

Warrenton-Hammond School District #30

Request for Proposals

“RFP 2018 CTE Building, Warrenton High School”

Issued: April 2, 2018

Due: 12:00 PM, April 18, 2018

For further information contact:

Mark Jeffery

Superintendent

Warrenton-Hammond School District #30

Jefferym@warrentonk12.org

Warrenton-Hammond School District #30 invites written and sealed proposals for construction services. The intended scope of the project is an addition to the high school in the form of a metal building.

All proposals shall be submitted to Warrenton-Hammond School District in a sealed envelope and delivered to:

Warrenton-Hammond School District #30

Attn: Mark Jeffery

820 SW Cedar Ave.

Warrenton, OR 97146

Sealed proposals will be accepted until 12:00 PM, April 18, 2018. The outside of the envelope shall be marked, "RFP 2018CTE Building, Warrenton High School."

This project will be funded by the proceeds from a CTE Revitalization Grant. All proposals shall be in the format requested and/or furnished by Warrenton-Hammond School District #30, herein after referred to as District, or they may be rejected by the District. It shall be the proposer's responsibility to ensure that the proposal is delivered to the District at the specified address above before the time and date set for proposal closing as noted above. The District will not be responsible for proposals delivered to any location other than the address listed above. Proposal documents may be obtained via e-mail request to jefferym@warrentonk12.org. Interested parties shall have no unauthorized contact with District staff or Board Members during the selection process. All questions shall be directed to Mark Jeffery, Superintendent.

The District may, for good cause, reject any or all proposals upon a finding it is in the public interest to do so and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

Proposal/Award/Construction Timeline

| | |
|----------------|---|
| April 2, 2018 | RFP Issued |
| April 18, 2018 | Last day for submittal |
| April 18, 2018 | Evaluation of Proposals |
| April 19, 2018 | Recommendation of Award to the Board of Directors |
| April 19, 2018 | Award of Contract |

The District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response schedule will be made via addendum.

Description of Project: The construct a 60' x 120' metal building at Warrenton High School, 1700 South Main Street, Warrenton, Oregon 97146. An electronic copy of building drawings available upon request.

This building has been donated by R&M Steel in Caldwell, Idaho and will be held at their factory until local site is ready. The selected bidder will be responsible for ensure timely delivery of building. Demolition of an existing structure will be completed and site generally leveled in advance and will not be part of proposal/scope of work.

Phase One – Construction of Metal Structure

The successful bidder will be responsible for acquiring necessary permits.

Pad preparation to include necessary excavation and fill, pouring required footings, foundation and concrete pad to specification as per technical drawings.

Installation of in-floor heating system

Erection of structure as per technical drawings

Installation of insulation

Installation of interior wall covering in main shop area

Installation of roll-up doors, entry doors, windows and metal stairway to second level.

Installation of rough-in plumbing for restrooms and sinks

Installation of three phase electrical main, lighting systems, data cables, and any required fire alarm system. Wall and ceiling drop outlets sufficient to support multiple welding machines, auto shop equipment and various other machines to include CNC, plasma cutter, 3D printers.

Removal and redesign of sidewalk and driveway between building site and Warrenton High School

Phase Two – Design Build – Classrooms, Restrooms, Office Space, Mezzanine

Construction of two wood frame restrooms inside metal structure with toilet and sink. Faucets will have attached eye wash bubblers

Construct wood frame 10' x 10' office inside metal structure to include door, window, lighting and electrical and data outlets

Construction of two classrooms with double doors to shop area

Construction of second story mezzanine above classrooms.

This project is to be bid in two separate phases. The district has sufficient funding for the completion of the Phase One. Phase Two is contingent on available funding. The successful bidder must be willing to work with the district on the design and timeframe for Phase Two. This may include directing or overseeing student involvement in the construction process during Phase Two. Students will be under the direct supervision of district personnel.

1. Project Assessment. Work may include but is not limited to the following:
 - a. Meet with District Staff and Representatives, including but not limited to the Superintendent, Building Administration, and Maintenance Supervisor.
 - b. Review Scope of Work requirements.
 - c. Investigate and review applicable federal, state, local and District standards, codes, and regulations pertaining to the proposed Project and identify design issues relating to functional opportunities, needs, directives and constraints imposed thereby.
 - d. Arrive at an "Agreed-upon" Scope of Work.

2. Construction. Work may include but is not limited to the following:
 - a. Participate in meetings when needed. Preparation and implementation of District approved change orders. Respond to request for information from the District.
 - b. Perform the projects close out tasks, which may include punch lists, review of warranties and guarantees, and the review and approval of final contract payment.
3. Other Services. Work may include but is not limited to the following:
 - a. Assist the District in coordination, research, report preparation, and other tasks required for project execution.
 - b. Attend construction oversight meetings.
 - c. Assist the District in communicating with its staff, community, and news media to enhance understanding and develop ongoing support for construction project.

