



**Reynolds School District #7
Reynolds Middle School Cafeteria
Structural Seismic Upgrades**

**REQUEST FOR PROPOSALS
Architecture/Engineering Services
FEBRUARY 28, 2022**

A. Introduction

Reynolds School District invites written sealed proposals for Architectural/Engineering services for their Reynolds Middle School Cafeteria Structural Seismic Upgrades.

Reynolds Middle School is located at 1200 NE 201st Avenue in Fairview, Oregon. The building is framed with a post and beam system supporting 2x decking. The building is attached in several locations to the balance of the structures on the site which comprise the rest of the school facility.

The District's goal is to execute a contract with the A/E team by May 2022, and complete construction documents for the bid phase by September 2022. A general contractor is expected to be selected for a CM/GC contract by the fall of 2022.

The A/E Services are anticipated to be provided, but not limited, to the following:

- Architectural
- Structural Engineering
- Mechanical Engineering, (HVAC & Plumbing)
- Electrical Engineering, (Line & Low Voltage)

Also refer to the Matrix of Services in **Attachment B** to this Request for Proposals.

The District will be providing any geotechnical, site surveying, or hazardous material consulting services necessary on the Projects directly. The A/E firm selected will be expected to cooperate and coordinate as necessary with the District's consultants.

Project Description:

The Reynolds Middle School Cafeteria Structural Seismic Upgrade ("Project") located at 1200 NE 201st Avenue, Fairview, Oregon. The building structure was built in 1956. On February 28, 2020, Holmes Structures ("Holmes") conducted a survey of the existing cafeteria wing. The Holmes report is attached to this document as Attachment E, which provides existing condition of the cafeteria and recommendations.

Note this request for RFP is only for the cafeteria. The cafeteria is located in the main Reynolds Middle School building along the south. Adjacent to the cafeteria, further south, is the covered recess area.

Reservations: The District reserves the right to add or subtract from the list of required services outlined in this RFP. The District reserves the right to seek clarifications of each Proposal. The District reserves the right to negotiate final contracts in the best interest of the District. The District reserves the right to reject any or all Proposals and reserves the right to cancel this RFP at any time if doing so would be in the public interest, as determined by the District.

The total overall estimated A/E services budget for this Project are estimated not to exceed \$263,874.00.

The total overall estimated Project costs, including A/E services, construction costs and construction services are estimated not to exceed \$2,474,868.00.

B. RFP Dates and Deadlines

The Reynolds School District has established the following dates and deadlines for this RFP:

RFP issue date	February 28, 2022
Non-mandatory pre-proposal meeting at 11:00 am	March 10, 2022

Deadline for proposer questions	March 17, 2022
RFP Addenda issuance	March 24, 2022
Proposals due	March 31, 2022@ 2:00p
Shortlisted firms identified	April 7, 2022
Proposer interviews (if needed)	April 14, 2022
Selection of Architect	April 21, 2022
Architect Contracting	May 12, 2022
Architect Deliverable of Drawings	September 15, 2022

C. Project Assessment/Preliminary Design Phase - *Work may include but is not limited to the following:*

- Meet with District Staff and Representatives, including but not limited to the District's Executive Director of Operations, Facilities/Maintenance Coordinator and school site staff to review specific facility and program needs.
- Meet with various District departments including but not limited to: Superintendent, District Administrators, Building Administration, Operations, and Facilities.
- 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. Such investigations shall include, but not be limited to, energy, historic, and others who may have jurisdiction over or impact on the projects.
- Thoroughly research and document existing conditions both in the facilities and on the site at a particular school.
- Work with District and CM/GC Contractor to arrive at an "Agreed-upon" prioritized Scope of Work.
- Submit the Project Assessment package in a report form that will include schematic level drawings and outline specifications.
- Reconcile each Construction Cost Estimate with District's Construction Cost Budget. For CM/GC projects, where the CM/GC Cost Estimate exceeds the Construction Cost Budget, Consultant shall, at its sole expense, provide design scenarios with associated costs that will bring the Construction Cost Estimate within the Budget.

D. Schematic Design Development Through Construction Documents Phase - *Work may include but is not limited to the following:*

- Provide life-cycle cost analysis and other pertinent information as required for the Owner to make critical decisions on major building systems.
- Facilitate a collaborative process to gain design input and feedback from project stakeholders.
- Prepare design phase documents (SD, DD, CD) for submittal and District review in accordance with the agreed upon schedule.
- Work in close coordination with CM/GC and the District's Executive Director of Operations to keep project within the agreed upon budget.
- The CD design package submitted for permit shall be a fully coordinated and

complete set of construction documents. The City of Fairview is the Authority Having Jurisdiction for this project.

- Participate in review of contract documents with the District, Authority Having Jurisdiction, local Fire Marshal, and representatives of other State or Local agencies as needed.
- Develop the Scope of Work for the District to initiate surveys and geotechnical work as required.

E. Construction Phase - *Work may include but is not limited to the following:*

- Participate in Construction Administration (CA), including weekly onsite walk-throughs of the projects during construction, review of submittals, in-person attendance at regular Owner- Engineer-Contractor (OAC) meetings, preparation and implementation of District approved Change Orders (with drawings if applicable/necessary), promptly respond to Requests For Information (RFIs), prompt and thorough review of contractor payment requests, and attend other construction related meetings as required.
- Perform the project close-out tasks, which will include the preparation of punch lists, review of warranties and guarantees, and the review and approval of final contractor payments.

F. Post Construction and Close Out Phase - *Work may include but is not limited to the following:*

- Facilitate an efficient and thorough punch list process.
- Assist as necessary for timely resolution to any warranty issues.
- Review Contractor supplied Operations and Maintenance (O&M) documentation.
- Submit to the District a “Record” set of documents. This will include incorporation of the Construction Contractor’s marked up documents showing changes made through the course of construction and submitting the same in editable “AutoCAD.dwg” as well as provide PDF versions of the final drawings, and provide specification documents in both Microsoft Word and PDF.

G. Other Services - *Work may include but is not limited to the following:*

- Assist the District with procurement of CM/GC firm.
- Assist the District in coordination, research, report preparation, and other tasks required for project execution.
- As necessary, participate in community outreach events, representing the District and Project Team, as requested by the District.
- As necessary, present to the District’s Board of Directors.
- Assist the District in communicating with its staff, community, and news media to enhance understanding and develop ongoing support for the projects.

H. Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held to answer questions from prospective proposers on **March 10, 2022 at 11:30 AM** at **Reynolds Middle School, 1200 NE 201st Ave,**

Fairview, OR 97024. The meeting will allow proposers the opportunity to view the construction site, gain a better understanding of the work, and the unique aspects of the project. Under consideration is a virtual meeting.

I. RFP Terms

1. Reynolds School District is issuing this RFP for the purpose of obtaining proposals for the provision of architectural and engineering services. Reynolds School District expects to enter into a contract with one (1) architectural/engineering firm (including partnership or joint venture) for these architectural and engineering services, using the form of professional services contract and statement of work attached as **Attachment A**. Reynolds School District does not guarantee that it will award any contract pursuant to this RFP.
2. At Reynolds School District's discretion, any representation made by a proposer in response to this RFP, only written responses, will be incorporated into any contract between the Reynolds School District and the proposer.
3. This RFP provides instructions for the preparation of a proposal that will address all RFP requirements. This RFP is not an offer to contract. Only the execution of a written contract will obligate Reynolds School District, in accordance with the terms contained in the contract.
4. Proposals that do not meet minimum RFP requirements will be classified as "non-responsive." Reynolds School District will disqualify all non-responsive proposals from further evaluation. Responsive proposals will be evaluated on the basis of the criteria listed in Section G of this RFP.
5. All Proposers responding to the RFP will do so solely at their own expense, and the District is not responsible for any Proposer expenses associated with the RFP. Reynolds School District will not pay any costs a proposer incurs in preparing and submitting its proposal or in negotiating and signing a contract, all of which will be the sole responsibility of the proposer. Any due diligence conducted by a proposer is at the proposer's expense. All proposals become the property of Reynolds School District upon delivery to Reynolds School District.
6. Reynolds School District reserves the right to amend this RFP prior to award of a contract.
7. Reynolds School District reserves the right to postpone or cancel the RFP without liability to Reynolds School District any time prior to executing contract if Reynolds School District determines, in its sole discretion, it's in District's best interest to do so.
8. Reynolds School District reserves the right to share the RFP and any proposals received with any third party of their choosing, in order to secure expert opinion.
9. Reynolds School District reserves the right to reject any or all proposals.

10. Reynolds School District reserves the right to seek clarifications to any or all proposals.
11. Reynolds School District reserves the right to negotiate a final contract that is in the best interest of the District.

J. Proposal Requirements

The responses shall be organized in the manner and shall be presented in the same sequence as indicated below. Any deviation from the format may result in the Evaluation Committee being unable to locate specific information which may result in a loss of points. Each proposer's submission in response to this RFP must:

1. Proposals shall be limited to twenty-five (25) 8-1/2 x 11 pages total, including all exhibits and/or attachments. 11x17 sheets and fold-outs should not be used. All pages shall be numbered. The following pages are exempt from the 25 page limit: cover and back of submittals, a one page cover letter, a one page table of contents, resumes of key personnel, tab and blank divider pages, certificate evidencing proof of sufficient insurance coverage, and the non-collusion and proposal forms. Include one original (marked as such), five (5) copies, and one (1) PDF copy on a USB flash drive;
2. The Proposals shall be tabulated in separate sections in response to the detailed proposal requirements. No other material shall be submitted;
3. Include the completed and executed Proposal Certifications (Attachment C of this RFP) as the first page of the original submission and each copy;
4. The Proposer and all firms, subsidiaries and individuals providing professional services shall be currently licensed to practice in each of their respective areas of professional expertise in the State of Oregon, and shall comply with all State of Oregon Engineer and Professional Engineer licensure requirements;
5. The Proposal must be signed by an officer of your firm with the authority to commit the firm;
6. Be submitted in a sealed envelope that is plainly marked "Proposal to Provide A/E Services – Reynolds School Middle School Cafeteria Structural Seismic Upgrades attn: Lauren Tonn" and bears the proposer's name, address, telephone number, and email address; and
7. Be delivered to the following addressee **no later than 2:00 pm, March 31, 2022:**

**Reynolds School District
Attn: Lauren Tonn
RE: RFP – Architectural/Engineering Services
1204 NE 201st Avenue**

Fairview, OR 97024

8. The 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 finding by The District that it is in the public interest to do so. Please note that throughout this Project, the District will not accept responses or queries that require the District to pay the cost of production or delivery. A sample contract is attached to this RFP. The District reserves the rights to change the terms of the sample contract, if in the public interest or for terms more favorable to the District. The District and the A/E shall negotiate terms prior to entering into a finalized contract.

9. Responses received after the closing date and time will not be considered.

10. Additional solicitation information:

a. Questions

Questions pertaining to this RFP shall be presented in writing via email to:

Lauren Tonn, Procurement & Contracts Specialist

Email: procurement@rsd7.net

Questions must be received in electronic format not later than the date and time for the "Deadline for Proposer Questions" in Section B above. Questions will be compiled and collectively addressed in writing prior to the deadline RFP Addenda stated in Section B above.

b. Changes to RFP

Prospective proposers may request or suggest any change to the RFP by submitting a written request. The request shall specify the provision of the RFP in question and contain an explanation for the requested change. The request must be submitted per the timeline above in Section B of this RFP.

The evaluation team will evaluate all requests submitted but will not be obligated to accept the requested change.

Reynolds School District reserves the right to make changes to the RFP. Changes will be made only by written addendum which will be available to all prospective proposers via the District's website link below:

<http://www.reynolds.k12.or.us/rfps>.

c. Amend or Withdraw Proposal

A proposer may amend or withdraw its proposal any time prior to the time and date

established for submission of proposals.

d. Public Disclosure of Proposals

Any information provided to the Reynolds School District pursuant to this RFP is subject to public disclosure pursuant to Oregon's public records laws (ORS 192.410 to 192.505).

The general requirement for public disclosure is subject to a number of exemptions. Each page containing information deemed by the proposer as necessary to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.) and should be plainly marked. Marked pages should be placed in a group separate from the remainder of the proposal.

The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. Reynolds School District will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. Information that has not been properly marked and segregated may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the non-exempt information must be disclosed. Reynolds School District will redact pages that include both exempt and nonexempt information to allow disclosure of the nonexempt information.

Unless expressly provided otherwise in this RFP or in a separate communication, Reynolds School District does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law. Reynolds School District considers proposals submitted in response to this RFP to be submitted in confidence only until Reynolds School District's evaluation is complete and the Evaluation Committee has acted on the Notice of Intent to Award, and agrees not to disclose proposals until Reynolds School District has completed its evaluation of all proposals, publicly announced the notice of intent to award and Reynolds School District has acted a Notice of Intent to Award.

11. Proposals must include the following information:

- a. The proposer's complete name, mailing address, physical address, email address, voice telephone, and fax numbers (see Section 7 below);
- b. A description of the ownership structure of the proposer, giving specific details with regard to any parent or affiliates;
- c. The names, titles, and qualifications of the specific individuals (key persons) proposer intends to assign to the work, together with the roles each will play, their current workloads, their qualifications to do the work, and the amount of experience this team

has working together;

- d. A thorough description of the proposer's experience on seismic rehabilitation projects utilizing CM/GC method and team-oriented management processes;
 - e. A thorough description of the proposer's experience on seismic rehabilitation projects that have utilized funding from the State of Oregon's Seismic Rehabilitation Grant Program (SRGP);
 - f. A description of at least three (3) projects similar to the work that has been performed within the past ten (10) years by the key persons, description to include a brief project summary, owner information including contact information, start date / finish date, and scope modifications;
 - g. Demonstration of your understanding and approach to this project including planning, permitting, design, construction administration, public involvement, and proposers special/unique benefit your firm brings to this project.
 - i. Demonstration of experience with local MWESB firms including a list of State of Oregon certified businesses that your firm has partnered or subcontracted within the last two (2) years, identify any MWESB firms that are part of your proposed team, and any innovative/successful measures your firm has undertaken to increase diverse business participation on projects in the Portland Metro area.
 - j. Five (5) references whom the Reynolds School District can contact to discuss the proposer's qualifications (see **Attachment D**).
 - k. Pricing information (only applicable top-ranked proposers that receive a request for price information following the Reynolds School District initial evaluation and scoring of all proposers without regard to pricing).
12. If submitting a proposal with another firm, the proposal must provide the information requested regarding the experience of each firm and also provide the experience of both firms in working in association with other architectural and/or engineering firms. The proposer must explain if either firm will act as a sub-consultant or whether both firms will operate as a joint venture or partnership. If the proposers will conduct business as a joint venture or partnership the proposal must provide the information requested regarding the experience of the partnership or joint venture in addition to that of each member firm. If the proposers are selected for an interview, they will be required to provide a copy of the partnership or joint venture agreement relating to the Project. Each partner or joint venture must sign the submittal and the contract if selected for award.
13. Proposals must address all of the requirements of this RFP.
14. Proposers may add content in areas where the proposer feels it can offer value to Reynolds School District in an area that is not specifically requested.

