

WOODBURN SCHOOL DISTRICT #103
ARCHITECTURAL DESIGN SERVICES
For Conceptual Design Services

A. ANNOUNCEMENT OF REQUEST FOR PROPOSALS

Woodburn School District, Woodburn, Oregon, will receive sealed proposals at 965 N. Boones Ferry Road, Woodburn, Oregon 97071, until 2:00 p.m. Pacific Standard Time (PST), **October 14, 2008**, for Professional Architectural Design Services through conceptual design of two new elementary schools, 550 students each, and one new middle/high school, for 400 students, for the **Woodburn School District**. All proposals will be opened promptly at 2:00 p.m. Pacific Standard Time (PST) on October 14, 2008, in the District office.

All interested persons are invited to attend the opening of the proposals at the time and place indicated above.

The Request for Proposals was published in the **Daily Journal of Commerce** on **September 29, 2008**, and **Woodburn Independent** on **October 1, 2008**.

There will be a non-mandatory information meeting at the District offices on **Friday October 3, 2008** at 10:00 a.m. Pacific Standard Time (PST).

B. FORMAT OF PROPOSAL

IMPORTANT NOTICE: Oregon State Statutes allow that **Woodburn School District** goes through a prescribed proposal process. **Woodburn School 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 ANY TIME UP TO the time of the proposal opening. However, after the opening, the proposal MAY NOT be changed or altered in any way. If accepted, a proposal is considered a binding contract that the proposer will be expected to honor. If for any reason the proposer does not perform, the **Woodburn School District** can be expected to take whatever action it believes appropriate, including but not limited to, the removal of that proposer's name from future bid lists.

A Request for Proposals is allowed under Oregon Administrative Rule for certain goods or specialized services. This Request for Proposals allows proposers the opportunity to submit to the **Woodburn School District** the proposal or proposals that they feel will best serve the interests of the **Woodburn School District**.

Proposers shall provide **six (6)** copies of their proposal and all attachments. One must be designated "original" and contain all required signatures.

All proposals shall be sealed in an envelope and addressed as follows:

**Woodburn School District
Attn: Walt Blomberg
965 N. Boones Ferry Road
Woodburn, Oregon 97071**

RFP for Woodburn School District

The **Woodburn School District** must receive all responses no later than the date and time specified in these instructions. The **Woodburn School District** WILL NOT be responsible for proposals delivered by Provider, Postal Department, or any other means to any location other than the Woodburn School District.

The proposal sheet of these specifications shall be signed with ink or indelible pencil, as follows:

1. In the case of an individual proposer, by such individual proposer.
2. In the case of a partnership, the name of the partnership must appear on such response and it shall be signed in the name of such partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in such response.
3. In the case of a corporation, the president or other managing officer shall subscribe the corporate name, and there shall be set forth under the signature of such officer the name of the office he/she holds or capacity in which he/she acts for such corporation.

Electronically transmitted proposals will not be accepted.

C. PROHIBITION OF ALTERATIONS

Proposals that are incomplete or conditioned, or that contain any erasures, alterations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, or that are not in conformity with the law may be rejected.

D. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

By submitting this proposal, the proposer 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 that are required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws shall be supplied to the **Woodburn School District** upon request, for purposes of investigations to ascertain compliance

with such acts, orders, statutes, or regulations.

E. PROTEST OF SPECIFICATIONS

Any Request for Clarification/Protest of Specification herein contained must be in writing and must indicate in detail the reason(s) for protest and a suggested change in wording or specifications that would remedy the cause for protest. All protests must be received at **Woodburn School District, 965 N. Boones Ferry Road, Woodburn, Oregon 97071, Attention: Walt Blomberg** by 1:30 p.m. Pacific Standard Time (PST), **October 6, 2008**. All complaints received prior to said time will be reviewed and acknowledged. Failure to file a Request for Clarification/Protest of Specification precludes protest of award based upon such specification.

Complaints deemed by the Evaluation Committee to have merit will be given consideration, and where applicable, a change in specifications or a delay in the opening may be granted by the submission of an Addendum, issued by the District, to those of record holding specifications.

