelines with school building use
 - Experience completing projects within established deadlines
 4. Scope of Work Proposal (20 points)
 - Completeness of proposal
 - Demonstration of understanding of the work to be performed
 - Appropriateness of services to be provided for individual project elements
 - Approach to District participation and involvement
 - Approach to be taken in completing the engagement
 - Creativity and use of innovative ideas towards problem-solving and addressing project issues

- Degree to which the proposal accomplishes the Statement of Work
 - Resources and flexibility to demonstrate ability to meet the project timeframe and schedules
5. Reasonableness of the proposed site solution (15 points)

In addition to the above basic criteria, the following factors will be reviewed and considered:

1. Motivation
 2. Professionalism
 3. Philosophy and range of service
 4. Sub consultants proposed for major scopes of service
 5. Written proposal
- O. Selection Process and Timeline
1. The proposed schedule for the proposal review and AE selection process is as follows:
 - Publish Request for AE Services July 6, 2013
 - Mandatory Pre-Proposal Conference July 24, 2013
 - Deadline for change requests/protests July 26, 2013
 - Proposal submittal deadline August 1, 2013
 - Staff review/proposal scoring Week of August 5, 2013
 - Proposer interview (if necessary) Week of August 12, 2013
 - Selection of Architect, School Board contract approval August 19, 2013
 2. The Evaluation Committee will review, score and rank all responsive proposals according to the evaluation criteria. Upon completion of the review, scoring and ranking, the Evaluation Committee will meet and determine whether the successful proposer can be selected based on the proposals submitted. If, in the opinion of the Evaluation Committee, additional information is necessary, the Evaluation Committee will select up to three (3) highest ranking proposals for interview by the Evaluation Committee. The Evaluation Committee may select fewer than three (3) proposers for interview if the excluded proposers have no reasonable chance to be selected as the most advantageous proposer. Notice of the proposers selected for interview shall be given to all proposers. Non-selected proposers may submit a written protest within seven (7) days after issuance of the interviewee selection notice. Protests of non-selection shall be in accordance with OAR 137-047-0720. Interviews will be conducted separately and only the interview and resulting ranking of the interviewed proposers will be considered in the selection of the architect. Final architect selection will be made by the District Board. If a contract is awarded, the District will award the contract to the responsible proposer whose proposal the District determines is most advantageous to the District.

Award shall be made for the total of the project elements selected for award. The District reserves the right to withdraw any items(s) from award consideration if it is in the best interest of the District to do so.

In the event that District receives two or more proposals that are identical in terms of price, fitness, availability and quality, preference will be given to proposers residing in Oregon in accordance with ORS 279A.120 and OAR 137-046-0300.

No contract will be awarded until the District determines that the successful proposer is responsible as provided in ORS 279B.110 and OAR 137-047-0640(1)(F).

P. Disclosure

Proposals will be considered confidential materials and will not be made a part of the public record until after the evaluation process is completed and notice of intent to award is issued. Said files including the evaluation report will then be available for public review.

Q. Disclosure of Intent

No employee or elected official of the District may own more than 5% of a business that is submitting a proposal on any awards with the District unless it is fully disclosed in the proposal documents.

R. Reservations

The District herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the District. The District does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interests of the District.
2. To cancel this procurement or reject any or all proposals as permitted by the Oregon Public Contracting Code or the District's Public Contracting Rules when the District determines it would be in its best interest to do so. The District is not responsible for any costs of any proposers incurred while submitting a proposal; all proposers who respond to this RFP do so solely at their own expense.
3. To waive informalities in proposals as allowed by the District's Public Contracting Rules.
4. To consider the competency and responsibility of proposers and of their proposed sub consultants in making the award.
5. In the event any proposer or proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another proposer or proposers.
6. In the event only one proposal is received, the Superintendent may, at the election of the Evaluation Committee, return the proposal unopened.

7. To make the award based on the District's best judgment as to which proposal best meets the District's expectations of a program of the highest quality and innovation within budgetary guidelines.
8. To negotiate the terms and conditions of the contract, including but not limited to the statement of work and contract price, in order to meet the District's project expectations.
9. To make such changes or corrections in plans, specifications or quantities as it may deem necessary or desirable prior to the proposal opening. Proposers will be notified of such changes by written addenda mailed to the address on the specifications holder's list.
10. To cancel the contract upon written notice at any time the District, in its sole judgment, determines that the provider is not meeting the needs of the District.

S. Protest of the Award

Protest of the award of the project to any particular proposer must be in writing, delivered to the District's Superintendent within seven (7) days after the award of the contract or the issuance of the notice of intent to award the contract, whichever occurs first.

Such protests shall specify the grounds for the protest to be considered by the District pursuant to ORS 279B.410(2). No protest of the award of the contract shall be considered if submitted after the deadline established for submitting such protest. Unless earlier receipt is established, receipt of notice of intent to award the contract shall be deemed to have occurred three (3) days following the mailing of written notice to proposer addressed to proposer's address as stated in proposer's proposal.

Upon receipt of a protest of award, the District's Superintendent shall consider same and may hold in abeyance the completion of final contract documents until consideration of the protest and issuance of a written determination on the protest, which may include, a denial thereof, or, if the District upholds the protest, in whole or in part, the District may in its sole discretion either award the contract to the successful protestor or cancel the solicitation. During the resolution of the protest, the District has the right and ability to continue negotiations with the selected firm, though contract execution may be delayed until resolution of the protest. If the protest is not resolved at the time when the contract is ready to be executed, the Superintendent may authorize the execution of interim 30-day letter agreements for a limited scope of the work with the selected contractor.