15. Due to the nature of the Project and the complexity of its technical requirements, Reynolds School District will be involved in the final selection of all sub-consultants and has ultimate discretion on whether the sub-consultant may be a part of the proposer's design team for the Project. The proposer must identify the sub-consultant by specialty, and provide the following information:
- Firm name, address, phone number, website, contact person information including email address.
 - A list of the firm's personnel by discipline that will be available to provide the capacity and capability to perform the required services for the Project
 - A list of the firm's relevant project experience limited to no more than five (3) similar projects in size and complexity.
16. Each proposal must be signed by the proposer (if the proposer is an individual), by an authorized representative of the proposer (if the proposer is a business entity), or by a representative of each partner or joint venture member, if the proposer is a partnership or joint venture, and must include a copy of a signed original of **Attachment C**, in which the proposer certifies that it meets all minimum requirements of Section B of this RFP, the proposer has not colluded with any other proposer in the preparation of its proposal, and the proposer agrees to be bound by the terms and pricing of its proposal, including all attachments.

K. Selection Criteria

1. At least one evaluation committee member will be a District employee to act as chairperson. Proposals submitted in response to this solicitation will be reviewed and scored by the Evaluation Committee of at least three (3) members selected from the following staff/groups:
 - Reynolds Elementary School Staff
 - Reynolds Middle School Staff
 - Reynolds High School Staff
 - District Administrative Staff
 - City of Fairview Staff
 - Local Businesses
 - Community Members
 - Parents
2. The Reynolds School District will evaluate proposals based on the following criteria:
 - i. Evaluation of technical proposal (Scored);
 - ii. References (Scored); and
 - iii. Interviews (Optional, if found to be necessary by the School District), (Scored).
3. Proposal elements that are subject to scoring will be awarded points as follows:
Evaluation of Technical Proposal (Scored): The evaluation

committee will score all proposals as follows based on **100 points total**.

- a. Office location where effort applicable to this project will be performed is within fifty (50) miles of the construction site. If work is to be provided, in part, with an associated firm, so note in submittal (5 pts).
- b. Skills, experience, and time working together of the proposed project team (20 pts).
- c. Similar projects completed by the Principal Architect, Principal Engineer, and Project Manager (15 pts).
- d. Experience of the firm in designing and engineering public works / operations facilities of similar size and character as outlined above (20pts).
- e. Experience with collaborative contracting methods such as AE and team-oriented management process (15pts).
- f. Firm's approach and understanding of the Project (20pts).
- g. Collective, concise and comprehensive presentation of information (5pts).

4. **References (Scored): (Max 50 points)** The evaluation committee will follow up with references provided by the proposers.

- a. Proposer must provide five (5) references that can rate proposer's performance on similar projects in the last five (5) years and proposer's ability to satisfy the requirements set forth in RFP section J.6, Proposal Requirements. References must include client name, title, and contact information.
- b. The Reynolds School District may attempt to contact two (2) sources for each reference given. The committee may make up to three (3) attempts to contact each of the reference sources, which will be made during normal business hours. If the three (3) attempts are unsuccessful, the proposer may receive zero (0) points for that reference source.

5. **Interviews (Optional, if found to be necessary by the School District (scored): (max. 100 points).** If held, interview questions will be scored based on the following criteria:

- a. 90-100% - The candidate demonstrates a complete understanding of the question subject matter and significantly exceeds response expectations.
- b. 70-89% - The candidate demonstrates a strong understanding of the question subject matter and meets or exceeds response expectations.
- c. 40-69% - The candidate demonstrates a general understanding of the question subject matter, but answers may contain some weaknesses

and deficiencies.

- d. 20-39% - The candidate demonstrates a vague understanding of the question subject matter and communicates a below average response.
- e. 0-19% - The candidate demonstrates an insufficient understanding of the question subject matter.

6. **Price (Not more than 15% per ORS 279C.110(5)(c)(A)(e)): (max. 15 points).** If elected by the District, the District may request a pricing proposal for the scope of work from as many as three of the top-ranked qualified prospective consultants. The pricing proposal shall consist of: (1) a schedule of hourly rates the proposer will charge for work of each individual or each labor classification that will perform professional services required for the Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal; (2) a reasonable estimate of hours the proposer will require to perform the professional services required for the Project; (3) a description of each task the proposer understands as comprising professional services if requested by the District; (4) a list of each individual or labor classification that will perform each task, together with the hourly rate that applies to each individual or labor classification if requested by the District; and (5) a list of expenses, including travel expenses, that the proposer expects to incur in connection with providing professional services on the Project. Any one of the three top-ranked shortlisted proposers who does not wish to provide a pricing proposal may withdraw from consideration for the Project.
7. The evaluation committee will add together the points that each committee member assigns and divide the total points by the total number of evaluation committee members to compute average score for the evaluation questions.
8. The evaluation committee may request additional clarification from a proposer on any portion of a proposal. Proposer may not submit new information or documentation, and a proposer may not use a clarification to rehabilitate a non-responsive proposal. Proposer's point of contact must be available during the evaluation period to respond to requests for additional clarification. Proposers shall submit written signed clarification(s) within 24 hours, Monday through Friday, after receiving Reynolds School District's request. A proposer's failure to provide clarification may result in a lower score for the proposal.
9. Reynolds School District reserves the right to request references in addition to those provided by the proposer, to investigate any references or representatives of projects that the proposer worked on whether or not furnished by the proposer, and to investigate the past performance of any proposer. Reynolds School District investigation of proposer qualifications may include inquiry into the proposer's performance of similar services,

compliance with specifications and contractual obligations, completion or delivery of services on schedule, proposer's lawful payment of suppliers, subcontractors, and workers, and other relevant matters.

10. At the sole discretion of Reynolds School District, the top ranked teams may be invited to interviews; If interviews are determined to be necessary, Reynolds School District expects to conduct interviews per schedule noted in Section B.

L. Minority, Women and Emerging Small Business ("MWESB") Participation

1. As noted in Oregon Governor's Executive Order 12-03: "Minority-owned and women-owned businesses continue to be a dynamic and fast-growing sector of the Oregon economy. Oregon is committed to creating an environment that supports the ingenuity and industriousness of Oregon's Minority Business Enterprise [MBE] and Women Business Enterprise [WBE]. Emerging Small Business [ESB] firms are also an important sector of the state's economy."
2. If there may be opportunities for subcontractors to work on the Project, the Reynolds School District expects the proposer to take reasonable steps to ensure that MWESB certified firms are provided an equal opportunity to compete for and participate in the performance of any contracts or subcontracts resulting from this procurement.

M. SECURITY VERIFICATION "SECURITY AND BACKGROUND CHECK REQUIREMENTS"

All Reynolds School District sites will be considered an open site for the purposes of this project. This means that a fingerprint based criminal history verification will be conducted on all personnel employed by the successful AE Firm and subcontractors on the project. This means that unsupervised contact between project personnel and students may occur. "Unsupervised contact" with students means contact that provides the person opportunity and probability for personal communication or touch with students when not under direct District supervision. As required by ORS 326.603, AE shall ensure that AE, any subcontractors, and their officers, employees, and agents will have no direct, unsupervised contact with students while on District property. Consultant shall work with District to ensure compliance with this requirement.

Successful AE, (contractor), authorizes District to obtain information about personnel and subcontractor's and its history and to conduct a criminal background check, including analysis of fingerprints of any AE's or subcontractor's officers, employees, or agents. AE shall cause its employees and/or subcontractors, to authorize District to conduct these background checks. AE shall pay \$65.50 for processing the background check in addition to required fingerprinting and notary services. AE and its subcontractors must supply fingerprint cards for each employee proposed to work on the project to the District when applying for the security check. District may deduct the

cost of such fees from a progress or final payment to AE under their Contract, unless AE elects to pay such fees directly at the time of application for the security check.

All contractors, subcontractors, and their employees whether full time or part time working at District sites must undergo a criminal history verification for disqualifying convictions per ORS 342.143 as mentioned criminal history verification checks will be conducted at the contractor's expense, by RSD. Prior to entry of a AE's or subcontractor's employees onto a jobsite, the AE and the subcontractor shall provide a list of its employees who have successfully undergone the criminal history verification check. Upon Contract execution, the AE will supply a list of projected AE personnel as well as subcontractor personnel during the Construction Phase. These people will be expected to attend a meeting as a group to complete paperwork and undergo mobile fingerprinting services. The District, in an effort to expedite the review process will engage a third-party company to do preliminary background checks, while the background and fingerprinting verification is being process through the State of Oregon Department of Education. The cost of this additional background check is \$6.50 per person. There will be a short form to be filled out by the prospective contractor employee with personal identification information checked by District representative on site. The AE will issue a check that covers the cost for groups of workers. Once the background check comes back without any issue the employee will then receive a temporary badge. This process should be expected to take between 24 – 48 hours. With the final approval there will be the issuance of final badge. All badges will be expected to be turned into the District by any of the badge owners at the conclusion of their participation on the Project.

N. Protest Process

1. PROTEST OF PROCESS AND SOLICITATION: A prospective Proposer may protest RFP terms and conditions, consultant selection or awards pursuant to OAR 137-048-0240. Unless otherwise specified in the invitation to propose, the protest shall be filed with the RFP Contact no later than 5 calendar days prior to the date proposals are due or 7 calendar days after the date of the selection notice.
 - i. PROPOSER'S WRITTEN PROTEST SHALL INCLUDE:
 1. A detailed statement of the legal and factual grounds for the protest;
 2. A description of the resulting prejudice to the Proposer; and
 3. A statement of the desired changes to the Contract terms and conditions, including any specifications.
 - ii. A PROPOSER SHALL MARK ITS PROTEST AS FOLLOWS:
 1. "Contract Provision Protest"; and
 2. RFP Document number (or other information as specified in the RFP document).
 - iii. OWNER RESPONSE: The Owner is not required to consider a Proposer's request for change or protest after the deadline established for submitting such request or protest. The Owner shall provide notice to the applicable Person if it entirely rejects a project. If the Owner agrees with the Proposer's request or protest, in whole or in part, the Owner shall resolve the protest

according to OAR 137-048-0240(3).

- iv. EXTENSION OF CLOSING: If the Owner receives a Written request for change or protest from a Proposer in accordance with this rule, the Owner may extend the RFP due date if the Owner determines an extension is necessary to consider the request or protest and issue an Addendum, if any, to the RFP Document.
- 2. PROTEST OF INTENT TO AWARD: Anyone responding to the Request for Proposal who is not recommended for award by the evaluation committee may protest the recommendation, which is also the Intent to Award, to the Reynolds School Board, sitting as the local contract review board ("School Board").
 - i. FORMAT: Any protest must be made in writing, be received before the contract is awarded by the Owner, clearly state the grounds for the protest, and indicate what condition(s) resulted in the proposal not being recommended for award. Any protest which does not comply with the applicable procedures may be rejected.
 - ii. TIMING: Any protest must be received by the Owner no later than seven (7) calendar days after notice of the Owner's decision was mailed. Upon receipt of the protest, the Owner shall notify the proposer recommended for award of the protest and the evaluation committee. The Proposer and the evaluation committee shall have three (3) calendar days from the date the protest was filed to respond to the protest in writing, if they so desire.
 - iii. OWNER RESPONSE: When a protest is filed, the Owner shall prepare written analysis of the protest, and make a recommendation to the School Board as to appropriate action to be taken.
 - iv. THE GROUNDS FOR PROTEST ARE:
 - 1. The evaluation committee has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials.
 - 2. Different criteria were used to evaluate different proposals.
 - 3. The evaluation committee unfairly applied the evaluation criteria to a proposal.
 - 4. A member or members of the evaluation committee had a relationship with a proposer that represented a conflict of interest.
 - 5. The criteria used to evaluate the proposals did not pertain to the services or products requested.
 - 6. A member or members of the evaluation committee demonstrated bias toward a proposal or proposer.
 - 7. The Owner abused its direction in rejecting the protester's proposal as nonresponsive.
 - 8. The evaluation of the proposals is otherwise in violation of any provisions of ORS 279A or ORS 279B or 279C.
 - 9. All higher ranked proposals are nonresponsive.
 - v. REVIEW OF PROTEST CRITERIA AND DECISION: The Owner shall present the issues orally or in writing at a public meeting. The appellant shall then have ten (10) minutes to specifically address the protest criteria, and the evaluations committee's recommendation and the recommended proposer(s) shall have a total of ten (10) minutes to respond, divided between them as

they wish. If a protest is timely filed, the School Board shall consider the evaluation committees recommendation and the allegations of the protest before rendering a final decision and shall state the conclusions reached and reasons, either in writing or on record in a public meeting of the School Board. Any decision to overturn the recommendation shall be based on a finding that one of the criteria above occurred to the substantial prejudice of the appellant.

O. Additional Requirements

Pursuant to OAR 580-061, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, Proposers are hereby notified that policies applicable to consultants and contractors have been adopted that prohibit sexual harassment and that proposers and their employees are required to adhere to the District's policy prohibiting sexual harassment in their interactions.

By submission of your proposal, the signatory (a duly authorized representative of the submitting firm) must certify that the firm is not, to the best of their knowledge, in violation of any Oregon tax law. For purpose of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the contract.

P. Reservations of District Rights & Legal Disclaimers

The District reserves the right to extend any Contracts that result from the RFP without an additional RFP process.