Complaints not deemed by the Committee worthy of changing said specifications or delaying said opening will be notified as to the reason, along with justification of award, and with the date and time the Recommendation of Award will be submitted to the District for award.

Should vendors feel that any specification limits competition, they are encouraged to follow through with their "Request for Clarification/Protest of Specification " as outlined.

F. PRE QUALIFICATION OF PROPOSERS

Those who are in doubt as to their qualifications are encouraged to contact the Project Manager with Milstead & Associates informally to determine if they are qualified. Formal pre qualification is not required or desired.

The successful responder must meet the following minimum requirements:

1. Have current experience and be a licensed architect in the State of Oregon. Include a current and past client list with contact names and phone numbers.
2. Have knowledge and experience in local building code requirements and permit application process and fee structure.
3. Be knowledgeable of and experienced with Oregon laws concerning construction bidding requirements and BOLI requirements.
4. Be known for professional competence by leading contractors and other municipalities and/or public agencies. Include at least three (3) recent

references with names and current phone numbers.

5. Be knowledgeable and experienced in working with specialists in capital improvements; e.g. project managers, mechanical engineers, civil engineers, environmental specialists, and other applicable construction specialists.
6. Exceptional inter-personal skills. Provide examples used to communicate with owner, project manager, construction boss and other various contractors.
7. Provide examples of your company portraying willingness to stand behind and/or make good their recommendations to owner.
8. Have current experience as an architect with other public agencies. Include in your response the agencies with which you have recently worked.

G. DURATION OF PROPOSALS

1. No proposer may withdraw his/her proposal after the hour set for the opening thereof or before award of the Contract, unless said award is delayed for a period exceeding SIXTY (60) DAYS.
2. An award of the contract to any proposer shall not constitute a rejection of any other response.

H. TRANSFER OF ASSIGNMENT

Neither this contract 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 this contract, either with the transferor or the transferee. The District reserves all rights of action for any breach of this contract by a successful proposer. No District officer or any person employed in its service, is, or shall be permitted any share or part of this contract or any benefit, which may arise here 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 for 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.

I. CONTRACT AND ERROR AND OMISSION INSURANCE COVERAGE

Within TEN (10) CONSECUTIVE CALENDAR DAYS after receipt of "Notice of Award", the proposer to whom the Contract is awarded shall execute a formal, written Agreement with the District and shall furnish a Certificate of Insurance listing the District under a blanket Error and Omission Coverage in the amount of \$2,000,000.00, 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 responder and the District and said Certificate of Insurance,

properly executed, has been delivered to and accepted by the District.

J. INTERPRETATION OF SPECIFICATIONS

All questions relating to this RFP should be addressed to Ken Andrews at (503) 654-2336. No officer or employee of the Woodburn School District has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications.

The Evaluation Committee in evaluating the qualifications will not consider any verbal information that is not presented in the provider's written response.

Any attempt by proposer or representative to bribe, in any manner, anyone employed by the Woodburn School District or acting as the District's agent will be cause for debarment from further contracts with the Woodburn School District.

K. ACCEPTANCE OF CONDITIONS

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

L. EVALUATION

The Evaluation Committee consists of:

1. Three District Officials
2. Two Community Members
3. Construction Project Manager will serve as staff to committee

The role of the Evaluation Committee shall include a complete review of all documents submitted and may include on-site visitations to architect's current or prior project locations and conferring with selected clients. In addition, the Evaluation Committee may wish to visit selected facilities at a time when they are being used for the purpose designed. The architect will be expected to arrange such visits and guide the committee through the facilities.

