



REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

TO: Prospective Providers to the Jefferson County
School District 509J

SUBJECT: Request for Proposal for providing Architectural Services
for the Madras Elementary School and Buff Elementary
School Improvements

ISSUE DATE: December 7, 2022

ISSUED BY: Jefferson County School District 509J

CONTACT FOR RFP: Mike Tiller at mike.tiller@tillersschoolhouse.com

PROPOSALS DUE: January 12, 2023, at 2:00 PM, PST

SECTION I - INSTRUCTIONS TO PROPOSERS

A. Announcement of Request for Proposals

The Jefferson County School District 509J will receive proposals through the secure link <https://colbiseurebids.com/o/509j/0110-22> until 2:00 p.m., current local time, on January 12, 2023, for Architectural Services as described within this Request for Proposal dated December 7, 2022. Proposals submitted will remain confidential in nature until a Notice of Intent to Award has been issued to the successful proposer.

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 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 noncancellable and the proposer will be expected to honor a binding contract. If for any reason the proposer does not perform, the District may take whatever action is appropriate, including, but not limited to, the removal of that proposer’s name from future RFP lists.

A Request for Proposals process is allowed under Division 48 of the Oregon Attorney General’s Model Rules of Procedure for Public Contracting. This Request for Proposals 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 upload one (1) original copy of their proposal and all attachments, to be labeled “original” and contain all required signatures. Proposals will be limited to 20 pages, not including the cover letter, dividers and pages (2) designated as EXHIBIT I. The name and address of the proposer and the title of the proposal that appears on the cover of this RFP shall be on the cover sheet of the proposal. All proposals shall be uploaded to the following link:

<https://colbiseurebids.com/o/509j/0110-22>

All proposals must be received by the addressee no later than the date and time specified herein. The District **WILL NOT** accept proposals delivered by either Proposer, Postal Department or any other means.

The proposal sheet of these specifications 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 company (“LLC”), the name of the partnership or LLC must appear on such proposal and it shall be signed

in the name of such partnership or LLC by at least one partner or LLC member or manager, as applicable. In addition to such signature, the names of all partners or members shall be stated in the proposal.

3. In the case of a corporation, the corporate name shall be subscribed by the president or other managing 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.

Facsimile transmissions of the proposal will not be accepted.

C. Prohibition of Alterations

Proposals that are incomplete or conditioned on the acceptance of additional terms by the District, 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.

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 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 businesses are encouraged to apply for this contract. The selected proposer will make good faith efforts to encourage participation in the project by disadvantaged business enterprises ("DBE"), minority business enterprises ("MBE"), women business enterprises ("WBE") and emerging small business enterprises ("ESB").

E. Protest of RFP; Request for Change

Proposers may submit a written protest of anything contained in this RFP and may request a change to any provision, specification or contract term contained in this RFP, each in accordance with OAR 137-048-0240. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or contract terms. The District may not consider any protest or request for change that is submitted after the submission deadline. Any protest must indicate in detail the reason(s) for the protest and/or suggested change in wording or specifications that would remedy the cause for protest. All protests must be received by the Project Manager at the following email address: mike.tiller@tillersschoolhouse.com by 5:00 p.m., seven days prior to the due date for proposals. All complaints received prior to this time will be reviewed and acknowledged.

Those protests/requests for change 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 only by the release of a written addendum by the District to those of record holding specifications.

Those complaints not deemed by the Committee worthy of changing said specifications or delaying said opening will be given consideration, and the

individual or company will be notified as to the reason.

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

F. Pre-qualification of Proposers – Not Required. A mandatory pre-proposal meeting to discuss the project and the services required under this RFP will be held at Jefferson County Middle School Administration Building, Board Room at 2:00 p.m. on Thursday, January 5, 2023, at 445 SE Buff Street, Madras, OR 97741.

G. Duration of Proposals

Said proposal is considered non-cancellable.

1. No proposer may withdraw their proposal after the hour set for the opening thereof or before award of the Contract, unless said award is delayed for a period exceeding ninety (90) days.
2. An award of the contract to any proposer shall not constitute a rejection of any other proposal.

H. Transfer or Assignment

Neither the 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 this contract, either with the transferor 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 said District, nor 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 liens or claims to be filed or prosecuted against the District for or on account of any labor or material furnished aforesaid.

I. Contract and Insurance Coverage

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

J. Interpretation of Requirements

No officer or employee of the District has any authority to place any interpretation, either verbal or written, upon the provisions of this RFP. Any changes to the requirements of this RFP shall be by written addendum, issued by the District to those of record holding specifications

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. Proposers are advised that ORS 279C.307 may limit the selected proposer's ability to provide additional services related to the project.