RISK OF LOSS AND DAMAGE: The Proposer will be liable for all damages arising out of the Proposer's negligence or fault in connection with this RFP. The District will not be responsible for the loss or damage of any items during the RFP process, unless negligence on the part of the District has been established in a court of law. The District will not be responsible for any loss or for any unanticipated costs that may be suffered by the successful proposer as a result of the Proposer's failure to fully inform themselves in advance in regard to all conditions pertaining to the duties required. No statement made by any officer, agent, or employee of the District will be binding on the District. Additionally, Proposers warrant that they have checked their Proposal for errors and omissions and that the prices stated in the Proposal are correct and as intended and are a complete and correct statement of prices for performing the duties specified herein.

COMPLIANCE WITH LAW: All proposers must be "Equal Opportunity Employers" and comply

with the appropriate provisions of state and federal law. All firms shall be required to comply with ORS 656.017 regarding Worker's Compensation. All proposers shall be required to comply with ORS 279C.800-279C.870 or Davis-Bacon Act, 40 U.S.C. § 3141 *et seq.*, as applicable pertaining to the payment of prevailing wage rates. No proposal will be received or considered by the Owner unless the proposal contains a statement as to whether the firm is a resident Proposer as defined in ORS 279A.120. By submitting this proposal, the respondent certifies conformance to applicable federal acts, regulations, executive orders, and Oregon statutes and administrative rules concerning affirmative action toward equal employment opportunities. All information, records, and reports that the respondent is required to maintain for this purpose by federal or state agencies having responsibility for the enforcement of such laws shall be supplied to the District upon request. When required, the proposer shall maintain in effect all licenses, permits and certifications required for the performance of the Project. The Proposer shall notify the District immediately if any license, permit or certification required for the performance of this contract ceases to be effective for any reason.

OWNERSHIP OF DOCUMENTS: All documents, reports, proposal submittals, working papers or other material submitted to the Owner from proposing firms shall become the sole and exclusive property of the Owner, the public domain (except for materials deemed to be excluded as trade secrets), and not the property of the proposing firm. The proposing firm shall not copyright, or cause to be copyrighted, any portion of any said documents submitted to the Owner as a result of this solicitation.

OSHA: During the performance of this contract, the Proposer is required to comply with the conditions of the Federal Occupational Safety and Health Act of 1972 (OSHA), when applicable, and the standards and regulations issued there under. The Proposer shall further agree to hold the District, their respective employees, agents, and assigns harmless and free from liability for failure to comply with said standards and regulations by the responder. It shall be the sole responsibility of the Proposer to remain familiar with said standards and regulations and maintain their enforcement.

PUBLIC RECORDS: Notwithstanding any requirements to make Proposals open to public inspection, the Owner may withhold information exempt or conditionally exempt from disclosure under Oregon Public Records law on the following conditions: 1) If the proposer reasonably believes there are any grounds for exempting information for disclosure under such law, they shall mark the information accordingly; 2) Many exemptions are conditioned upon official or judicial determinations. It shall be the Proposer's obligation to establish that the information is exempt from disclosure; 3) The proposer shall defend, indemnify, and hold the Owner harmless from any claim or administrative appeal, including costs, expenses and any attorney's fees, related to a request to disclose information which Proposer has labeled as confidential. The Owner will not keep confidential information about cost, price, and delivery, which may be open to public inspection. Generally any resulting contract is a public record. The Owner shall be entitled to use information which the Proposer has labeled as confidential, in whole or in part, for proposal evaluation and may make copies for this purpose. Any restrictions related to the information marked confidential do not apply, if the Owner has the right to or has obtained the information from another source.

NO GUARANTEE OF CONTRACT: This request for proposals does not commit the Owner to

award a contract and to pay any cost incurred by companies responding to the proposal. Any and all costs incurred by a prospective proposer associated with the submission of a Proposal, interview, contract negotiation, and related expenses are solely the responsibility of that proposer. The District is not responsible for any Proposer expenses associated with this RFP.

Q. RFP Attachments

Attachment A to this RFP is the form of contract that will be used for any contract issued pursuant to this RFP. The contract includes the statement of work, insurance coverage requirements, and other exhibits associated with the Attachment.

The District shall, either orally or in writing, formally terminate negotiations with the highest ranked Proposer if the District and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. The District may thereafter negotiate with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on if applicable, until negotiations result in a Contract. If negotiations with any Proposer do not result in a Contract within a reasonable amount of time, the District may end the particular formal solicitation.

2. **Attachment B** to this RFP is the A/E design team services matrix for the Project.

3. **Attachment C** to this RFP is a statement that must be signed by the proposer and submitted with the proposal, certifying to the accuracy of all statements made in the proposal and certifying that the proposer meets all minimum qualifications stated in Section B of this RFP and is prepared to enter into a contract on the terms contained in all attachments.

4. **Attachment D** to this RFP is a form to be used by proposer for listing references.

5. **Attachment E** to this RFP is Structural Seismic Evaluation Report for the Reynolds Middle School Cafeteria.

6. **Attachment F** Reynolds Middle School – 1956 As-Built Drawings

“A complete proposal will include the following materials:

- ✓ A narrative proposal responding to all requirements listed in Section J.11;
- ✓ A copy of a signed and dated Attachment C, filled in and submitted by proposer with the proposal;
- ✓ A completed Attachment D (references), filled in and submitted by proposer with the proposal.

(End of RFP – Attachments follow.)

ATTACHMENT A
REYNOLDS SCHOOL DISTRICT #7
PERSONAL/PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into by and between the Reynolds School District #7 "RSD" and "Contractor", and in consideration of the following covenants, conditions, and considerations:

WITNESSETH:

1. The contractor shall provide RSD with the following information:
 - a. Full Name
 - b. Mailing Address
 - c. Telephone Number
 - d. Federal Tax ID No. _____ or Social Security No.: _____
 - e. Business Designation (check one): ☐ Individual ☐ Sole proprietorship ☐ Partnership ☐ Corporation
Other ☐

The terms of the Reynolds School District #7 Request for Proposals for Architecture/Engineering Services dated January 25, 2022 are expressly incorporated into this Agreement by reference. Payment information will be reported to the IRS under the name and taxpayer I.D. number provided above. We are required by the Internal Revenue Service to obtain this information in order to report income paid to you by the District. If the information is not provided, we will be required to withhold 31 % of all future payments made to you.

1099 Withholding Exemption: If exempt from backup withholding (form 1099 reporting), check here _____ and check your qualifying reason below:

- ☐ i. Corporation
- ☐ ii. Tax Exempt Charity under 501(a), or IRA
- ☐ iii. The United States or any of its agents or instrumentalities
- ☐ iv. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions
- ☐ v. A foreign government or any of its political subdivisions
- ☐ vi. District will deduct taxes from pay, which will occur monthly
- f. Does contractor now have, or have had within the prior year, contracts with other persons or entities to perform services similar to the services being performed hereunder? ☐ Yes ☐ No ☐ N/A
- g. Does Contractor have current statutory Worker's Compensation Insurance coverage for all persons performing services under this contract? Yes ☐ No ☐ N/A ☐

2. **Statement of Work:** Contractor agrees to perform the following services for the District (please be specific as to nature and dates of performance and expected time involved) *Attach an exhibit if needed.*
Use additional sheet if needed.
3. **Contract Term.** This Contract becomes effective on _____. Unless terminated earlier as provided below, this Contract shall continue through _____.
4. Contractor shall be compensated in the manner provided in either subsection (a) or (b) below, whichever is completed.
 - a. The entire, agreed-upon compensation for the services to be performed under this contract is \$ _____ to be paid according to the following schedule of payments
Use additional sheets if needed.
 - b. If services are to be charged at a periodic rate, rate charged and period: \$ _____ per _____.
 What is the total estimated compensation \$ _____ ; Additional description of pay, if applicable _____.

If it appears during the course of this contract that the actual compensation will exceed the estimated amount, the contractor shall notify the RSD Fiscal Department in writing. No payment in excess of the total estimated compensation shall be paid unless the Contractor has notified the Fiscal Office of the increase in time required to complete the services, and received approval of Fiscal Office to perform services up to the newly approved contract time.

Exhibits. As a condition to receiving the compensation above, the Contractor shall provide, in addition to the services above stated the following additional documents or reports relating to the service performed:

(Check all that apply)

Exhibit A: Statement of Work ☐; Exhibit B: Contractor's Proposal ☐; Exhibit C: Insurance Requirements ☐; Other ☐ , describe

If RSD is required by law to withhold any monies from Contractor, e.g., PERS, such withholding shall be deducted from the amount of compensation due to Contractor and the balance shall be paid to Contractor. Contractor must submit an invoice to the RSD Chief Financial Officer as an application for payment. The invoice shall itemize Contractor's charges and expenses.

5. If total compensation is in excess of \$150,000, as stated in Section 4a above, or the estimated charges based upon the rate charge and anticipated time involved as stated in Section 4b above exceed \$150,000, this contract shall not be binding upon RSD until approved by the RSD Board of Directors.
If compensation is to be paid as stated in Section 4b, and it appears that the total payments under this Agreement shall exceed \$150,000, Contractor shall notify the RSD Chief Financial Officer. The CFO shall present this Agreement to the RSD Board of Directors for approval of compensation in excess of \$150,000. No compensation shall be due or payable to Contractor in excess of \$150,000 (in the aggregate) unless the RSD Board of Directors approves this Agreement.
6. Unless Contractor is a sole proprietorship, prior to performing any labor for this Contract, Contractor shall file with RSD Chief Financial Officer a certificate of insurance evidencing that the persons performing services under this Contract are covered by the Contractor's statutory worker's compensation insurance. Contractor shall maintain such coverage during the term of this Contract.
7. Contractor is being employed as an independent contractor to provide the services stated in Section 2 above. The compensation paid to Contractor shall be for all materials, supplies, and labor required, necessary or convenient for Contractor to provide services to RSD. Contractor shall be responsible for, and shall indemnify and hold RSD harmless from any governmental assessments resulting from Contractor's services or compensation, including but not limited to income tax, social security, worker's compensation, or employment insurance. RSD shall not have the right to direct or control the manner of Contractor's performance. RSD expressly disclaims any acts by its employees who attempt to direct or control Contractor's manner of performance; Contractor shall notify RSD Chief Financial Officer should any RSD employee make an attempt to exercise direction or control over Contractor.
8. Contractor covenants and warrants to RSD that Contractor is an independent business, has performed such services for others in the past or is now performing such services for others, and is skilled and duly qualified to provide the services required under this Agreement.
9. This provision is required by statute. In addition to applicable federal and state laws, ORS 279B.220 requires that Contractor shall:
 - a. Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.
 - b. Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.
 - c. Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
 - d. Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

If Contractor neglects or refuses to make prompt payment of any claim for labor or services furnished to it by any party in connection with this Contract as such claim becomes due, RSD may pay such claim to the party furnishing the goods or services and subtract the payment amount from funds due or to become due the Contractor. RSD's payment of such a claim shall not relieve Contractor or Contractor's surety, if any, from its obligation to any unpaid claims.

10. **Payment for Medical Care:** This provision is required by statute. As required by ORS 279B.230 and to the extent any of Contractor's employees are covered by Oregon employment laws, Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums that Contractor agrees to pay for such services and all moneys and sums that Contractor collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for such service.
11. **Non-Appropriation; Adequate Funding:** RSD is prohibited from contracting for services for which it has not received appropriated funds. If payment for work under this Contract extends into RSD's next fiscal year, RSD's obligation to pay for such work shall be subject to approval of future Board of Education ("Board") appropriations to fund this Contract. Moreover, continuation of this Contract at specified levels is specifically conditioned on adequate funding under the RSD's budget adopted in June of each year. RSD reserves the right to adjust the level of services provided for in this Contract in accordance with funding levels adopted by the Board. In the event that the RSD is not adequately funded or funds are cut back, the RSD reserves the right to cancel all, or part of this contract.
12. Contractor shall indemnify, defend, and hold RSD harmless from any claims, actions, demands, losses, or costs (including attorney fees) arising out of or resulting from any act or omission by Contractor.
13. Contractor warrants to RSD that it/he/she has general liability insurance coverage in excess of \$2,000,000 per person, \$3,000,000 per occurrence, and \$50,000 property damage, and that Contractor shall maintain such insurance during the term of this agreement or for such longer time as RSD may request at the time of execution hereof.
Initial if applicable. Contractor warrants to RSD that it/he/she has professional malpractice insurance coverage for any errors or omissions by Contractor for the type of services being performed under this Agreement, with limits not less than \$1,000,000 per occurrence.
Initial if applicable. Motor Vehicle Liability. If Contractor is providing services that require Contractor to transport RSD personnel, students, or property, then in addition to any legally required insurance coverage, Contractor shall maintain motor vehicle liability insurance of at least \$1,000,000 for each claim, incident, or occurrence.

 Certificate of Insurance. Upon RSD request, Contractor shall furnish to RSD a current certificate of insurance for each of the above coverage's within 48 hours of RSD request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that RSD, its agents, officers, and employees are additional insured's with respect to Contractor's services provided under this Contract. The certificate must specify an additional insured endorsement, and Contractor shall attach a copy of the endorsement to the certificate. If requested by RSD, Contractor shall also provide complete copies of insurance policies to RSD.
14. Contractor acknowledges that RSD is a public entity, and that persons or entities contracting with public entities are subject to certain state or federal law, rules, or regulations. To the extent any state or federal law, rule, or regulation is applicable to this Agreement, it is hereby incorporated by reference as if stated herein. It shall be Contractor's responsibility to become acquainted with the applicable laws, rules, and regulations, and Contractor shall indemnify and defend RSD in the event Contractor fails to comply with any applicable state or federal law, rule or regulation.
15. **Subcontracts and Assignment.** Contractor shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under this Contract without the prior written consent of RSD. RSD may withhold such consent for any or no reason. If RSD consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between the Contractor and its subcontractor and shall have no binding effect on RSD.
16. **Successors in Interest.** This Contract shall bind and inure to the benefit of the parties, their successors, and approved assigns, if any.
17. **No Third Party Beneficiaries.** RSD and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract provides any benefit or right, directly or indirectly, to third

parties unless they are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.

