

**Reynolds School District #7
Request for Proposals
Architectural-Engineering Services
for
District-Wide Facilities Master Plan**

Issued: May 20, 2013

**Deadline for Submittal of Proposals: June 4, 2013
Before 2:00pm**

Attention:

Office of the Chief Financial Officer
Reynolds School District #7
1204 NE 201st Ave
Fairview, OR 97024

TIMETABLE

| | Description | Date | Time |
|-----------------------|--|---------------|-------------|
| Request for Proposals | RFP Issue Date | May 20, 2013 | 4:30 PM |
| | Questions and Requests for Clarifications (please submit written questions via email) | May 23, 2013 | 3:00 PM |
| | Reynolds Response to Questions and Requests for Clarification | May 27, 2013 | 3:00 PM |
| | RFP Due Date | June 4, 2013 | 2:00 PM |
| Optional Interviews | Reynolds Notification of Finalists | June 7, 2013 | 4:30 PM |
| | Finalist Presentation/Interviews (if needed) | June 12, 2013 | TBD |
| Award | Notification of Provisional Award | June 13, 2013 | |
| | Contract Execution | June 20, 2013 | |
| | Begin Engagement | June 24, 2013 | |

Award of contract is subject to Reynolds School District #7 and Respondent's ability to agree on contract terms in a timely manner.

Reynolds School District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response due date will be made to all proposers on the District's list of responding firms.

OBJECTIVE OF THIS RFP

Reynolds School District is requesting sealed proposals from architectural firms to provide a District-wide Facilities Master Plan. Services may include analysis of the District's building facilities, land and physical plant operations in order to prioritize needs for modernization, replacement and growth.

Reynolds School District will consider proposals from individuals and firms or from multiple firms working as a team, provided one of the firms serves as the prime with single-source contractual liability for all other team members, including their services, equipment, supplies and all other components that go into making the work complete. The ideal individual or firm(s) will have expertise and experience in facilities master planning, experience in the public sector, and have worked with local school districts entities in Oregon or Washington.

Reynolds School District intends to enter into a contract with the successful proposer for district-wide facility master planning. These services will include identification of needs and costs for each facility, coordination with city planning processes, District stakeholders, District administration, community groups.

BACKGROUND

Reynolds School District #7 serves over 11,000 students in 17 schools and approximately 1,100 employees located at multiple locations within the District. The District boundary serves five neighboring communities including Gresham, Fairview, Troutdale, Portland, Wood Village.

WRITTEN QUESTIONS, COMMENTS, ADDENDA

Upon release of this RFP, all communications shall be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the District. Questions will be responded to in writing as outlined in the timeline. If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of addenda. Addenda shall have the same binding effect as though contained in the main body of the request for proposals.

Rachel Hopper
1204 NE 201st Ave.
Fairview, OR 97024
RHopper@rsd7.net

All interested firms shall notify the District of intent to respond to be eligible for consideration of this RFP. Respond to the email RHopper@rsd7.net to submit interest in this RFP and receive all written addendum and responses to questions.

PROPOSAL SUBMISSION

Interested firms may submit responses to this Request for Proposal by completing the documentation requested herein and submitting five (5) copies within a sealed envelope clearly marked with the words **Reynolds School District Facilities Master Plan** to:

1204 NE 201st Ave
Fairview, OR 97024

Emailed or facsimile versions of the proposal will not be accepted. Proposals must be received no later than 2:00 pm, Pacific Daylight Time, June 4, 2013. Reynolds School District will not be liable in any manner for expenses incurred by the vendor(s) in response to this RFP.

Minority-owned and women-owned enterprises are encouraged to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

The District may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals upon a finding of the District that it is in the public interest to do so.

PROPOSAL FORMAT

Your response must be contained in a document **not to exceed twenty (20) single sided pages**, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the 20-page limit and should be **appended to the end of your response**. No supplemental information to the 20-page Proposal will be allowed. Appended resumes of the proposed key individuals, along with a [cover](#) letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 20 page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The response should be submitted in a soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of 8 ½ x 11 inches with no fold-outs. The basic text information of the response should be presented in 11 pt business font, and 1 (one) inch margins. Your response must be signed by an officer of your firm with the authority to commit the firm. Proposal pages shall be numbered consecutively. Proposers shall include a statement that the proposal document uses a minimum of 30% post-consumer recycled content.