The Evaluation Committee may require meeting the finalists to review their qualifications through an interview process. If interviews are required they will be conducted on **October 23, 2008**, notifications will occur, if required, on **October 17, 2008**. The **Woodburn School District** will make the final decision on hiring an architect on **October 31, 2008**. The criteria to be used to identify the proposal that best meets the public contracting needs of the District may include, but is not limited to:

- | | <u>POINTS</u> |
|---|----------------------|
| 1. Firm and staff experience in school building design and construction | 25 |

2. Service, which could include adequate personnel and/or reputation of architect	25
3. Track record on maintaining time schedules and budgets	15
4. Communication skills, public and committee work	15
5. Reference from Clients and Contractors	<u>20</u>

TOTAL = 100

Should interviews be required the following items will be used during the interview process to assist the District in furthering the selection process; weight of these items will be given to the interviewers prior to scheduled interview:

1. Cost of Service.
2. Licensed architect/ engineer in State of Oregon.
3. Quality of product, including energy conservation effectiveness.
4. Reliability of performance, related professional skills, financial analysis and time schedules.
5. Method of office operation and design capabilities.
6. Potential flexibility.
7. Management ability, planning ability, and philosophy.
8. Construction contract administration capabilities.

The award of contract will be given to the experienced, quality provider who provides the best overall proposal. The District is seeking to select the most qualified firm. The Evaluation Committee expects to make a recommendation to the board for the selection of the architect by **October 31, 2008**.

A statement of the firm's fee structure that will be used for the projects is required. The proposer shall include the estimated number of hours expected to be committed for the projects.

The selected firm/firms will be required to submit a total detailed fee proposal and identify their time by project and activity for each billing issued for the District's internal cost accounting use.

M. DISCLOSURE OF INTEREST/PUBLIC RECORD

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

Proposals will not be made a part of the public record until AFTER the evaluation process is completed. Said files, including the evaluation report, will then be available for public review. If any item is deemed to be confidential and not desired for public release, mark it confidential and highlight each page.

N. RESERVATIONS

The **Woodburn School District** herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interest 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 pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the District. The District intends to award a contract on the basis of quality of services offered, qualifications, experience, accessibility, and communication skills.
2. To reject any or all responses as permitted by Oregon Statutes or Administrative Rule and to waive informalities in responses if it is in the public's best interest to do so.
3. To consider the competency and responsibility of responders and of their proposed subcontractors (if any) in making the award.
4. In the event any responder or responders to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory Errors and Omissions Insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another responder or responders.
5. In the event only one response is received, the District may, at its election, return the response unopened.
6. To make the award based on its best judgment as to which response best meets the District's expectations of a program, balancing the highest standards of quality, innovativeness and services with the best cost.
7. To make such changes or corrections in plans, specifications, or quantities as it may deem necessary or desirable prior to the submittal opening. Bidders will be notified of such changes in writing by addenda mailed to the address on file in Milstead & Associates Inc. office.
8. To cancel the contract upon written notice at any time the District, in its sole judgment, determines that the architect is not meeting the needs of the District.
9. The District shall not be responsible for any costs of preparation of the responses.
10. The District will not discriminate on the basis of an individual's race, color, religion, sex, national origin, disability or marital status or age or because of the race, color, religion, sex, national origin, disability, parental or marital status or

age of any other persons with whom the individual associates.

O. PROPOSAL SUBMISSION

Proposers shall prepare their proposals using the following format:

Letter of Transmittal - This letter will summarize in a brief and concise manner the proposer's understanding of the Scope of Work and their proposed approach to meet the Scope of Work. The letter should name all of the persons authorized to make representations for the proposer, and include references as required.

Statement of Organization Profile and Qualifications - This statement should describe the proposer, including organizational structure, size, range of activities, pertinent past experience and qualifications, etc. Identify the primary individuals responsible for performing the work, including but not limited to the main architect or specialist and include resumes and references as required. Reference page 4 of Specifications, Section F-1.

Statement of Work - This section should explain the Scope of Work as understood by the proposer and detail the approach, activities and work to be delivered by proposer.

Additional Information - Any additional information that the proposer considers pertinent for consideration should be included in this separate section. This may include printed brochures and other material describing proposer or other operations of proposer as well as material responding to criteria specifications.

P. CONTRACT CONDITIONS

The District intends to award a personal services agreement with the selected provider. The contract will be awarded in its entirety as described. Any proposed changes in the language, construction or requirement of the documents must be raised and resolved as part of the response process. All proposal finalists will be advised of proposed changes by the Project Manager once the District's Legal Counsel has reviewed. Oregon Revised Statutes require that all public contracts be bound by all applicable sections of ORS 279A, 279B and 279C.