L. Evaluation

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

The Evaluation Committee will consist of District Representatives and the District's Owner Representative. The role of the committee shall include a complete review of all proposals submitted and may include contacting references provided by the proposing firm(s). It may also involve interviews with selected proposers. The persons on the Evaluation Committee may change during the Evaluation and or Interview processes. The District reserves the right to seek clarifications of any proposal. Evaluation Committee members may not be contacted or solicited by any firm or individual submitting proposals, with the exception of responses to requests for clarification received from the Evaluation Committee. The District's Superintendent, or Designee, will make the final decision on hiring an architectural firm.

M. Criteria

All proposals from qualified firms that provide all the minimum required qualifications will be evaluated on the following criteria:

BACKGROUND

1. Provide a brief description of your firm's history, availability and capability to perform services requested.

EXPERIENCE

2. Record of performance history in meeting deadlines, submitting accurate estimates, producing high quality work, meeting financial obligations including price and cost data, cost controls and contract administration.

3. Demonstrated ability completing successfully **similar** services on time and within budget.

STAFFING

4. Experience and resumes of key staff who will be providing services.

5. Recent, current and projected workloads of staff referenced above.

6. Proportion of time staff referenced in #4 would spend on project.

APPROACH

7. Describe your knowledge and understanding of the project in terms of approaches to staffing, scheduling needs, and proposed solutions to any perceived design and constructability issues.

8. Describe the firms design philosophy and approach to project design and construction.

LOCAL KNOWLEDGE/CONDITIONS

9. Knowledge of the locality of the project site, geographic proximity to the project site, and the design/construction limitations of the site/Central Oregon Area.

Provide four (4) references familiar with your firm and the members of your proposed team.

PROPOSAL EVALUATION CRITERIA

Criteria	Weight	Reference
1. BACKGROUND	15%	
2. EXPERIENCE	20%	
3. STAFFING	25%	
4. APPROACH	30%	
5. LOCAL KNOWLEDGE/CONDITIONS	10%	

Reference checks shall not be scored individually but will be used to supplement the scoring considerations of all categories.

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

1. Motivation
2. Professionalism
3. Philosophy and range of services
4. Sub consultants proposed for major scopes of service
5. Written proposal

In those cases where it is felt that a clearer understanding of any proposal is in order, the District, through the Evaluation Committee, reserves the right to invite up to three of the top ranked proposers to present their proposals, in person, to the Evaluation Committee or the District. If held, interviews will be conducted separately, and the Evaluation Committee will rank the interviewed proposers. Only the interview and resulting ranking will be considered in the

selection of the architect.

Upon completion of the interviews, if any, the Evaluation Committee shall provide the District with the results of the scoring and ranking for each proposer. If the District does not cancel the RFP after it receives the results of the scoring and ranking for each proposer, the District will begin negotiating a Contract with the highest-ranked proposer. The District will negotiate a final contract that is in the best interest of the District. If the District cannot reach agreement with the highest-ranked proposer, the District reserves the right to terminate negotiations and enter into negotiations with lower-ranked proposers in accordance with OAR 137-048-0220(4)(c).

N. Disclosure

Proposals will be considered confidential materials and will not be made a part of the public record until after a Notice of Intent to Award has been issued to the successful proposer. Names of scorers will not be disclosed (unless required by law). Said files including the evaluation report will then be available for public review.

O. 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 contracts with the District unless it is fully disclosed in the proposal documents.

P. Reservations

The District herein expressly reserves the following rights:

1. Proposers responding to the RFP do so at their own expense and the District will not pay for information solicited or obtained. The information obtained will be used in determining what will best serve the interests of the District.
2. To reject any or all proposals or cancel this RFP at any time as permitted by the Model Rules or District policy, if doing either would be in the public interest as determined by the District, and to waive technicalities and minor informalities in determining a proposer's responsiveness. A responsive proposal is one that conforms in all-material respects to the RFP.
3. To consider the competency and responsibility of proposers and of their proposed sub-consultants in making the award. A responsible proposer is a person or firm that has the capability in all respects to perform fully the contract requirement, as well as the tenacity, perseverance, expertise, integrity, reliability, capacity, facilities, equipment, staff, and credit that will assure good faith performance.
4. 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, the District reserves the right to negotiate with the next qualified proposer or proposers.