Reynolds School District may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by Reynolds School District that it is in the public interest to do so.

Please note that throughout this procurement, Reynolds School District will not accept responses or queries that require Reynolds School District to pay the cost of production or delivery.

Telephone, facsimile, or electronically transmitted submittals will not be accepted.
Responses received after the closing date and time will not be considered.

SELECTION PROCESS

Proposers must submit five (5) copies of the proposal, with one (1) copy clearly marked as the original to Reynolds School District Facilities Master Plan, 1204 NE 201st Ave, Fairview, OR 97024. Proposals must be received no later than June 4, 2013 2:00 pm. Emailed or facsimile proposals will not be accepted. It is the responsibility of the responder to ensure that their document is received at the correct location and on time.

The evaluation will consider how well the firm's skill, experience and approach meets the needs of the District as described in the firm's response to each requirement. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The District intends to select the firm with the best combination of attributes based on the evaluation factors; ability to timely deliver services reputation; experience and approach. This RFP is intended to provide a standard base for proposers to propose the most appropriate and cost effective solution for the District.

The District reserves the right to require that a selection of finalist firms make a presentation to a selection team. Once District staff has selected the firm which can best meet the District's needs, based on the evaluation factors, the District will negotiate the specific District system requirements with the selected firm, using the firm's proposal to determine the cost of the system components and options as determined in the sole discretion of the District.

The award recommendation will be submitted to the District Board of Education for their consideration. The District is open to negotiating the terms and conditions related to the scope of work and related fees and costs. The District will proceed to negotiate a contract with the top-ranked firm.

By signing and returning a response the proposer acknowledges they have read and understand the terms and conditions contained in the solicitation document and accept and agree to be bound by the terms and conditions.

SUBMITTAL REQUIREMENTS

1. **Cover Letter** A cover letter is required and shall not be longer than one page and shall not be numbered or included as part of the maximum number of pages.
2. **Firm Description and Experience** (25 points) Provide a brief description of your firm's history, type of work you have done, and capabilities. If this is a joint venture, provide information for each of the firms involved. Provide the location of the office where these services will be provided. List key point of contact and project manager who will be responsible for working with the District throughout the master plan. Describe your team's organizational structure. Describe your team's experience in master planning and land use processes. Describe your experience in dealing with local jurisdictions and specifically those relevant to this project. Provide examples of three projects completed in the past five years that reflect the capabilities of the firm relevant to facilities master planning.
3. **Personnel Qualifications and Experience** (15 points) Identify the key personnel in your firm who will be assigned to this project and give examples of their experience with similar facilities master planning. Describe their role, capabilities, education, licenses and certifications, and experience with similar master planning processes. Identify the sub-consultants and their key personnel that you propose to use on this project. Describe their recent (past 5 years) experience, their specific role, your firm's role in each of the sub-consultant's projects.

4. **Approach** (20 points) Describe your firm’s knowledge and understanding of the project and your overall approach to complete the District Facilities Master Plan. Include a proposed schedule. Describe the deliverable that will be the outcome of the master plan process.
5. **Experience with Engagement** (20 points) Describe your firm’s knowledge and experience working with the relevant jurisdictions and your methodology for engagement of the stakeholders in the master planning process. Provide examples of leading focus groups, conducting surveys, facilitating stakeholder discussions, graphic communication tools, and presentations.
6. **MWESB Participation** (10 points) Reynolds School District is dedicated to encouraging and awarding contracts to Minority-owned, Women-owned, and Emerging Small Business Enterprises (MWESB). Regarding your firm, please describe the ownership of your firm and whether or not your firm is certified by the State of Oregon as MBE, WBE, or ESB. Provide certification number if applicable. Provide your work force demographics (number of employees, race, gender) and the measurable steps taken to ensure a diverse workforce including company policies and practices that promote the hiring and retention of women and ethnic minorities. Provide a history of contracting/ subcontracting with MWESB certified firms. Provide your strategy on how you plan to address and incorporate MWESB participation on this project.
7. **Rates** (10 points) Reynolds School District recognizes that it is difficult to provide a fee proposal from the information provided in an RFP of this nature. Describe the process that you propose to use to establish the fees for this work. What do you perceive to be the milestones for fee disclosure. Provide your project team’s hourly rates.
8. **References** Provide the name, address, email, and phone number for three client references of similar projects who are knowledgeable about your process and work product. Reynolds School District may check with these references and/or may check with other references associated with past work of your firm.