Proposal Content for Evaluation

The District will use the following scoring for evaluation. The scoring will be based on a 100 point scoring process. The Proposers shall provide the information listed below:

1. Firm Background (25 points)
Describe your firm to include your length of time in industry, financial stability, and availability to the project locale.
2. Local Involvement (35 points)
Describe your understanding of the locality of the project site and your knowledge of construction, including metal buildings, and design taking into consideration the Warrenton-Hammond area.
3. K-12 Experience and Past Performance (15 points)
Provide experience over the past 5 years in K-12 experience, noting work performed in school locations. Provide a list of projects and the outcomes of those projects in terms of effects on students and staff. Example: increasing classrooms, beautification of campus, overall look of project.
4. Justification (10 points)
Provide a demonstrated reason why your firm wants to assist Warrenton-Hammond School District and why the District should place their trust in your firm.
5. Bid (15)
Provide an estimate of cost for total project based upon the approved plan.

Evaluation and Selection Process

The proposals shall be evaluated by the Evaluation Committee with the points assigned based upon the criteria in this RFP. The Evaluation Committee will completely review all documents submitted. The Evaluation Committee holds the right to invite the proposer for interviews during the review process. The Evaluation Committee will forward a recommendation for approval to the District Board of Directors for approval. Selection of the successful firm will be entirely at the discretion of the District, and the District

reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

Proposal Requirements and Contents

1. Format

Proposals shall be no more than 15 pages standard size pages in length. Proposals shall provide one copy of proposal with bid in sealed envelope. Include the date of the proposal on sealed envelope and label, "RFP 2018CTE Building, Warrenton High School."

2. Acceptance of Proposal Specifications, Terms and Conditions

The successful Proposer acknowledges and accepts that the specifications listed in this RFP and no others will control and contract awarded unless the Proposer expressly states, in whole or by reference, alternate terms of conditions which the successful Proposer wishes the District to consider. Any such alternate terms or conditions will constitute a variance and if found material, may subject the Proposal to rejection. Any referenced alternate terms or conditions shall be attached to the Proposal for consideration by the District.

3. Anti-Discrimination

In connection with the RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or application for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged.

4. Compliance with Applicable Laws

In connection with this RFP and the contract, Proposers shall comply with all applicable laws in all aspects connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

5. Contract and Insurance Coverage

Upon District approval of a contract, the selected proposer will provide proper Certificates of Insurance meeting contract specifications.

6. Late Proposals

Proposals received after closing time and date will not be accepted.

7. Mistakes, errors and omissions in this solicitation must be reported immediately to the District.

8. Oregon Business Registration

9. ORS 60.701 required that a foreign corporation be registered in the State of Oregon, through the Office of the Secretary of State, before conducting business in Oregon. Proposer must be able to work in the State of Oregon.

10. District Rights

The District reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Proposals;
- b. Issue a new RFP;
- c. Cancel, modify, or withdraw the RFP;
- d. Issue addenda, supplements, and modifications to this RFP;

- e. Modify the RFP process;
- f. Appoint a selection committee and evaluation teams to review RFP's and seek the assistance of outside technical experts in the response evaluations;
- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding of the evaluation process;
- h. Seek or obtain data from any source that has the potential or improve the understanding and evaluation of the responses;
- i. Waive minor irregularities in responses;
- j. Refuse to issue a contract at all.

The District is not obligated to enter into any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFP or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFP, a Proposer disclaims any right to be paid for such costs by the District or anyone else.

11. Proposal Validity

All proposals shall remain valid for a period of 60 days following the RFP deadline.

12. Protest of Proposal Specifications or Term of Conditions

Protest of proposal specifications or terms and conditions shall be presented to the Superintendent prior to the proposal closing.

13. Protest of Proposal Award

Protest of proposal award shall be presented to the Superintendent in writing no later than 5 days after award is published.

14. Written Questions, Comments and Addenda, Rules of Contact

Questions and comments pertaining to this solicitation must be submitted in writing according to the Bid and Award Timeline to Mark Jeffery, Superintendent.

Warrenton-Hammond School District #30

Certificate of Compliance

I/we have received and reviewed the RFP and any Addenda issued by the Warrenton-Hammond School District #30 and this submission is our entire proposal.

Firm Name _____

Authorized Signature _____

Printed Name _____

Date _____

Warrenton-Hammond School District #30

Bidder/Proposer Residency Statement

Pursuant to ORS 279A.120, Oregon's reciprocal Preference Law, public contracting agencies shall, for the purpose of determining the lowest responsible bidder/proposer and the awarding of a contract, add a percent increase on the bid of a non-resident bidder/proposer equal to the percent, if any, of the preference given to that bidder/proposer in the state in which the bidder/proposer resides.

As defined in ORS 279A.120, "Resident Bidder/proposer" means a bidder/proposer that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder/proposer is a "Resident Bidder/proposer." A "non-resident Bidder/proposer" is a bidder/proposer who does not meet the definition of a "Resident Bidder/proposer" as stated above.

(Circle One) Bidder is Resident Bidder is Non-Resident and resident of _____(State)

Certificate of Non-discrimination

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women or emerging small business enterprise in the awarding of contracts.

By signature of the authorize representative of the bidder/proposer/proposer, the bidder/proposer/proposer hereby certifies to Warrenton-Hammond School District #30 that this bidder/proposer/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Bidder/proposer/Proposer hereby certifies that the information provided above is true and accurate.

| | | | |
|--|-------------------|----------------|------------------|
| Bidder Company Name: | | | |
| Street Address: | | | |
| | City | State: | Zip Code: |
| Toll Free Telephone: | Telephone: | Fax: | |
| Federal I.D. or Social Security No.: | | E-Mail: | |
| Type or Print Name of Person Signing: | | Title: | |
| Authorized Signature: | | | |