SECTION II - SPECIFICATIONS

A. Background

In May, 2013, District voters approved a \$33.5 million bond. Of that amount, \$14.8 million is designated for repairs and/or modernization of existing school buildings and \$18.7 million has been designated for a new elementary school. The new elementary school is scheduled to be located in the Iron Horse Development in NE Prineville. The school and site will be required to house 700 students Kindergarten through 5th grades; administrative offices; full cooking kitchen; a commons to be used as a cafeteria & physical education; play ground; parking and a separate entrance and exit for buses.

B. The Proposed Project Schedule

The District's intent is to have an architect selected, and Professional Services Agreement signed by August 20, 2013. The selected architect and the District will then work together to establish a schedule for both the design and construction of the project. The District will consult with the Architect as to the method to be used for construction (ie. CM/GC or Bid). It is the goal of the District to have this project completed by August, 2015.

C. The Proposal

To provide the District with the information necessary to select the most qualified firm, this RFP is being solicited from firms interested in and qualified to provide architectural services that meet the requirements of this RFP. The RFP format outlines the information that must be submitted by each firm in order to be considered for selection. However, simply responding to this RFP is not sufficient to guarantee appointment. Specific information regarding document submittal procedures and due dates are listed in the "Instructions to Proposers" section.

D. Scope of Services – Mandatory

The complete design of the New Crook County School District Elementary school including construction administration (CA includes but is not limited to review of all contractor required submittals; response to contractor Request for Information; review of all change requests and change orders; regular site visits and attendance to all District/contractor meetings).

E. Contractual Terms

The District intends to enter into a Professional Services Agreement with the selected architectural firm based on the selected firm's proposal and a negotiated fee. A draft of the proposed Professional Services Agreement is included with this RFP. The contract will be awarded for the duration of the project subject to applicable ORS, OAR and other rules.

F. Proposal Requirements

The submitted proposal shall include, but not be limited to, a divided and tabbed response to each of the items listed in Section I, Part M. This required format will provide the responding firms the best opportunity to compile their response in a format that will be most easily understood and reviewed by the Evaluation Committee. Each proposal shall include the cover sheet labeled "Proposal for Architectural Services" located at the end of this RFP.

G. Additional Information

1. Contact Person

All contact and questions regarding this request for proposal or to coordinate a visit to the project site should be directed to Jerry Milstead, Construction Project Manager, 145 SE Salmon Avenue, Redmond, Oregon 97756, (541) 923-8938. Copies of the solicitation documents may be reviewed at this address as well as the Crook County School District Office 471 NE Plaza Drive, Prineville, Oregon 97754 or copies may be obtained by contacting the District in writing requesting same.

2. Addenda

All questions and clarification requests will be answered in writing, if necessary, in the form of an addendum and sent to all specification holders. An addendum will be either

mailed, First Class, or transmitted via facsimile machine to all known specification holders on record in the District Office. All proposers wishing to receive addenda must register on the specification holders' list in the District Office. Except when it is in the public interest to do so, the District will not issue addenda less than 72 hours before closing unless the addendum extends the closing. Proposers may submit a written request for change or protest an addendum as provided in OAR 137-047-0430.

PROPOSAL FOR ARCHITECTURAL SERVICES

RFP TITLE:

NEW CROOK COUNTY SCHOOL DISTRICT ELEMENTARY SCHOOL

DATE: _____, 2013

TO: Crook County School District
Anna Logan, Director of Business and Finance
471 NE Ochoco Plaza Drive
Prineville, Crook County, Oregon, 97754

The undersigned hereby proposes to furnish, within the time specified, the services, listed in the District's Request for Proposals (RFP), to be delivered in accordance with the RFP specifications, for the fee outlined in this Proposal. By signing below, the undersigned acknowledges that it is authorized to execute this proposal on behalf of the proposer, that it has read and understands the terms and conditions contained in this RFP, and that it accepts and agrees to be bound by the terms and conditions of this RFP.

PROPOSER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT: By submitting this 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. By submitting this proposal, the undersigned certifies that the proposer has not discriminated and will not discriminate against any minority, woman or emerging small business enterprise in obtaining any required subcontract.

Receipt is hereby acknowledged of Addenda _____ through _____.

Are you domiciled in the State of Oregon? YES _____ NO _____. (If no, list state of organization: _____)

Are you registered to do business in the State of Oregon? YES _____ NO _____.

If you are not headquartered in Oregon, do you or your firm receive, or are you or your firm eligible for any preference in the award of contract with your state or with government bodies in your state? YES _____ NO _____.

If so, cite the law or regulation (legal citation preferred): _____

Percent of Preference: _____% State Preference Received: _____

PROVIDING INCORRECT INFORMATION MAY BE GROUNDS FOR PROPOSAL REJECTION OR CONTRACT CANCELLATION.

SIGNATURE OF INDIVIDUAL (Signed by Individual)

Signature: _____

Print or Type Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____

SIGNATURE OF PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP (Signature of One Partner Required)

Print or Type Names of Partners: _____

Name of Limited Liability Company: _____

Address: _____

City, State, Zip: _____

Telephone: _____

SIGNATURE OF LIMITED LIABILITY COMPANY (Signature of One Member or Manager required)

Print or Type Names of Partners: _____

Name of Partnership: _____

Address: _____

City, State, Zip: _____

Telephone: _____

SIGNATURE OF CORPORATION (Signatures as Indicated)

Signature: _____

Print or Type Name: _____

Corporation Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Exhibit A

Summary of Building Repair Projects

[See attached]

Exhibit B

Facilities and Capacity Assessment Report

[See attached]