18. Hours of Labor. This provision is required by statute. As required by ORS 279B.020(5), 279B.235(3), and 279C.540(6), for Contractor's employees subject to Oregon employment laws:
 - a. Maximum Hours: Employees shall be paid at least time and a half pay for all time worked in excess of 40 hours in any one week and for work performed on Saturdays, Sundays, New Year's Day (Jan. 1), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), and Christmas Day (December 25).
 - b. Exemption: The requirements of Section 15(a) do not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.
 - c. Notice to Employees: Contractor must give notice in writing to its employees who perform work on this Contract, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
19. Time Limitation on Claim for Overtime. This provision is required by statute. For Contractor's employees subject to Oregon employment laws and as required by ORS 279C.545, any worker employed by Contractor shall be foreclosed from the right to collect for any overtime provided in ORS 279C.540 unless a claim for payment is filed with Contractor within 90 days from the completion of this Contract, providing Contractor has: (1) Caused a circular clearly printed in boldfaced 12-point type and containing a copy of this section to be posted in a prominent place alongside the door of the timekeeper's office or in a similar place that is readily available and freely visible to workers employed on the work, and (2) Maintained such circular continuously posted from the inception to the completion of this Contract on which workers are or have been employed.
20. Prevailing Wage Rates. Contractor shall comply with the provisions of ORS 279C.800-279C.870 or Davis-Bacon Act, 31 U.S.C. § 3141 *et seq.*, as applicable, pertaining to the payment of prevailing wage rates. Contractor is responsible for wage compliance for A/E services, along with retention of wage documentation for the duration of the Project.
21. Hazardous Materials. Contractor shall notify RSD before using any products containing hazardous materials to which RSD employees, students, or the general public may be exposed. Products containing hazardous materials are those products defined by Oregon Administrative Rules, Chapter 437. Upon RSD request, Contractor must immediately provide Material Safety Data Sheets to RSD for all materials subject to this provision.
22. Errors. Contractor shall perform any and all additional work necessary to correct errors in the work required under this Contract without undue delays or additional cost to RSD.
23. Access to Records; Contractor Financial Records. Contractor agrees that RSD and its authorized representatives are entitled to review all Contractor books, documents, papers, plans, and records, electronic or otherwise ("Records"), directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain all Records, fiscal and otherwise, directly relating to this Contract in accordance with generally accepted accounting principles so as to document clearly Contractor's performance. Following final payment and termination of this Contract, Contractor shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.
24. Ownership of Work Products. Contractor agrees that any and all goods or services provided by or developed for RSD are intended as "works made for hire" by Contractor for RSD. As a work made for hire, all work products (including intellectual property) created by the Contractor, as part of Contractor's performance under this Contract shall be the exclusive property of the RSD. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants RSD a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. RSD claims no right to any pre-existing work product of Contractor provided to RSD by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for RSD use only.
25. Work Performed on RSD Property. Contractor shall comply with the following:
 - a. Identification: When performing work on RSD property, Contractor shall be in appropriate work attire (or

uniform, if applicable) at all times. If Contractor does not have a specific uniform, then Contractor shall provide identification tags and/or any other mechanism the RSD in its sole discretion determines is required to easily identify Contractor. Contractor and its employees shall (i) display on their clothes the above-mentioned identifying information and (ii) carry photo identification and present it to any RSD personnel upon request. If Contractor cannot produce such identification or if the identification is unacceptable to RSD,

RSD may provide at its sole discretion, RSD-produced identification tags to Contractor, costs to be borne by Contractor.

- b. Sign-in Required: As required by schools and other RSD locations, each day Contractor's employees are present on RSD property, those employees must sign into the location's main office to receive an in-school identification/visitors tag. Contractor's employees must display this tag on their person at all times while on RSD property.
 - c. No Smoking: All RSD properties are tobacco-free zones; Contractor is prohibited from using any tobacco product on RSD property.
 - d. No Drugs: All RSD properties are drug-free zones as enforced by local law enforcement.
 - e. No Weapons or Firearms: Except as provided by statute and RSD policy, all RSD properties are weapons- and firearms-free zones; Contractor is prohibited from possessing on its persons or in its vehicles any weapons or firearms while on RSD property.
26. Unsupervised Contact with Students. This provision is required by statute. "Unsupervised contact" with students, means contact that provides the person opportunity and probability for personal communication or touch with students when not under direct RSD supervision. As required by ORS 326.603, Contractor shall ensure that Contractor, any subcontractors, and their officers, employees, and agents will have no direct, unsupervised contact with students while on RSD property. Contractor will work with RSD to ensure compliance with this requirement. If Contractor is unable to ensure through a security plan that none of its officers, employees, or agents or those of its subcontractors will have direct, unsupervised contact with students in a particular circumstance or circumstances, then Contractor shall notify RSD before beginning any work that could result in such contact. Contractor authorizes RSD to obtain information about Contractor and its history and to conduct a criminal background check, including fingerprinting, of any Contractor officers, employees, or agents who will have unsupervised contact with students. Contractor shall cause its employees and/or subcontractors, if any, to authorize RSD to conduct these background checks. Contractor shall pay all fees assessed by Oregon Department of Education for processing the background check. RSD may deduct the cost of such fees from a progress or final payment to Contractor under this Contract, unless Contractor elects to pay such fees directly.
27. Confidentiality; FERPA Re-disclosure. Family Education Rights and Privacy Act ("FERPA") prohibits the re-disclosure of confidential student information. Except in very specific circumstances, Contractor shall not disclose to any other party without prior consent of the parent/guardian any information or records regarding students or their families that Contractor may learn or obtain in the course and scope of its performance of this Contract. Any re-disclosure of confidential student information must be in compliance with the re-disclosure laws of FERPA. Contractor is not to re-disclose information without prior written notification to and written permission of RSD.
28. Security. Any disclosure or removal of any RSD matter or property by Contractor shall be cause for immediate termination of this Contract. Contractor shall bear sole responsibility for any liability including, but not limited to attorney fees, resulting from any action or suit brought against RSD because of Contractor's willful or negligent release of information, documents, or property contained in or on RSD property. RSD hereby deems all information, documents, and property contained in or on RSD property privileged and confidential.
29. Employee Removal. At RSD's request, Contractor shall immediately remove any Contractor employee from all RSD properties in cases where RSD in its sole discretion determines that removal of that employee is in RSD's best interests.
30. Remedies. In case of Contractor breach of this Contract, RSD shall be entitled to any other available legal and equitable remedies. In case of RSD breach, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
31. Controlling Law; Venue. The parties agree that Oregon law will govern any dispute related to this Contract, and any litigation arising out of the Contract shall be conducted in courts located in Multnomah County, Oregon.
32. Amendments; Renewal. Any amendments, consents to or waivers of the terms of this Contract must be in writing and signed by both parties. The parties may renew this Contract by their signed, written instrument.
33. Counterparts. The parties may execute this Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract. Counterparts may be delivered by electronic means.

33. Entire Agreement. When signed by both parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.
34. Notices. All notices or demands of any kind required or desired to be given by RSD or Contractor must be in writing and shall be deemed delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein.
35. This contract may be terminated by either party with a 30-day written notice. The RSD can immediately terminate the Agreement if the Contractor and/or any of the Contractor’s employees or agents endanger the health or safety of RSD students or employees.
36. Standards. Contractor shall meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services.
37. Performance. Should the Contractor fail to perform the scope of work or meet the performance standards of the RFP and/or contract, the Contracting Agency may (a) reduce or withhold payment under the contract, (b) require the Contractor to perform, at the Contractor’s expense, any additional work necessary to perform the scope of work to meet the performance standards established under the contract, and/or (c) to declare a default of the resulting Contract, to terminate the resulting Contract, and to seek damages and other relief available under the resulting Contract and/or applicable law.

IN WITNESS WHEREOF, the parties do execute this Agreement, and except as provided above, the undersigned warrant to the other that they are executing this agreement pursuant to authority.

Reynolds School District #7	Contractor
<div>Christopher Ortiz, Ph.D., Ed.D. Assistant Superintendent of Student & Family Services and District Operations</div>	<div>Contractor Signature</div>
<div>Date Signed</div>	<div>Printed Name</div>
	<div>Title</div>
	<div>Date Signed</div>
	<div><input type="checkbox"/> Certificate of Insurance Provided</div>

RSD Internal Review required for final authorization

<div>Program Director</div>	<div>Date Signed</div>
<div>Site Manager</div>	<div>Date Signed</div>
<div><input type="checkbox"/> Account Code for applicable charges required for revenue, expense and pass thru funds.</div>	
<div><input type="checkbox"/> Board approval required if estimated charges exceed \$75,000</div>	
<div>Board Approval Date</div>	
<div><input type="checkbox"/> Background check completed - Required if in direct contact with students</div>	

Reynolds School District #7, Personal/Professional Services Agreement 09/01/2016

7

Reynolds School District #7

WAIVER OF LIABILITY AND HOLD HARMLESS ADDENDUM FOR COVID-19

This WAIVER OF LIABILITY AND HOLD HARMLESS ADDENDUM, (herein referred to as the "Addendum") amends the terms of the Agreement between Contractor and the Reynolds School District #7. All terms of the Agreement are incorporated herein by this reference.

The novel coronavirus ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies have provided orders, regulations, and guidance regarding COVID-19.

COVID-19 Liability. Contractor understands the hazards of COVID-19 and is familiar with the Centers for Disease Control Prevention ("CDC") guidelines; and federal, state, and local orders regarding COVID-19. Contractor acknowledges that it understands the circumstances regarding COVID-19 and will take all necessary precautions as provided by the CDC and federal, state, and local governments. Contractor shall indemnify, defend, and hold harmless Reynolds School District #7 from and against any and all claims, demands, lawsuits, judgments, losses, or expenses of any nature arising out of Contractor's failure to follow the CDC, federal, state, or local orders or guidance regarding COVID-19 and that leads to, directly or indirectly, the infection of COVID-19 or any other illness or injury related to COVID-19.

COVID-19 Termination. Reynolds School District #7 may terminate this Agreement immediately and without notice if it is found that Contractor has failed to follow any regulations, orders, or guidance as provided by the CDC and federal, state, and local governments.

Force Majeure. Neither Reynolds School District #7 nor Contractor shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the Parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

Proof of Vaccination. As of October 18, 2021, Contractors, Partners and Volunteers, who are age 16 and older, and have direct or indirect contact with students, must submit proof of vaccination or documentation of a medical or religious exception prior to working with students. Contractor or Partner attests that any of its employees or agents who are assigned to provide services under the terms of this Agreement has provided Contractor or Partner with either proof of vaccination showing they are fully vaccinated, or documentation of a medical or religious exception. "Proof of vaccination" means documentation provided by a tribal, federal, state or local government, or a health care provider, that includes an individual's name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two-dose vaccine, and the name/location of the health care provider or site where the vaccine was administered. Documentation may include but is not limited to a COVID-19 vaccination record card or a copy or digital picture of the vaccination record card, or a print-out from the Oregon Health Authority's immunization registry. Given that medical and religious exceptions for contractors and volunteers constitute an undue

hardship to the District, in most cases unvaccinated contactors and volunteers may not continue to provide services to the District even with these exceptions.

Reynolds School District #7

Superintendent or Authorized Signer

Printed Name

Title

Date Signed

Contractor

Contractor Signature

Printed Name

Title

Date Signed

**REYNOLDS SCHOOL DISTRICT
RMS CAFETERIA SEISMIC UPGRADE 16-17
ATTACHMENT B - DESIGN TEAM SERVICES MATRIX**

Service Line	Architect / Engineering Basic Services	Supplemental Services	Other Owner Consultants	Owner Costs
CORE DESIGN TEAM				
Architectural Design	X			
BIM Management Plan - If Proposed Plan Is To Design Using BIM				
Architectural Production	X			
Architectural Construction Administration	X			
Design, Interior	X			
Design, Landscape	X			
Engineering, Civil	X			
Engineering, Electrical	X			
Design & Engineering, IT-Technology / Low Voltage, Security	X			
Design & Engineering, Energy Efficient / Specialty Lighting	X			
Design & Engineering, AV Systems	X			
Design & Engineering, Mass Notification, Fire and Life Safety Systems	X			
Engineering, Mechanical	X			
Engineering, Plumbing	X			
Engineering, Structural	X			
Planning, Educational Specifications				
SPECIALTY CONSULTANTS				
Consultant, Acoustic	X			
Consultant, Architectural Specifications	X			
Consultant, Code	X			
Consultant, Structural PEER Review			X	
Consultant, 3rd Party Estimating			X	
Consultant, Sustainability	X			
Consultant, Non-Code Required Signage and Wayfinding	X			
Consultant, Fire / Life / Safety	X			
Consultant, Certified Fire Protection Engineer	X			
Consultant, Hardware	X			
Consultant, Building Envelope		X		
Consultant, Roofing		X		
Consultant, Security			X	
Consultant, Soils / Geotechnical			X	
Consultant, 3rd Party PEER Review Soils Engineer			X	
Consultant, Environmental / Hazardous Material			X	
Consultant, Commissioning Agent / MEP and Building Envelope			X	
Consultant, Commissioning Telecommunications / IT Systems / Security / AV				X
Consultant, Special Inspections / Testing Laboratory				X
Coordination of Permit and AHJ Review	X			
Permits / SDC's / and other AHJ Charges				X
Planning Consultant, Telecommunications / IT Systems / Security / AV				X
Planning, Relocation / Transition and Move Coordination				X
Site Logistics, Planning / Coordination				X

Attachment C Proposer Certifications

NOTE TO PROPOSER: Each proposal must include a copy of a signed original of this attachment that has been signed by an authorized representative of proposer. Proposals that do not include a scanned signed copy of this attachment will be rejected as nonresponsive.

Proposer represents that each of the following statements is accurate at the time the proposer submits its proposal. Proposer warrants that each of the following statements will remain accurate for a period of 120 days following submission of proposer's proposal and, if proposer's proposal is accepted, each statement will remain accurate throughout the term of any contract between proposer and the Reynolds School District for architectural and engineering services.