Q. RELEASE

All proposers are hereby advised and through submission of a response agree to release the District to solicit and secure background information based upon the information including references provided. Fully descriptive and complete information should therefore be provided to assist in this process and ensure the appropriate impact.

WOODBURN SCHOOL DISTRICT
ARCHITECTURAL DESIGN SERVICES
For Conceptual Design Services

A. INTRODUCTION TO WOODBURN SCHOOL DISTRICT PRE-BOND PROJECT

1. Background Woodburn School District Information

The anticipated bond measure would provide funds to relieve overcrowding in the school district through the construction of two new elementary schools for 550 students each and one new middle/high school for 400 students.

2. The Required Services

The **Woodburn School District** is seeking professional architectural design services to assist staff in planning, designing and constructing three new schools through conceptual design for pre bond work and through construction in post bond work.

3. The Proposal

To provide the **Woodburn School District** with the information necessary to select the most qualified firm for the project(s) as described. Request for Proposals (RFP) are being solicited from firms interested in providing, licensed and qualified services for the above required construction projects. The RFP format outlines the information that must be submitted by each firm in order to be considered for selection. Specific information regarding document submittal procedures and due dates will be found in Division A, Instructions to Proposers.

4. Examination of Plans, Site Conditions, Etc.

It is understood that the Provider, before submitting a proposal, has made a careful examination of the specifications and character of services required, has made a careful examination of those locations he feels are critical to his proposal and has reviewed the asbestos plan document for each school. The Woodburn School District will in no case be responsible for any loss for any unanticipated costs that may be suffered by the Proposer as a result of the Proposers failure to fully inform themselves in regard to all conditions pertaining to the completion of the Contract.

5. Woodburn School District Information

Contact: All contacts and questions regarding this Request for Proposal should be directed to Ken Andrews, Project Manager, Milstead & Associates, 503-654-2336.

Addenda: All Requests for Clarification / Protest of Specifications when warranted will be answered in writing and sent to all those having specifications in the form of addenda.

B. DESCRIPTION OF THE PROJECT

1. Purpose:

The purpose of the project is to provide the, **Woodburn School District** design plans and specifications for all projects as listed.

The **Woodburn School District** encourages architects to identify and describe progressive improvements in services and techniques that would reduce costs and/or increase revenues while keeping in mind the overall objective of simplicity. We wish to receive suggestions that can be incorporated into the contract to be awarded.

The **Woodburn School District** is approaching this Request for Proposals process with flexibility to make changes that are administratively sound and cost effective to both parties. Your assistance and participation is appreciated.

2. Management of the Project:

The **Woodburn School District** has hired Milstead & Associates, Inc., as their representative throughout the pre bond and bond program. Directly responsible for program development will be Milstead & Associates, Inc.

3. Project Involved:

The District is in the initial planning stages of two new elementary schools and a new middle/high school and wishes to select an architect or architects so that the development may proceed as quickly as possible. Proposer must show sufficient staff to complete the desired work during the next two to three years.

C. SCOPE OF SERVICES REQUIRED

1. Professional services to include, but not limited to:

- a. Project programming
- b. Conceptual design
- c. Project estimating

2. Coordination of other support services, including services for the following as related to "I." above but not limited to:

- a. Schematic design development including mechanical and electrical systems

- b. Coordination of documents with City of Woodburn
- c. Project cost estimates at the end of schematic design development

The architectural proposal shall include information on any sub consultant firms who are proposed to be a part of the project team. The **Woodburn School District** reserves the right to approve final project team members. Architect will be responsible in every way for sub consultant work.

- 3. Communication support to include:
 - a. Participation in design team meetings as required assuring proper implementation of the design and/or repairs.
 - b. Attendance at District Board or community meetings as requested.
 - c. Informing designated District staff and consultants of progress on a regularly established schedule.