ADDITIONAL REQUIREMENTS

Responders agree to comply with the legal requirements of the State of Oregon, the standard and customary professional responsibilities for institutional master plan services as well as any special conditions which are made part of this solicitation or which are subsequently negotiated.

Proposers shall be licensed in the State of Oregon to do the work required under this contract. Firms that are located within 100 miles of the District offices shall be considered as eligible to submit to this solicitation.

The awarded firm will be required to submit each individual on the team through a background screening to be eligible to visit the District school grounds.

CANCELLATION

Reynolds School District reserves the right to cancel award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District’s best interest. In no event shall Reynolds School District have any liability for the cancellation of the award.

APPEALS

Firms who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the District Business Office within seven (7) calendar days of the postmark on the Notice of Award or disqualification.

Appeals should be sent to the following address:

Office of the Chief Financial Officer

Master Plan Appeal

Reynolds School District #7

1204 NE 201st Ave

Fairview, OR 97024

The appeal must describe the RFP and specific citation of law, rule or regulation upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The District will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the District from executing a contract with any other firm.

ATTACHMENT A
Scoring Sheet

(This score sheet is provided for your information only)

Reynolds School District 7

FACILITIES MASTER PLAN SERVICES EVALUATION SCORE SHEET

Proposer Name: _____ Reviewer: _____

| | | |
|-----------------------|---------------------------------|--------|
| Required Submissions: | Conformed with RFP requirements | Yes No |
| | Cover Letter | Yes No |
| | References | Yes No |

Review criteria:
POINTS:

_____ 1. Firm description and experience (25 points maximum)
Comments: _____

_____ 2. Staff qualifications and experience (15 points maximum)
Comments: _____

_____ 3. Approach (20 points maximum)
Comments: _____

_____ 4. Experience with engagement (20 points maximum)
Comments: _____

_____ 5. MWESB participation (10 points maximum)
Comments: _____

_____ 6. Rates (10 points maximum)
Comments: _____

_____ **TOTAL POINTS** (100 possible)

ATTACHMENT B
Signature of Duly Authorized Representative

Reynolds School District 7

FACILITIES MASTER PLAN SERVICES EVALUATION SCORE SHEET

The RFP must be signed in ink by an authorized representative of the Provider. Any alternations or erasures to the RFP must be initialed in ink by the undersigned authorized representatives.

The undersigned agrees and certifies that she/he:

- 1) Has read and understands all RFP instructions, specifications, and terms and conditions contained herein (including the attachments listed in this document);
 - 2) Is an authorized representative of the Respondent; that the information provided in this RFP is true and accurate, and that providing incorrect or incomplete information may be cause for RFP rejection or contract termination;
 - 3) Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein; and
 - 4) Will furnish the designated service in accordance with the RFP and contract.
- 5) PROVIDER WILL PROVIDE/FURNISH FEDERAL EMPLOYEE IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER WITH RFP INFORMATION.

Authorized Signature Date: _____

Authorized Name (type or print): _____

FEIN ID# or SS# (required): _____

Phone: _____

Fax: _____

Email: _____

Appendices

RFP AMENDMENTS

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP.

VENDOR'S COST TO DEVELOP PROPOSAL

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the District.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES

If deemed to be in the best interest of the District, the District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal.

PROPOSAL VALIDITY PERIOD

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

PUBLIC RECORDS

"Under Oregon state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voicemail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents") become a public record upon submission to the District, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the District receives a request for inspection or copying of any such documents provided by a vendor in response to this RFP, it will promptly notify the vendor at the address given in response to this RFP that it has received such a request. Such notice will inform the vendor of the date the District intends to disclose the documents requested and affording the vendor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The District assumes no contractual obligation to enforce any exemption."