1. The key persons named in proposer's proposal are qualified to perform the work described in this RFP and in the proposal, and proposer will assign these key persons to perform the work if the Reynolds School District awards a contract to proposer for these services.
2. Proposer has not colluded or consulted with any other proposer or potential proposer in the preparation and submission of this proposal.
3. Proposer agrees to be bound by the terms and pricing of its proposal, including all attachments to it.
4. The person signing this certification is authorized by proposer to act on behalf of and to make the representations in this certification on behalf of the proposer.
5. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin, nor has proposer or will proposer discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.
6. Proposer has read and understands all instructions, specifications, and terms and conditions contained in the RFP and any addenda to it, and the Reynolds School District is not liable for any claims or subject to any defenses asserted by proposer based upon, resulting from, or related to, proposer's failure to comprehend all requirements of the RFP.
7. If the Reynolds School District awards a contract to proposer for architectural and engineering services, proposer will diligently perform the contract according to its terms.
8. Each of the foregoing representations is accurate and is incorporated into any contract between the Reynolds School District and the proposer for the delivery of the architectural and engineering services.

Proposer Name: _____

By: _____

Title: _____

Date: _____

Attachment D
References
Reynolds School District

Proposer Name: _____

Proposer must provide five references that can rate proposer's performance on similar projects in the last five (5) years and proposer's ability to satisfy the requirements set forth in RFP section D.6, Proposal Requirements. References must include client name, title and contact information.

The Reynolds School District may attempt to contact two (2) sources for each reference given. The committee may make up to three (3) attempts to contact each of the reference sources, which will be made during normal business hours. If the three (3) attempts are unsuccessful, the proposer may receive zero (0) points for that reference source.

(Note: Proposer may supply the required information in a different format, as long as all required information is provided.)

Reference 1

Client Name: _____
City, State: _____
Contact Name: _____
Contact Title: _____
Telephone: _____
Email: _____
Description: _____

Type: Public _____ Private _____

Reference 2

Client Name: _____
City, State: _____
Contact Name: _____
Contact Title: _____
Telephone: _____
Email: _____
Description: _____

Type: Public _____ Private _____

Reference 3

Client Name: _____
City, State: _____
Contact Name: _____
Contact Title: _____

Telephone: _____
Email: _____
Description: _____

Type: Public _____ Private _____

Reference 4

Client Name: _____
City, State: _____
Contact Name: _____
Contact Title: _____
Telephone: _____
Email: _____
Description: _____

Type: Public _____ Private _____

Reference 5

Client Name: _____
City, State: _____
Contact Name: _____
Contact Title: _____
Telephone: _____
Email: _____
Description: _____

Type: Public _____ Private _____

Attachment E

Structural Seismic Evaluation Report for the Reynolds Middle School Cafeteria

4865-3348-2252, v. 1

**REYNOLDS SCHOOL DISTRICT
REYNOLDS MIDDLE SCHOOL – CAFETERIA WING**

1200 NE 201st Avenue
Fairview, OR 97024

SEISMIC EVALUATION AND CONCEPTUAL SEISMIC STRENGTHENING SCHEME
February 28, 2020



Project Engineer: Christopher Hart chris.hart@holmesconsulting.co.nz
Principal: Jennifer Eggers jennifer.eggers@holmesstructures.com

Holmes Structures
525 SE MLK Blvd, Suite 602
Portland, OR 97214
T: 503-703-9912



Project No. 19491.10

Holmes Structures

EXP. 12/31/2021

1 INTRODUCTION AND PROJECT SUMMARY

Holmes Structures has been engaged by Reynolds School District (RSD) through BRIC Architecture to perform a seismic evaluation of a portion of Reynolds Middle School located at 1200 NE 201st Avenue in Fairview, Oregon. American Society of Civil Engineers (ASCE) Standard 41-17, *Seismic Evaluation and Retrofit of Existing Buildings*, was used to complete the evaluation and strengthening scheme using the Tier 1 seismic evaluation procedure. The purpose of this report is to present the seismic deficiencies of the buildings only. Any issues related to gravity system not associated with the lateral resisting system will not be addressed in this report.

A strengthening scheme is included in this report, which provides recommendations for rehabilitation of the deficiencies found during the TIER 1 evaluation.

A summary of the project and building parts evaluated can be found in the table below. Building Part B (the remainder of the Middle School Campus) was not evaluated and is not included in the retrofit scheme. There will be two new seismic joints added between Part A and building Part B which are included in the retrofit. See Figure 1.

Project Summary Information						
Building Part	Building Part Name	Included in Retrofit	Year Built	Building Type	Nonstructural Retrofits Included in Scope Y/N	Previous Seismic Retrofit Y/N (Year if Yes)
A	Cafeteria Wing	Y	1956	RM1	Y	N
B	Remainder of Middle School Campus Bldgs	N	Varies	Varies	N	n/a
Total Retrofit Cost						\$2,474,868
Retrofit Square Feet						22,000
Retrofit Cost Per Square Foot						\$112.49 / sf
Is the campus within a tsunami, FEMA flood zone or other high hazard area?						No

2 LIMITATIONS

Findings presented as a part of this project are for the sole use of RSD in its evaluation of the subject property. The findings are not intended for use by other parties and may not contain sufficient information for the purposes of other parties or other uses. Our professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practicing in this field at this time. No other warranty, expressed or implied, is made as to the professional advice presented in this report.

No material sampling or destructive testing has been undertaken. Our conclusions are based on our review of the original building drawings as available, our visual observations and experience with buildings of this type.

3 ENGINEERING REPORT CHECKLIST

Engineering Report Checklist		
<input checked="" type="checkbox"/>	Engineering Report Cover Page	Page 1
<input checked="" type="checkbox"/>	Project Summary Page	Page 2
<input checked="" type="checkbox"/>	Building Parts Identification	Page 4
<input checked="" type="checkbox"/>	Statement of the Performance Objective	Page 10
	Summary of Deficiencies	Page 12
<input checked="" type="checkbox"/>	Structural Seismic Deficiencies	Pages 12
<input checked="" type="checkbox"/>	Nonstructural Seismic Deficiencies	Pages 13
	Summary of Mitigation/Retrofit	Page 14
<input checked="" type="checkbox"/>	Structural Mitigation/Retrofit	Page 14
<input checked="" type="checkbox"/>	Nonstructural Mitigation/Retrofit	Page 15
	Summary Construction Cost Estimate	Page 16
<input checked="" type="checkbox"/>	Direct Cost	Page 16
<input checked="" type="checkbox"/>	Indirect Soft Cost	Page 16
<input checked="" type="checkbox"/>	Certification Statement by Engineer	Page 16
	ASCE 41-17 Tier 1 Checklists	Page 17
<input checked="" type="checkbox"/>	Basic Configuration Checklist	Page 18
<input checked="" type="checkbox"/>	Building System Structural Checklists	Page 19
<input checked="" type="checkbox"/>	Nonstructural Checklist	Page 21
<input checked="" type="checkbox"/>	Retrofit Drawings & Sketches	Page 27
<input checked="" type="checkbox"/>	Itemized Construction Cost Estimate	Page 36

4 BUILDING PARTS IDENTIFICATION

The Reynolds Middle School campus consists of numerous buildings and additions constructed over multiple decades as depicted in Figure 1. The scope of this report focuses on one out of the four “wings” from the original 1956 construction. This particular wing, denoted in this report as the cafeteria wing (number 2 in Figure 1), contains the cafeteria, stage/cafetorium, kitchen, boiler room, teacher lounges, and offices. The programing for the cafeteria wing is shown in Figure 3.

The 1956 original four main wings are connected by a square quadrangle corridor/hallway (number 1 in Figure 1) that encircles a courtyard. Not long after the original buildings were constructed, several classroom additions were constructed on the interior of the courtyard (number 7 in Figure 1). These classroom additions connect to the quadrangle corridor. Building Part A in Figure 2 includes the cafeteria wing plus one of the 1960s classroom additions and the adjacent covered walkway and is the focus of this report.

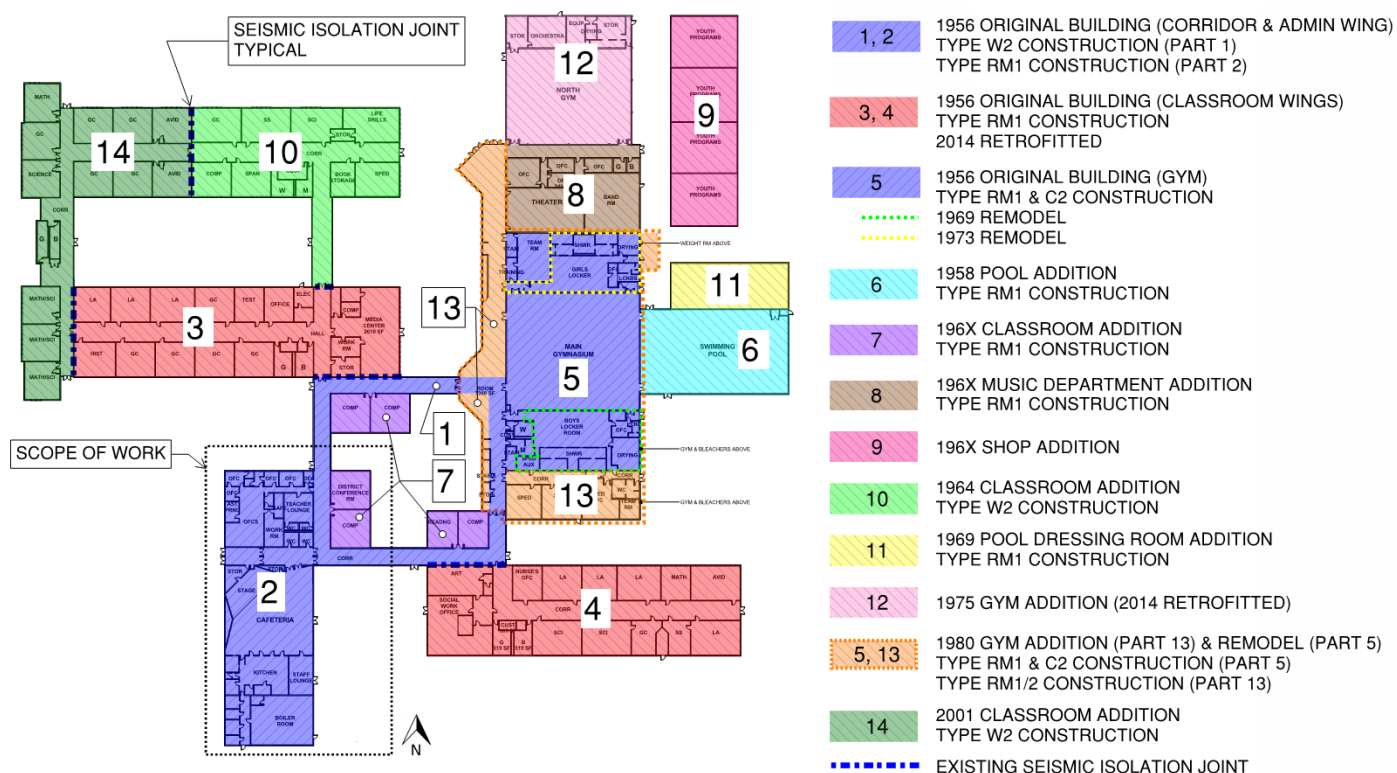


Figure 1: Building Year Plan

The main portion of “Building Part A” is the cafeteria wing from the original 1956 construction which is approximately 74 ft by 230 ft (17,000 square feet). The wing can be divided into two rectangular sections denoted by their respective roof elevations which differ by approximately 6 feet. The two sections are referred within this report as the administration offices section and the cafeteria, kitchen, and boiler room section, which are separated by the east-west main entrance hallway. The exterior walls on the south and west sides of the building are 10 inch wide double wythe brick with a lightly reinforced concrete filled cavity. The exterior walls on the north and east sides of the building are full height glazing. There are several interior 8 inch reinforced block wall partitions, but the two walls that line the main entrance hallway are also 10 inch brick walls similar to the exterior walls. The roof for both sections consists of 2 inch tongue and groove straight

sheathing, however, there is a small section of roof above the staff lounge that is 1" diagonal sheathing. The sheathing is supported by deep glulam beams that span the width of the building. The glulam beams are supported by steel columns on the end of the building that is in the glazing wall. Reference Figures 4 through 18 for photographs of the building.