D. WOODBURN SCHOOL DISTRICT PROVIDED SERVICES

Project support to be provided by **Woodburn School District**.

- 1. Coordination of the building and planning Permit application with the City of Woodburn.
- 2. Coordination with the School Board as needed.
- 3. Staff representative for a weekly meeting with the project team throughout the course of the project.

E. CONTRACTUAL AGREEMENT

- 1. Payment

The District desires to enter into a contract with the architect, based on a fixed fee, fixed percentage of project, or actual professional and nonprofessional time plus expenses with a total maximum cost cap. The proposal DOES NOT solicit schedule of firms' fees at this time. Architect finalists are requested to submit fee proposals based on individual projects and the District will make the final selection based in part on the fee proposal.

The District reserves the right to distribute the architectural services required by the District to different firms based on a per project basis. This option will only be enacted if the District determines that this approach would result in significant savings to the District or in addition be required to meet a desired timeline.

The above does not preclude the District from selecting just one firm that can meet and provide the entire needs of the District's in a timely fashion.

Participating firms may choose to propose to provide services for all or only select projects. The proposal should be clear as to the intention of the proposer.

2. Type of agreement

The District intends to enter into a contract with the professional firm(s) selected based on the fee information. A revised A.I.A. B141 contract with agreed upon modifications is the agreement. For internal accounting purposes, a purchase order will also be issued as stated under Instructions to Proposers.

F. QUALIFICATIONS OF THE ARCHITECTURAL FIRM

1. The architectural proposal should outline and describe the firm's professional experience in the following areas and provide reference names and phone numbers if applicable.
 - a. Capital improvement and new construction of educational facilities
 - b. Public communications
 - c. Construction documents
 - d. Construction observation
 - e. Cost containment
 - f. Master planning and programming for School Bond programs

2. Architect Firm's experience

The architectural proposal should include:

- a. A copy of the firm's Federal Registration Form 254, if it is available
- b. Brief history of the firm
- c. A description of the firm's insurance coverage
- d. Biographical information on principals and key members
- e. Information on types and sizes of projects recently completed
- f. Client, contractor, and business references
- g. Support capabilities such as computer-assisted design and drafting
- h. Evidence of having successfully involved the community in the planning stages
- i. A summary of projected workload during the time period of these projects
- j. Experience working with area Building and Planning Department
- k. Master planning and programming for School Bond programs

NOTE: Please be as brief as possible, yet be concise. See F - Pre qualifications of Proposers, L Evaluation in Division A

3. Specific Individual Experience

The architectural proposal should outline and describe the qualifications of the individual; firm member(s) who is (are) proposed to be designated as the "project manager(s)" for the **Woodburn School District**.

- a. Describe in detail the project architect's experience in completing school projects
- b. Identify and describe how the project manager will function as a member of the planning team, design, and construction team
- c. Master planning and programming for School Bond programs

Woodburn School District, 965 N. Boones Ferry Road, Woodburn, Oregon 97071

The undersigned hereby proposes to furnish, within the time specified, the several items here before listed to be delivered in accordance with the foregoing specifications hereto attached, for the amount set opposite each item.

Bidder's Employer Federal Identification Number _____

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT: By submitting this bid, 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 **Woodburn School District** upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

Addenda: Receipts is hereby acknowledged of Addenda ____ through _____, Date _____

Signature for Individual (signed by individual)

X _____

Company Name _____ Address _____

City _____ State _____

Zip _____ Telephone _____

Signature for Partnership (signature of one partner required)

X _____

Names of Partners: (please print)

Name of Partnership:

Address _____

City _____ State _____

Zip _____ Telephone _____

Signature of Corporation: (signatures as indicated)

Address _____ X _____

(Corporate Name)

City _____ State _____

(Signature of Officer or Agent)

Zip _____ Telephone _____

(Print Name & Title of Officer or Agent)

Are you domiciled in the State of Oregon? _____ Yes No

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 contracts with your state or with government bodies in your state? _____ Yes No

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

Percent of Preference _____ % State Preference Received _____

Providing incorrect information may be grounds for bid rejection or contract cancellation