5. In the event only one proposal is received, the Project Facilitator may, at the election of the Evaluation Committee, return the proposal unopened.
6. 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.
7. To make such changes or corrections in the Project as it may deem necessary or desirable prior to the proposal opening. Proposers will be notified of such changes in writing by addenda mailed to the addresses on the specifications holder's list.
8. To cancel the contract upon written notice at any time if the District, in its sole judgment, determines that the provider is not meeting the needs of the District.

Q. Protest of Selection

In the event of an award to a single proposer, the District shall provide to all proposers a copy of the selection notice that the District sent to the highest ranked proposer. A proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked proposer may submit a written protest of the selection to the District no later than seven (7) calendar days after the date of the selection notice. Any protest must be in accordance with OAR 137-048-0240(2)(a). Protest(s) must be delivered to the Superintendent or Designee.

SECTION II - SPECIFICATIONS

A. Background

- a) The District is in need of Architectural Services for the Madras Elementary School and Buff Elementary School Improvements (the "Project"); see Section II, part D, below for a more detailed listing. The estimated cost of the Project is \$5,065,665.00. The Owner intends to provide Construction Management services throughout the design and construction of the Project.

B. Proposed Project Schedule

Interviews (if held):	January 16, 2023
A&E Selection:	January 17, 2023
Design:	February 1, 2023 -May 1, 2023
Bidding Phase:	Summer 2023
Building Permit Phase:	TBD
Construction Phase:	Spring 2024 – Summer 2024
Commissioning:	September 2024

C. The Proposal

To provide the District with the information necessary to select the most qualified firm, this Request for Proposal (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 will be found in the "Instructions to Proposers" section.

D. Scope of Services - Mandatory

The District is requesting architectural services for the design and construction of the Project. Those services include for the following basic program outline:

Madras Elementary School

- New single-ply roof, insulation, parapet cap replacement
- New HVAC Controls
- New accessible entry ramp
- Upgrade restrooms for accessibility, finishes and equipment
- Mitigation of hazardous materials
- New fire alarm system

Buff Elementary School

- Some roofing upgrades
- New gas fired high-efficiency roof top units
- New HVAC controls

E. Contractual Agreement

1. Type of Agreement

The District intends to enter into a contractual agreement with the architectural firm based on the information included in this proposal. A draft of this proposed contract is included with this proposal package. The proposers agree to be bound by the terms in the contract. District, in its sole discretion, may make modifications to the contract terms.

2. Duration of Agreement

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 criteria 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.

G. Additional Information

1. Contact Person

All contact and questions regarding this request for proposal or to coordinate a visit to the site should be directed to the Project Management Firm, Tiller's Schoolhouse Consulting, LLC, Attn: Mike Tiller, (541) 550-9431, mike.tiller@tillersschoolhouse.com

2. Addenda

All questions and clarification requests will be answered in writing, if necessary, in the form of addenda and uploaded to the following link:

<https://colbisecurebids.com/o/509j/0100-22>

**PROPOSAL FOR ARCHITECTURAL SERVICES
EXHIBIT I**

Madras Elementary School Improvements

**215 SE 10th Street
Madras, OR 97741**

AND

Buff Elementary School Improvements

**375 SE Buff Street
Madras, OR 97741**

DATE: _____

TO: Jefferson County School District 509j
Attention: Mike Tiller, Project Manager
Administration Building
445 Buff Street
Madras, Jefferson County, Oregon 97741

The undersigned hereby proposes to furnish within the time specified the Scope of Services as listed within this RFP, and such Services shall be delivered in accordance with the RFP specifications.

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 School District upon request for purposes of investigation to ascertain compliance with such acts, regulations and orders.

Receipt is hereby acknowledged of Addenda _____ through _____.

Are you domiciled in the State of Oregon? YES _____ NO _____

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

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

**RFP: ARCHITECTURAL SERVICES
EXHIBIT I**

Providing incorrect information may be grounds for proposal rejection or contract cancellation.

SIGNATURE OF INDIVIDUAL (Signed by individual)

X _____
(Signed by individual) (Print or Type Name)

(Address) (City/State/Zip)

(Telephone) (Company)

SIGNATURE OF PARTNERSHIP (Signature of one Partner required)

Names of Partners (Please Print) Name of Partnership

(Address)

(City/State/Zip)

(Telephone)

X _____
(Signature) (Print or Type Name)

SIGNATURE OF CORPORATION (Signature as Indicated)

(Address) (Corporate Name)

(City/State/Zip) (Signature of Officer or Agent)

(Telephone) (Print Name & Title of Officer or Agent)