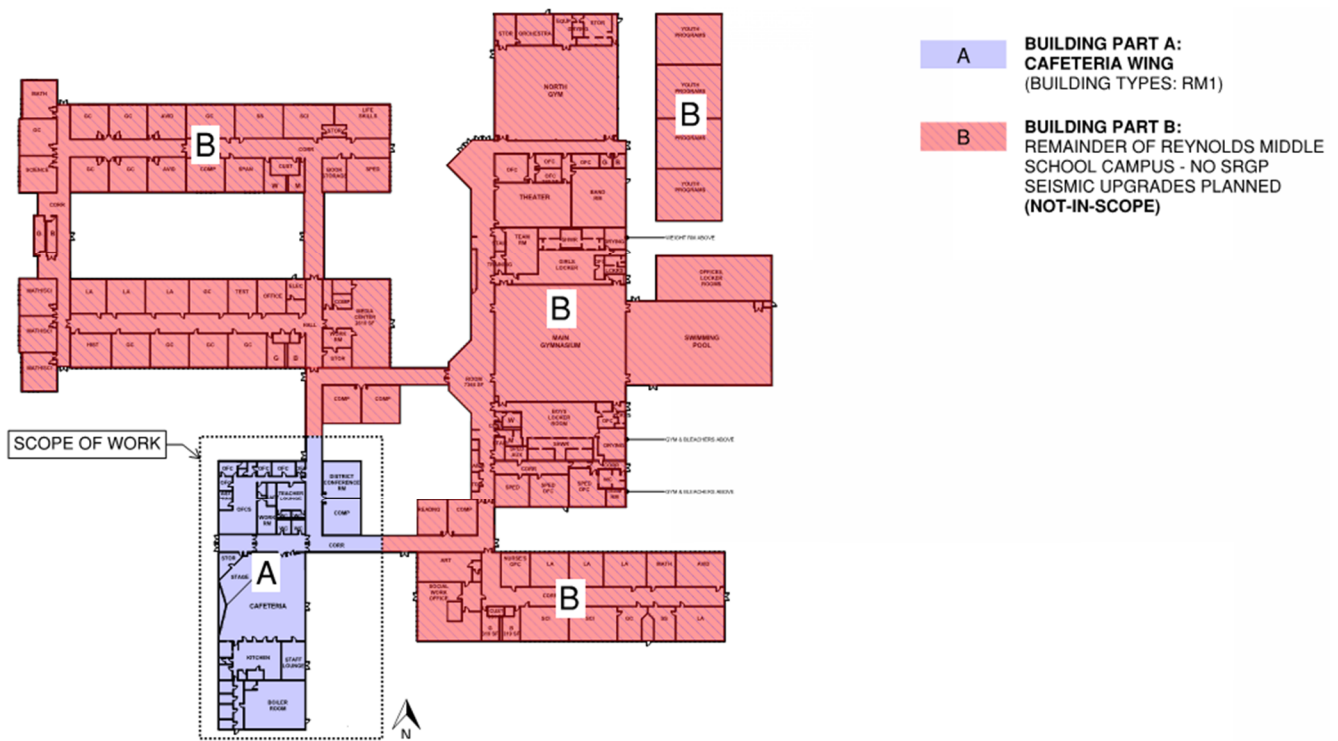


Figure 2: Building Parts

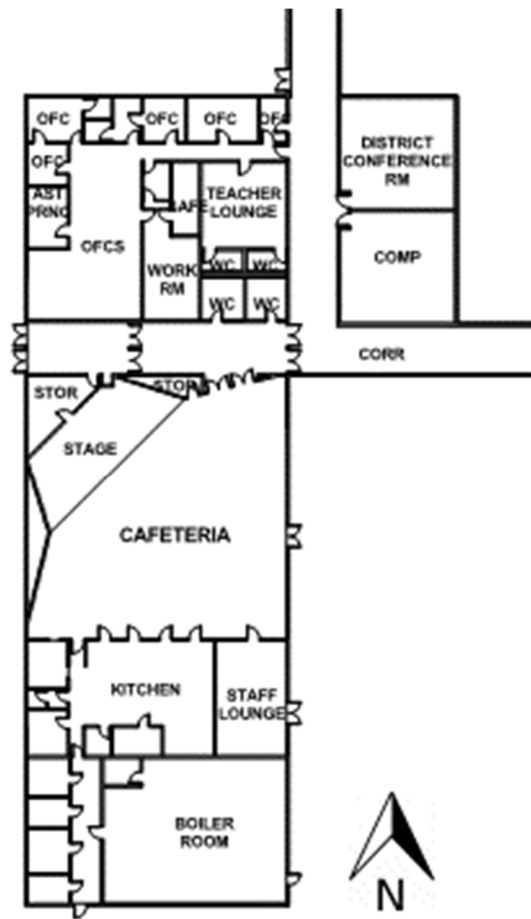


Figure 3: Cafeteria Wing Programing



Figure 4: East Elevation of Cafeteria



Figure 5: South Elevation



Figure 6: West Elevation



Figure 7: West Elevation of Administration Section and Entrance



Figure 8: North Elevation



Figure 9: Quadrangle Courtyard Classroom Addition



Figure 10: Quadrangle Courtyard Classroom Addition Roof



Figure 11: Roof Interface Between High and Low Roofs



Figure 12: Administration Section Roof



Figure 13: Quadrangle Corridor/Hallway



Figure 14: Quadrangle Corridor/Hallway at Glazing



Figure 15: Interior of Quadrangle Courtyard Classroom Addition



Figure 16: Cafeteria Wing Main Entrance Hallway



Figure 17: Cafeteria



Figure 18: Boiler Room Roof with Glulam Beams and Straight Sheathing Roof

5 STATEMENT OF PERFORMANCE OBJECTIVE

Reynolds Middle School cafeteria wing was evaluated in accordance with ASCE 41-17, the national standard for evaluating and retrofitting existing buildings, using its Tier 1 evaluation procedure. A Tier 1 evaluation uses checklists to coarsely but systematically identify or screen areas of potential seismic deficiencies. Structural systems or components which are identified as “non-compliant” (NC) should be further evaluated using a more detailed Tier 2 or Tier 3 evaluation to confirm if an actual deficiency exists and quantify the extent or severity. Tier 2 or Tier 3 evaluations were beyond the scope of this project.

The target basic performance objective for existing buildings (BPOE) for the cafeteria building (part A), which is classified as a Risk Category IV structure in order to serve as an emergency shelter for the school and the community after a seismic event, is to achieve Life Safety (LS) Structural Performance and Hazards Reduced (HR) Nonstructural Performance Level for BSE-2E seismic event and Immediate Occupancy (IO) Structural Performance and Position Retention (PR) Nonstructural Performance Level for a BSE-1E seismic event. See Figure 19 below.



Figure 19: Basic Performance Objective for Existing Buildings (BPOE)

For BSE-1E and BSE-2E seismic events, the spectral response accelerations considered should be not less than 75% of BSE-1N and 75% of BSE-2N respectively. Without any geotechnical report, it has been assumed that the geotechnical site classification would be no worse than Site Class D stiff soils. The ASCE 41-17 spectral response acceleration parameters for Site Class D soils at this location are:

BSE-1 Hazard:

	BSE-1E	75% BSE-1N	Governing Value
S_{XS}	0.374g	0.509g	0.509g
S_{X1}	0.206g	0.359g	0.359g

BSE-2 Hazard:

	BSE-2E	75% BSE-2N	Governing Value
S_{XS}	0.809g	0.764g	0.809g
S_{X1}	0.549g	0.539g	0.549g

The governing values as shown above were used in the Tier 1 evaluations.

The site is classified as having a High Level of Seismicity per ASCE 41-17 Table 2-4.

6 OBSERVATIONS

6.1 Site Survey

Holmes structures conducted a site survey of the Reynolds Middle School on 1/31/2020 to verify the general conformance of the existing documents and general building conditions. The existing drawings appear to be generally accurate based on the visual observations of the accessible building areas.

6.2 Documents Reviewed

The following documents were provided and reviewed for this project:

- Reynolds Middle School original design drawings, prepared by Architects Associated, dated 1956.
- Reynolds Middle School original design drawings, various years for Building Part B not in scope.

7 SUMMARY OF DEFICIENCIES

The seismic structural and nonstructural deficiencies are listed in tables below for each building part. The deficiency identification tag noted in the tables below corresponds with the seismic retrofit tag in Section 8 and in the seismic strengthening scheme. This tag is also used in the cost estimate for complete tracking of each deficiency, corresponding retrofit and associated cost.

7.1 Building Part A Structural Seismic Deficiencies

TAG	Deficiency/unknown	Description
F1, F2, F3	Adjacent building structures	All separate buildings are tied together and are not separated by any seismic joints.
F2	Torsion and lateral system redundancy and adequacy	Main building does not have 2 lines of shearwalls in both directions of loading.
F4	Double wythe brick walls	Double wythe brick wall with cavity between wythes filled with reinforced concrete is not sufficiently tied together to achieve composite action.
F5	Interior 8" unreinforced masonry walls	Out-of-Plane (O-o-p) support of walls is inadequate
R1	Straight sheathing diaphragm and cross-ties.	Straight sheathing diaphragms at both high and low roofs have aspect ratios greater than 1:1 in both directions of loading, and span more than 12 feet. Tensile capacity is not provided at all reentrant corners or other locations of plan irregularities. There are no cross-ties in either direction.
R2	Double wythe brick walls at flexible diaphragms	Existing o-o-p and in-plane (IP) connections are inadequate.
R3	Interior 8" block walls anchorage at flexible diaphragms	Existing o-o-p and IP connections are inadequate.
R4	Girder bearing at columns and walls	Roof girders sitting on steel columns and walls have little, if any, o-o-p stability.
R5	Parapet at mechanical roof recess	O-o-p support at masonry parapet is inadequately.
M1	Mechanical mezzanine roof diaphragm	Mechanical mezzanine roof is inadequately connected to existing 8" block walls.

7.2 Building Part A Nonstructural Seismic Deficiencies

#	Deficiency/unknown	Description
N1	Natural Gas and Fluid Piping	Bracing is inadequate. There is no automatic Seismic Gas Shutoff Valve. Flexible couplings are not provided at all piping to equipment connections.
N2	Windows	Windows may shatter during seismic event.
N3	Fire Sprinkler Piping	Bracing is inadequate
N4	Contents and Equipment	Bracing/anchorage is inadequate
N5	Fall-prone contents	Bracing is inadequate
N6	Lay-in Tile Ceilings	Bracing is inadequate
N7	Conduits	Couplings are inadequate
N8	Ducts	Bracing is inadequate

8 SUMMARY OF MITIGATION/RETROFIT

8.1 Building Part A Structural Seismic Retrofit

#	Deficiency/unknown	Description
F1, F2, F3	Adjacent building structures	Add seismic joints at covered enclosed walkway. Joint carried through roof framing and glazing. Replace windows as required and provide a new column and W8 beam on cafeteria side of joint. Provide new steel angle X-braced frame on both sides of seismic joint.
F2	Torsion and lateral system redundancy and adequacy	Add steel angle X-braced frames along glazing walls and provide connection to roof diaphragm.
F4	Double wythe brick walls	Provide helifix ties to tie all layers of wall together at 16" x 24" on center.
F5	Interior 8" unreinforced masonry walls	Provide new metal stud wall with helifix ties on back-side of wall to brace unreinforced masonry wall. Connect stud wall to slab and roof diaphragm.
R1	Straight sheathing diaphragm and cross-ties.	Provide new ½" plywood overlay on existing straight sheathing. Provide Simpson strapping at 9 feet on center in both direction for cross ties. Re-roof all areas as necessary. Provide Simpson strapping at all re-entrant corners and around roof pop-ups.
R2	Double wythe brick walls at flexible diaphragms	Strengthen diaphragm to wall connection.
R3	Interior 8" block walls anchorage at flexible diaphragms	Strengthen diaphragm to wall connection.
R4	Girder bearing at columns and walls	Provide blocking at girder ends to provide girder o-o-p stability and transfer load to new braced frames as needed
R5	Parapet at mechanical roof recess	Provide o-o-p bracing for parapet with HSS backup frame. Anchor frame to perpendicular block walls.
M1	Mechanical mezzanine roof diaphragm	Strengthen mezzanine floor to block wall connection by providing continuous angles and anchors to existing block wall.

8.2 Building Part A Nonstructural Seismic Retrofit

#	Deficiency/unknown	Description
N1	Natural Gas and Fluid Piping	Provide bracing. Provide automatic Seismic Gas Shutoff Valve. Provide flexible couplings at all piping to equipment connections.
N2	Windows	Apply film to full height glazing panels above 6 feet.
N3	Fire Sprinkler Piping	Provide bracing, couplings and other items in accordance with NFPA-13
N4	Contents and Equipment	Provide bracing for tall narrow contents and equipment. Provide bracing/anchorage for fall-prone contents and equipment weighing more than 20 lbs whose center of mass is more than 4 ft above the floor. Brace in-line equipment with an operating weight of more than 75 lb. Anchor heavy equipment (more than 400 lbs).
N5	Ceilings	Provide bracing and edge clearance detailing
N6	Conduits	Provide couplings for conduit greater than 2.5 inches that is attached to panels, cabinet or other equipment
N7	Ducts	Provide bracing

9 SUMMARY CONSTRUCTION COST ESTIMATE

9.1 Direct Cost and Indirect Soft Cost

Direct Cost		
Construction	\$	1,884,816.00
Sub total	\$	1,884,816.00
Indirect Soft Cost		
Engineering	\$	263,874.00
Construction Management	\$	50,000.00
Relocation	\$	50,000.00
Contingency	\$	226,178.00
Sub total	\$	590,052.00
Totals and Summary		
Total Cost Estimate	\$	2,474,868.00
Match Funds	\$	-
Total Amount Requested from SRGP	\$	2,474,868.00

10 RECOMMENDATIONS

Based on the ASCE 41-17 Tier 1 screening, Reynolds Middle School cafeteria wing does not meet the performance objective and has a potential for partial collapse of the building particularly due to the lack of a lateral force resisting system along the glazing walls and the adequacy of connections at the roof diaphragm.

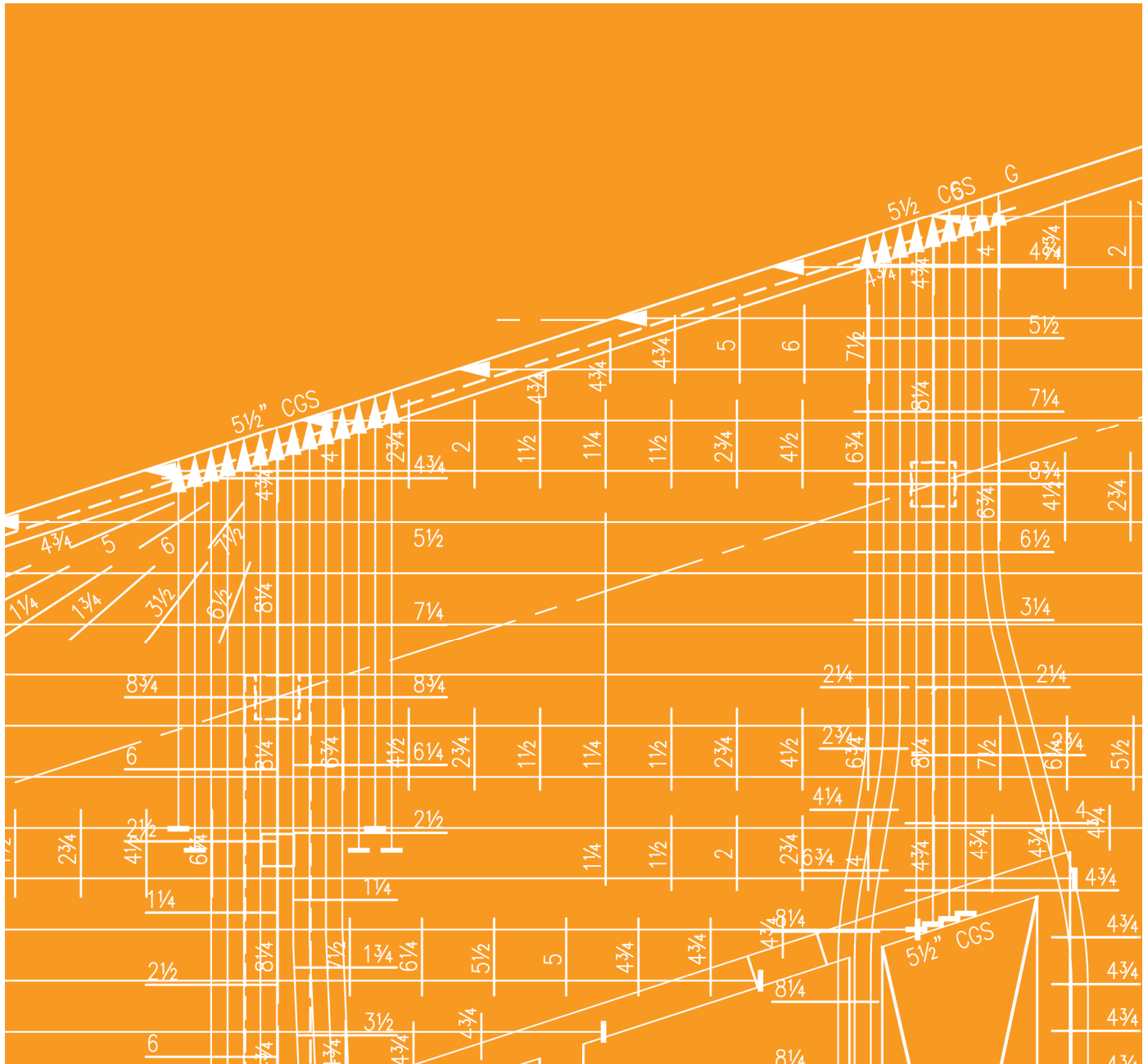
11 CERTIFICATION STATEMENT

Holmes Structures reviewed the engineering cost estimate and certifies that all of the seismic deficiencies are included in the retrofit scope of work and that all of the retrofit's scope of work elements are included in the cost estimate.