CANCELLATION, DELAY OR SUSPENSION OF SOLICITATION; REJECTION OF PROPOSALS

The District may cancel, delay or suspend this solicitation if in the best interest of the District as determined by the District. The District may reject any or all proposals, in whole or in part, if in

the best interest of the District as determined by the District. The District reserves the right to reject any or all proposals not in compliance with public contracting procedures.

RIGHT TO AWARD OR REJECT

This RFP does not commit the Reynolds Schools District to award a contract. The District reserves the right to reject any and all proposals and negotiate a contract with one of the proposers. The District reserves the right to offer the contract to other than the low proposer based on evaluation criteria other than just cost.

INDEPENDENT CONTRACTOR

The relationship to the Reynolds Schools District of the successful firm and each of its employees and agents shall be that of an “independent contractor” and not an employee. The successful firm shall have single-point responsibility for all persons and legal entities who provide services to the District, be they employees of the firm or independent contractors. The successful proposer is responsible for determining the appropriate means and manner of performing the work. The successful proposer represents and warrants now, and as part of the contract for services with the District pursuant to this RFP, that the successful proposer is not an employee of the Reynolds Schools District, and that the successful proposer at all times meets and will continue to meet the specific independent successful proposer standards of ORS 670.600. Among other obligations of successful proposer consistent with this status, successful proposer shall be responsible for federal and state taxes applicable to any compensation or payments paid to successful proposer under this contract and, the District will not withhold from such compensation or payments any amounts to cover successful proposer’s federal or state tax obligations.

COMPLIANCE WITH LAW

The successful proposer shall comply with all applicable federal, state, and local statutes, ordinances, administrative rules, regulations, and other legal requirements in performance of the work.

CONTRACT AWARD AND EXECUTION

- The Reynolds Schools District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District.
- The general conditions and specifications of the RFP and as proposed by the District and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.

- Once District staff has selected the vendor that can best meet the District's needs, based on the evaluation factors, the District will negotiate the specific District system requirements with the selected vendor, using the vendor's proposal to determine the cost of the system components and options as determined in the sole discretion of the District. After that negotiation period has ended and District has, in its sole discretion, finalized the system requirements, the vendor selected as the apparent successful vendor will be expected to enter into a contract with the District substantially in the form and content attached, but with the addition of specific information pertaining to the agreed-upon system to be provided for the District. The successful proposer is expected to execute this contract verbatim unless it has proposed specific changes to the contract in its response to this RFP and has later obtained agreement from the Reynolds School District for the contract change. All such proposed changes should be accompanied by an estimate of the cost savings to the District that would result from the recommended change.
- If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

In addition to other standard contractual terms, the District will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Vendor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless for, from and against any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Vendor and its agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

The Vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Vendor. Insurance shall meet or exceed the following unless otherwise approved by the District.

LIABILITY INSURANCE

VENDOR will maintain a policy of liability insurance in the form, and from an insurance company, approved by the DISTRICT (Reynolds School District), which company is admitted or otherwise licensed to do business in the State of Oregon.

- A. Said insurance shall insure VENDOR for the benefit of the DISTRICT in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.
- B. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by VENDOR, or by an employee, representative, or agent of VENDOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
- C. Certificate of Insurance: VENDOR shall require its insurance carrier to provide to the Reynolds School District a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without six (6) months written notice sent by certified mail by the insurance carrier to the Reynolds School District. It is agreed that no person shall perform any acts on behalf of VENDOR without having said insurance in full force and effect.

EQUAL OPPORTUNITY COMPLIANCE

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

The proposer, in the performance of this agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

OTHER COMPLIANCE REQUIREMENTS

In addition to any nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions, and summaries prepared by the proposer, including all proposal documents, shall become the property of the District.

CONFIDENTIALITY OF INFORMATION

All information and data furnished to the proposer by the District, and all other documents to which the proposer's employees have access during the term of the contract, shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.