

**Astoria School District 1.C
Astoria, Oregon**

REQUEST FOR PROPOSALS

EDUCATIONAL FACILITY PLAN AND COMMUNITY OUTREACH SERVICES

Proposals due No Later Than **4:00 p.m.**
Monday, May 15, 2017

Address

Astoria School District
785 Alameda Avenue
Astoria, OR 97103

Contact

Craig Hoppes
Superintendent
Phone: (503) 325-6441
Fax: (503) 325-6524
Email: choppes@astoria.k12.or.us

Request for Proposal: Educational Facility Planning and Community Outreach Services

The Astoria School District (ASD/District), Astoria, Oregon is seeking proposals from qualified firms to assist the District in (A) assessing their facilities and developing a Facilities Master Plan; and (B) facilitating a communications and outreach campaign with district staff and patrons regarding the Facility Master Plan in preparation for a possible building bond campaign in the 2018-2019 school year.

Proposals will be accepted until May 15, 2017 at 4:00 pm. Accepted bids may begin work on June 19, 2017 and work on the Master Facility Plan should be completed by September 15, 2017 and Community Outreach completed by February 28, 2018.

A copy of this Request for Proposal (RFP) may be obtained from the District's website at www.astoria.k12.or.us or by contacting Craig Hoppes, Superintendent, at choppes@astoria.k12.or.us.

The District reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. The RFP does not obligate the District to pay any costs incurred by the respondents in 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.

Craig Hoppes, Superintendent
Astoria School District
Astoria, Oregon

Publish Next Available Date

The Daily Journal of Commerce
Daily Astoria

REQUEST FOR PROPOSALS:

Educational Facility Planning and Community Outreach Services for Astoria School District 1C.

PURPOSE AND SCOPE OF WORK

The overall purpose for the successful firm is twofold. First, to assist the District with the development of an Educational Facility Master Plan based on conducting facility assessments and collecting district-wide data. The facilities assessment and subsequent facilities plan will include all buildings on campus – two elementary schools, one middle school, one high school, the district office, transportation/maintenance facilities as well as water and sewer systems, parking lots, grounds and athletic fields. The plan will serve as a foundation for the development of a bond possible bond proposal.

Second, the successful firm will help the district engage both staff and community patrons in dialog around facilities and the future of our schools. This “Community Outreach” is a precursor to the bond campaign and extend through the election. The District will be addressing the needs for assistance in the campaign in a separate RFP.

Additionally, the District may extend this contract for the follow-on architectural and engineering design services, though the schedule, fees, and scope of that follow-on work is yet to be determined and will be finalized after the planning is completed. This direct assignment is allowed per ORS 279C.115.

The District anticipates the work will be performed in two major phases.

LISTS OF TASKS OR SERVICES

Phase One – 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
- Develop Building and Site Concepts
 - Draft and plot site plans that illustrate needed building improvements
 - Sketch renderings of new or renovated facilities to give community visual aid of proposed improvements

Phase Two – Community Outreach Services

- District Visioning –
 - Work with Superintendent, School Board, staff and community members to help articulate the district’s vision for facilities and their role in educating our students
 - Develop charts, graphs and other materials to share the outcome of this work
- Facilitating the Process
 - Assist District Facilities Committee in development of a facilities plan that can be used as the basis for a bond proposal
 - Develop a Communications Plan for sharing information, exchanging ideas and gathering feedback on all aspects of the facilities plan
 - Create a calendar for site visits, meetings, and events
 - Craft media deliverables (social media, web articles, blogs, mailings etc)
 - Facilitate community and district meetings
 - Develop feedback loops from community and staff on the facilities plan and the priorities set by the Committee

- Assist the District Facilities Committee in creating a plan that is consistent with the financial resources available to the District
- Reporting Out
 - Develop presentation materials for reports to School Board, staff, and community
 - Create and share electronic and hard copies of all work for the District to keep

MANAGEMENT OF THE PROJECT

The Astoria School District Superintendent and Board of Directors will provide general overall direction of the project. The District Facilities Committee and assigned staff will be directly involved in the development of the Facilities Master Plan, while the District's administrative team will coordinate the Community Outreach Services.

FEES

Proposers are asked to present billing proposal options as a lump sum by phase with added service costs based on hourly rates. Fees for the potential follow on design services shall not be offered or included at this time.

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 Committee will make a recommendation to the board 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. (25 pts)
2. Experience with facility planning, communications and campaign facilitation services. (30 pts)
3. Fee structure. (10 pts)
4. Experience and expertise of key staff. (10 pts)
5. References from previous projects. (10 pts)
6. Ability to work within the compact time period. (10 pts)
7. Overall cohesiveness and responsiveness of proposal. (5 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 Committee.

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 for community outreach services, balancing high standards of quality, innovativeness, and service, with the best value.

No officer of the District, or 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 May 22, 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 fax or 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 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 of this agreement 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 in respect to work and 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, including hourly rates for staff who would be involved in the project. This is for the facilities assessment and communications phases only. Design phase fees will be negotiated at a future date.
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. Anything else necessary to convey experience and qualifications as outlined under the evaluation criteria noted above.

Please note: while it is desired to provide a list of educational design projects to confirm expertise in the field of school design, please limit descriptions under items 5-7 above to specifically school district master planning and bond communications.

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 Superintendent 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 Business Manager. 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 and should consist of original and one digital copy of the proposal documentation. No proposal received after proposal closing time will be considered. To assure that your proposal receives priority treatment, please mark the envelope, package or email as follows:

Proposal Name: **Educational Facility Planning and Community Outreach Services**
Proposal Due Date and Time: Prior to 4pm, PST, on May 15, 2017
Proposal Submitted To: Astoria School District, 785 Alameda Avenue, Astoria, OR 97103
To the Attention of: Craig Hoppes, Superintendent

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 at the scheduled opening time at Astoria School District in the Board Room on Friday, May 15, 2017 at 4:15 pm. Proposers may be present; however, award decisions will not be made at the opening.

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 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 Business Manager. 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.

END OF REQUEST FOR PROPOSALS