Jennifer Eggers, S.E.

February 28, 2020



ASCE41-17 Tier 1 Checklists

BASIC IO CHECKLIST - BLDG PART A

Table 17-3. Immediate Occupancy Basic Configuration Checklist

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Very Low Seismicity			
Building System—General			
C NC N/A U	LOAD PATH: The structure contains a complete, well-defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation.	5.4.1.1	A.2.1.1
C NC N/A U	ADJACENT BUILDINGS: The clear distance between the building being evaluated and any adjacent building is greater than 0.5% of the height of the shorter building in low seismicity, 1.0% in moderate seismicity, and 3.0% in high seismicity.	5.4.1.2	A.2.1.2
C NC N/A U	MEZZANINES: Interior mezzanine levels are braced independently from the main structure or are anchored to the seismic-force-resisting elements of the main structure.	5.4.1.3	A.2.1.3
Building System—Building Configuration			
C NC N/A U	WEAK STORY: The sum of the shear strengths of the seismic-force-resisting system in any story in each direction is not less than 80% of the strength in the adjacent story above.	5.4.2.1	A.2.2.2
C NC N/A U	SOFT STORY: The stiffness of the seismic-force-resisting system in any story is not less than 70% of the seismic-force-resisting system stiffness in an adjacent story above or less than 80% of the average seismic-force-resisting system stiffness of the three stories above.	5.4.2.2	A.2.2.3
C NC N/A U	VERTICAL IRREGULARITIES: All vertical elements in the seismic-force-resisting system are continuous to the foundation.	5.4.2.3	A.2.2.4
C NC N/A U	GEOMETRY: There are no changes in the net horizontal dimension of the seismic-force-resisting system of more than 30% in a story relative to adjacent stories, excluding one-story penthouses and mezzanines.	5.4.2.4	A.2.2.5
C NC N/A U	MASS: There is no change in effective mass of more than 50% from one story to the next. Light roofs, penthouses, and mezzanines need not be considered.	5.4.2.5	A.2.2.6
C NC N/A U	TORSION: The estimated distance between the story center of mass and the story center of rigidity is less than 20% of the building width in either plan dimension.	5.4.2.6	A.2.2.7
Low Seismicity (Complete the Following Items in Addition to the Items for Very Low Seismicity)			
Geologic Site Hazards			
C NC N/A U	LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance do not exist in the foundation soils at depths within 50 ft (15.2 m) under the building.	5.4.3.1	A.6.1.1
C NC N/A U	SLOPE FAILURE: The building site is located away from potential earthquake-induced slope failures or rockfalls so that it is unaffected by such failures or is capable of accommodating any predicted movements without failure.	5.4.3.1	A.6.1.2
C NC N/A U	SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site are not anticipated.	5.4.3.1	A.6.1.3
Moderate and High Seismicity (Complete the Following Items in Addition to the Items for Low Seismicity)			
Foundation Configuration			
C NC N/A U	OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) is greater than $0.6S_a$.	5.4.3.3	A.6.2.1
C NC N/A U	TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Site Class A, B, or C.	5.4.3.4	A.6.2.2

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

RM1 IO CHECKLIST - BLDG PART A

Table 17-35. Immediate Occupancy Structural Checklist for Building Types RM1 and RM2

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Very Low Seismicity			
Seismic-Force-Resisting System			
C NC N/A U	REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2.	5.5.1.1	A.3.2.1.1
C NC N/A U	SHEAR STRESS CHECK: The shear stress in the reinforced masonry shear walls, calculated using the Quick Check procedure of Section 4.4.3.3, is less than 70 lb/in. ² (4.83 MPa).	5.5.3.1.1	A.3.2.4.1
C NC N/A U	REINFORCING STEEL: The total vertical and horizontal reinforcing steel ratio in reinforced masonry walls is greater than 0.002 of the wall with the minimum of 0.0007 in either of the two directions; the spacing of reinforcing steel is less than 48 in., and all vertical bars extend to the top of the walls.	5.5.3.1.3	A.3.2.4.2
Connections			
C NC N/A U	WALL ANCHORAGE: Exterior concrete or masonry walls that are dependent on the diaphragm for lateral support are anchored for out-of-plane forces at each diaphragm level with steel anchors, reinforcing dowels, or straps that are developed into the diaphragm. Connections have strength to resist the connection force calculated in the Quick Check procedure of Section 4.4.3.7.	5.7.1.1	A.5.1.1
C NC N/A U	WOOD LEDGERS: The connection between the wall panels and the diaphragm does not induce cross-grain bending or tension in the wood ledgers.	5.7.1.3	A.5.1.2
C NC N/A U	TRANSFER TO SHEAR WALLS: Diaphragms are connected for transfer of seismic forces to the shear walls, and the connections are able to develop the lesser of the shear strength of the walls or diaphragms.	5.7.2	A.5.2.1
C NC N/A U	FOUNDATION DOWELS: Wall reinforcement is doweled into the foundation, and the dowels are able to develop the lesser of the strength of the walls or the uplift capacity of the foundation.	5.7.3.4	A.5.3.5
C NC N/A U	GIRDER-COLUMN CONNECTION: There is a positive connection using plates, connection hardware, or straps between the girder and the column support.	5.7.4.1	A.5.4.1
Stiff Diaphragms			
C NC N/A U	TOPPING SLAB: Precast concrete diaphragm elements are interconnected by a continuous reinforced concrete topping slab.	5.6.4	A.4.5.1
C NC N/A U	TOPPING SLAB TO WALLS OR FRAMES: Reinforced concrete topping slabs that interconnect the precast concrete diaphragm elements are doweled for transfer of forces into the shear wall or frame elements.	5.7.2	A.5.2.3
Foundation System			
C NC N/A U	DEEP FOUNDATIONS: Piles and piers are capable of transferring the lateral forces between the structure and the soil.		A.6.2.3
C NC N/A U	SLOPING SITES: The difference in foundation embedment depth from one side of the building to another does not exceed one story.		A.6.2.4
Low, Moderate, and High Seismicity (Complete the Following Items in Addition to the Items for Very Low Seismicity)			
Seismic-Force-Resisting System			
C NC N/A U	REINFORCING AT WALL OPENINGS: All wall openings that interrupt rebar have trim reinforcing on all sides.	5.5.3.1.5	A.3.2.4.3
C NC N/A U	PROPORTIONS: The height-to-thickness ratio of the shear walls at each story is less than 30.	5.5.3.1.2	A.3.2.4.4

continues

RM1 IO CHECKLIST - BLDG PART A

Table 17-35 (Continued). Immediate Occupancy Structural Checklist for Building Types RM1 and RM2

Status	Evaluation Statement	Tier 2 Reference	Commentary Reference
Diaphragms (Stiff or Flexible)			
C NC N/A U	OPENINGS AT SHEAR WALLS: Diaphragm openings immediately adjacent to the shear walls are less than 15% of the wall length.	5.6.1.3	A.4.1.4
C NC N/A U	OPENINGS AT EXTERIOR MASONRY SHEAR WALLS: Diaphragm openings immediately adjacent to exterior masonry shear walls are not greater than 4 ft (1.2 m) long.	5.6.1.3	A.4.1.6
C NC N/A U	PLAN IRREGULARITIES: There is tensile capacity to develop the strength of the diaphragm at reentrant corners or other locations of plan irregularities.	5.6.1.4	A.4.1.7
C NC N/A U	DIAPHRAGM REINFORCEMENT AT OPENINGS: There is reinforcing around all diaphragm openings larger than 50% of the building width in either major plan dimension.	5.6.1.5	A.4.1.8
Flexible Diaphragms			
C NC N/A U	CROSS TIES: There are continuous cross ties between diaphragm chords.	5.6.1.2	A.4.1.2
C NC N/A U	STRAIGHT SHEATHING: All straight-sheathed diaphragms have aspect ratios less than 1-to-1 in the direction being considered.	5.6.2	A.4.2.1
C NC N/A U	SPANS: All wood diaphragms with spans greater than 12 ft (3.6 m) consist of wood structural panels or diagonal sheathing.	5.6.2	A.4.2.2
C NC N/A U	DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS: All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 30 ft (9.2 m) and aspect ratios less than or equal to 3-to-1.	5.6.2	A.4.2.3
C NC N/A U	NONCONCRETE FILLED DIAPHRAGMS: Untopped metal deck diaphragms or metal deck diaphragms with fill other than concrete consist of horizontal spans of less than 40 ft (12.2 m) and have aspect ratios less than 4-to-1.	5.6.3	A.4.3.1
C NC N/A U	OTHER DIAPHRAGMS: Diaphragms do not consist of a system other than wood, metal deck, concrete, or horizontal bracing.	5.6.5	A.4.7.1
Connections			
C NC N/A U	STIFFNESS OF WALL ANCHORS: Anchors of concrete or masonry walls to wood structural elements are installed taut and are stiff enough to limit the relative movement between the wall and the diaphragm to no greater than 1/8 in. before engagement of the anchors.	5.7.1.2	A.5.1.4

Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

Table 17-38. Nonstructural Checklist

NONSTRUCTURAL CHECKLIST - BLDG PART A

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
Life Safety Systems			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FIRE SUPPRESSION PIPING: Fire suppression piping is anchored and braced in accordance with NFPA-13.	13.7.4	A.7.13.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Fire suppression piping has flexible couplings in accordance with NFPA-13.	13.7.4	A.7.13.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. EMERGENCY POWER: Equipment used to power or control Life Safety systems is anchored or braced.	13.7.7	A.7.12.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR AND SMOKE DUCTS: Stair pressurization and smoke control ducts are braced and have flexible connections at seismic joints.	13.7.6	A.7.14.1
C NC N/A U	HR—not required; LS—MH; PR—MH. SPRINKLER CEILING CLEARANCE: Penetrations through panelized ceilings for fire suppression devices provide clearances in accordance with NFPA-13.	13.7.4	A.7.13.3
C NC N/A U	HR—not required; LS—not required; PR—LMH. EMERGENCY LIGHTING: Emergency and egress lighting equipment is anchored or braced.	13.7.9	A.7.3.1
Hazardous Materials			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL EQUIPMENT: Equipment mounted on vibration isolators and containing hazardous material is equipped with restraints or snubbers.	13.7.1	A.7.12.2
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HAZARDOUS MATERIAL STORAGE: Breakable containers that hold hazardous material, including gas cylinders, are restrained by latched doors, shelf lips, wires, or other methods.	13.8.3	A.7.15.1
C NC N/A U	HR—MH; LS—MH; PR—MH. HAZARDOUS MATERIAL DISTRIBUTION: Piping or ductwork conveying hazardous materials is braced or otherwise protected from damage that would allow hazardous material release.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—MH; LS—MH; PR—MH. SHUTOFF VALVES: Piping containing hazardous material, including natural gas, has shutoff valves or other devices to limit spills or leaks.	13.7.3 13.7.5	A.7.13.3
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. FLEXIBLE COUPLINGS: Hazardous material ductwork and piping, including natural gas piping, have flexible couplings.	13.7.3 13.7.5	A.7.15.4
C NC N/A U	HR—MH; LS—MH; PR—MH. PIPING OR DUCTS CROSSING SEISMIC JOINTS: Piping or ductwork carrying hazardous material that either crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5 13.7.6	A.7.13.6
Partitions			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY: Unreinforced masonry or hollow-clay tile partitions are braced at a spacing of at most 10 ft (3.0 m) in Low or Moderate Seismicity, or at most 6 ft (1.8 m) in High Seismicity.	13.6.2	A.7.1.1
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. HEAVY PARTITIONS SUPPORTED BY CEILINGS: The tops of masonry or hollow-clay tile partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—MH; PR—MH. DRIFT: Rigid cementitious partitions are detailed to accommodate the following drift ratios: in steel moment frame, concrete moment frame, and wood frame buildings, 0.02; in other buildings, 0.005.	13.6.2	A.7.1.2
C NC N/A U	HR—not required; LS—not required; PR—MH. LIGHT PARTITIONS SUPPORTED BY CEILINGS: The tops of gypsum board partitions are not laterally supported by an integrated ceiling system.	13.6.2	A.7.2.1
C NC N/A U	HR—not required; LS—not required; PR—MH. STRUCTURAL SEPARATIONS: Partitions that cross structural separations have seismic or control joints.	13.6.2	A.7.1.3

continues

Table 17-38 (Continued). Nonstructural Checklist

NONSTRUCTURAL CHECKLIST - BLDG PART A

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required; PR—MH. TOPS: The tops of ceiling-high framed or panelized partitions have lateral bracing to the structure at a spacing equal to or less than 6 ft (1.8 m).	13.6.2	A.7.1.4
Ceilings			
C NC N/A U	HR—H; LS—MH; PR—LMH. SUSPENDED LATH AND PLASTER: Suspended lath and plaster ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—MH; PR—LMH. SUSPENDED GYPSUM BOARD: Suspended gypsum board ceilings have attachments that resist seismic forces for every 12 ft ² (1.1 m ²) of area.	13.6.4	A.7.2.3
C NC N/A U	HR—not required; LS—not required; PR—MH. INTEGRATED CEILINGS: Integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) and ceilings of smaller areas that are not surrounded by restraining partitions are laterally restrained at a spacing no greater than 12 ft (3.6 m) with members attached to the structure above. Each restraint location has a minimum of four diagonal wires and compression struts, or diagonal members capable of resisting compression.	13.6.4	A.7.2.2
C NC N/A U	HR—not required; LS—not required; PR—MH. EDGE CLEARANCE: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) have clearances from the enclosing wall or partition of at least the following: in Moderate Seismicity, 1/2 in. (13 mm); in High Seismicity, 3/4 in. (19 mm).	13.6.4	A.7.2.4
C NC N/A U	HR—not required; LS—not required; PR—MH. CONTINUITY ACROSS STRUCTURE JOINTS: The ceiling system does not cross any seismic joint and is not attached to multiple independent structures.	13.6.4	A.7.2.5
C NC N/A U	HR—not required; LS—not required; PR—H. EDGE SUPPORT: The free edges of integrated suspended ceilings with continuous areas greater than 144 ft ² (13.4 m ²) are supported by closure angles or channels not less than 2 in. (51 mm) wide.	13.6.4	A.7.2.6
C NC N/A U	HR—not required; LS—not required; PR—H. SEISMIC JOINTS: Acoustical tile or lay-in panel ceilings have seismic separation joints such that each continuous portion of the ceiling is no more than 2,500 ft ² (232.3 m ²) and has a ratio of long-to-short dimension no more than 4-to-1.	13.6.4	A.7.2.7
Light Fixtures			
C NC N/A U	HR—not required; LS—MH; PR—MH. INDEPENDENT SUPPORT: Light fixtures that weigh more per square foot than the ceiling they penetrate are supported independent of the grid ceiling suspension system by a minimum of two wires at diagonally opposite corners of each fixture.	13.6.4 13.7.9	A.7.3.2
C NC N/A U	HR—not required; LS—not required; PR—H. PENDANT SUPPORTS: Light fixtures on pendant supports are attached at a spacing equal to or less than 6 ft. Unbraced suspended fixtures are free to allow a 360-degree range of motion at an angle not less than 45 degrees from horizontal without contacting adjacent components. Alternatively, if rigidly supported and/or braced, they are free to move with the structure to which they are attached without damaging adjoining components. Additionally, the connection to the structure is capable of accommodating the movement without failure.	13.7.9	A.7.3.3
C NC N/A U	HR—not required; LS—not required; PR—H. LENS COVERS: Lens covers on light fixtures are attached with safety devices.	13.7.9	A.7.3.4
Cladding and Glazing			
C NC N/A U	HR—MH; LS—MH; PR—MH. CLADDING ANCHORS: Cladding components weighing more than 10 lb/ft ² (0.48 kN/m ²) are mechanically anchored to the structure at a spacing equal to or less than the following: for Life Safety in Moderate Seismicity, 6 ft (1.8 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 ft (1.2 m)	13.6.1	A.7.4.1

continues

Table 17-38 (Continued). Nonstructural Checklist **NONSTRUCTURAL CHECKLIST - BLDG PART A**

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—MH; PR—MH. CLADDING ISOLATION: For steel or concrete moment-frame buildings, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.3
C NC N/A U	HR—MH; LS—MH; PR—MH. MULTI-STORY PANELS: For multi-story panels attached at more than one floor level, panel connections are detailed to accommodate a story drift ratio by the use of rods attached to framing with oversize holes or slotted holes of at least the following: for Life Safety in Moderate Seismicity, 0.01; for Life Safety in High Seismicity and for Position Retention in any seismicity, 0.02, and the rods have a length-to-diameter ratio of 4.0 or less.	13.6.1	A.7.4.4
C NC N/A U	HR—not required; LS—MH; PR—MH. THREADED RODS: Threaded rods for panel connections detailed to accommodate drift by bending of the rod have a length-to-diameter ratio greater than 0.06 times the story height in inches for Life Safety in Moderate Seismicity and 0.12 times the story height in inches for Life Safety in High Seismicity and Position Retention in any seismicity.	13.6.1	A.7.4.9
C NC N/A U	HR—MH; LS—MH; PR—MH. PANEL CONNECTIONS: Cladding panels are anchored out of plane with a minimum number of connections for each wall panel, as follows: for Life Safety in Moderate Seismicity, 2 connections; for Life Safety in High Seismicity and for Position Retention in any seismicity, 4 connections.	13.6.1.4	A.7.4.5
C NC N/A U	HR—MH; LS—MH; PR—MH. BEARING CONNECTIONS: Where bearing connections are used, there is a minimum of two bearing connections for each cladding panel.	13.6.1.4	A.7.4.6
C NC N/A U	HR—MH; LS—MH; PR—MH. INSERTS: Where concrete cladding components use inserts, the inserts have positive anchorage or are anchored to reinforcing steel.	13.6.1.4	A.7.4.7
C NC N/A U	HR—not required; LS—MH; PR—MH. OVERHEAD GLAZING: Glazing panes of any size in curtain walls and individual interior or exterior panes more than 16 ft ² (1.5 m ²) in area are laminated annealed or laminated heat-strengthened glass and are detailed to remain in the frame when cracked.	13.6.1.5	A.7.4.8
Masonry Veneer			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. TIES: Masonry veneer is connected to the backup with corrosion-resistant ties. There is a minimum of one tie for every 2-2/3 ft ² (0.25 m ²), and the ties have spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 36 in. (914 mm); for Life Safety in High Seismicity and for Position Retention in any seismicity, 24 in. (610 mm).	13.6.1.2	A.7.5.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. SHELF ANGLES: Masonry veneer is supported by shelf angles or other elements at each floor above the ground floor.	13.6.1.2	A.7.5.2
C NC N/A U	HR—not required; LS—LMH; PR—LMH. WEAKENED PLANES: Masonry veneer is anchored to the backup adjacent to weakened planes, such as at the locations of flashing.	13.6.1.2	A.7.5.3
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. UNREINFORCED MASONRY BACKUP: There is no unreinforced masonry backup.	13.6.1.1 13.6.1.2	A.7.7.2
C NC N/A U	HR—not required; LS—MH; PR—MH. STUD TRACKS: For veneer with cold-formed steel stud backup, stud tracks are fastened to the structure at a spacing equal to or less than 24 in. (610 mm) on center.	13.6.1.1 13.6.1.2	A.7.6.1

continues

Table 17-38 (Continued). Nonstructural Checklist

NONSTRUCTURAL CHECKLIST - BLDG PART A

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—MH; PR—MH. ANCHORAGE: For veneer with concrete block or masonry backup, the backup is positively anchored to the structure at a horizontal spacing equal to or less than 4 ft along the floors and roof.	13.6.1.1 13.6.1.2	A.7.7.1
C NC N/A U	HR—not required; LS—not required; PR—MH. WEEP HOLES: In veneer anchored to stud walls, the veneer has functioning weep holes and base flashing.	13.6.1.2	A.7.5.6
C NC N/A U	HR—not required; LS—not required; PR—MH. OPENINGS: For veneer with cold-formed-steel stud backup, steel studs frame window and door openings.	13.6.1.1 13.6.1.2	A.7.6.2
Parapets, Cornices, Ornamentation, and Appendages			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. URM PARAPETS OR CORNICES: Laterally unsupported unreinforced masonry parapets or cornices have height-to-thickness ratios no greater than the following: for Life Safety in Low or Moderate Seismicity, 2.5; for Life Safety in High Seismicity and for Position Retention in any seismicity, 1.5.	13.6.5	A.7.8.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. CANOPIES: Canopies at building exits are anchored to the structure at a spacing no greater than the following: for Life Safety in Low or Moderate Seismicity, 10 ft (3.0 m); for Life Safety in High Seismicity and for Position Retention in any seismicity, 6 ft (1.8 m).	13.6.6	A.7.8.2
C NC N/A U	HR—H; LS—MH; PR—LMH. CONCRETE PARAPETS: Concrete parapets with height-to-thickness ratios greater than 2.5 have vertical reinforcement.	13.6.5	A.7.8.3
C NC N/A U	HR—MH; LS—MH; PR—LMH. APPENDAGES: Cornices, parapets, signs, and other ornamentation or appendages that extend above the highest point of anchorage to the structure or cantilever from components are reinforced and anchored to the structural system at a spacing equal to or less than 6 ft (1.8 m). This evaluation statement item does not apply to parapets or cornices covered by other evaluation statements.	13.6.6	A.7.8.4
Masonry Chimneys			
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. URM CHIMNEYS: Unreinforced masonry chimneys extend above the roof surface no more than the following: for Life Safety in Low or Moderate Seismicity, 3 times the least dimension of the chimney; for Life Safety in High Seismicity and for Position Retention in any seismicity, 2 times the least dimension of the chimney.	13.6.7	A.7.9.1
C NC N/A U	HR—LMH; LS—LMH; PR—LMH. ANCHORAGE: Masonry chimneys are anchored at each floor level, at the topmost ceiling level, and at the roof.	13.6.7	A.7.9.2
Stairs			
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR ENCLOSURES: Hollow-clay tile or unreinforced masonry walls around stair enclosures are restrained out of plane and have height-to-thickness ratios not greater than the following: for Life Safety in Low or Moderate Seismicity, 15-to-1; for Life Safety in High Seismicity and for Position Retention in any seismicity, 12-to-1.	13.6.2 13.6.8	A.7.10.1
C NC N/A U	HR—not required; LS—LMH; PR—LMH. STAIR DETAILS: The connection between the stairs and the structure does not rely on post-installed anchors in concrete or masonry, and the stair details are capable of accommodating the drift calculated using the Quick Check procedure of Section 4.4.3.1 for moment-frame structures or 0.5 in. for all other structures without including any lateral stiffness contribution from the stairs.	13.6.8	A.7.10.2
Contents and Furnishings			
C NC N/A U	HR—LMH; LS—MH; PR—MH. INDUSTRIAL STORAGE RACKS: Industrial storage racks or pallet racks more than 12 ft high meet the requirements of ANSI/RMI MH 16.1 as modified by ASCE 7, Chapter 15.	13.8.1	A.7.11.1

continues

Table 17-38 (Continued). Nonstructural Checklist **NONSTRUCTURAL CHECKLIST - BLDG PART A**

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW CONTENTS: Contents more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 are anchored to the structure or to each other.	13.8.2	A.7.11.2
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE CONTENTS: Equipment, stored items, or other contents weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level are braced or otherwise restrained.	13.8.2	A.7.11.3
C NC N/A U	HR—not required; LS—not required; PR—MH. ACCESS FLOORS: Access floors more than 9 in. (229 mm) high are braced.	13.6.10	A.7.11.4
C NC N/A U	HR—not required; LS—not required; PR—MH. EQUIPMENT ON ACCESS FLOORS: Equipment and other contents supported by access floor systems are anchored or braced to the structure independent of the access floor.	13.7.7 13.6.10	A.7.11.5
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED CONTENTS: Items suspended without lateral bracing are free to swing from or move with the structure from which they are suspended without damaging themselves or adjoining components.	13.8.2	A.7.11.6
Mechanical and Electrical Equipment			
C NC N/A U	HR—not required; LS—H; PR—H. FALL-PRONE EQUIPMENT: Equipment weighing more than 20 lb (9.1 kg) whose center of mass is more than 4 ft (1.2 m) above the adjacent floor level, and which is not in-line equipment, is braced.	13.7.1 13.7.7	A.7.12.4
C NC N/A U	HR—not required; LS—H; PR—H. IN-LINE EQUIPMENT: Equipment installed in line with a duct or piping system, with an operating weight more than 75 lb (34.0 kg), is supported and laterally braced independent of the duct or piping system.	13.7.1	A.7.12.5
C NC N/A U	HR—not required; LS—H; PR—MH. TALL NARROW EQUIPMENT: Equipment more than 6 ft (1.8 m) high with a height-to-depth or height-to-width ratio greater than 3-to-1 is anchored to the floor slab or adjacent structural walls.	13.7.1 13.7.7	A.7.12.6
C NC N/A U	HR—not required; LS—not required; PR—MH. MECHANICAL DOORS: Mechanically operated doors are detailed to operate at a story drift ratio of 0.01.	13.6.9	A.7.12.7
C NC N/A U	HR—not required; LS—not required; PR—H. SUSPENDED EQUIPMENT: Equipment suspended without lateral bracing is free to swing from or move with the structure from which it is suspended without damaging itself or adjoining components.	13.7.1 13.7.7	A.7.12.8
C NC N/A U	HR—not required; LS—not required; PR—H. VIBRATION ISOLATORS: Equipment mounted on vibration isolators is equipped with horizontal restraints or snubbers and with vertical restraints to resist overturning.	13.7.1	A.7.12.9
C NC N/A U	HR—not required; LS—not required; PR—H. HEAVY EQUIPMENT: Floor-supported or platform-supported equipment weighing more than 400 lb (181.4 kg) is anchored to the structure.	13.7.1 13.7.7	A.7.12.10
C NC N/A U	HR—not required; LS—not required; PR—H. ELECTRICAL EQUIPMENT: Electrical equipment is laterally braced to the structure.	13.7.7	A.7.12.11
C NC N/A U	HR—not required; LS—not required; PR—H. CONDUIT COUPLINGS: Conduit greater than 2.5 in. (64 mm) trade size that is attached to panels, cabinets, or other equipment and is subject to relative seismic displacement has flexible couplings or connections.	13.7.8	A.7.12.12
Piping			
C NC N/A U	HR—not required; LS—not required; PR—H. FLEXIBLE COUPLINGS: Fluid and gas piping has flexible couplings.	13.7.3 13.7.5	A.7.13.2

continues

Table 17-38 (Continued). Nonstructural Checklist

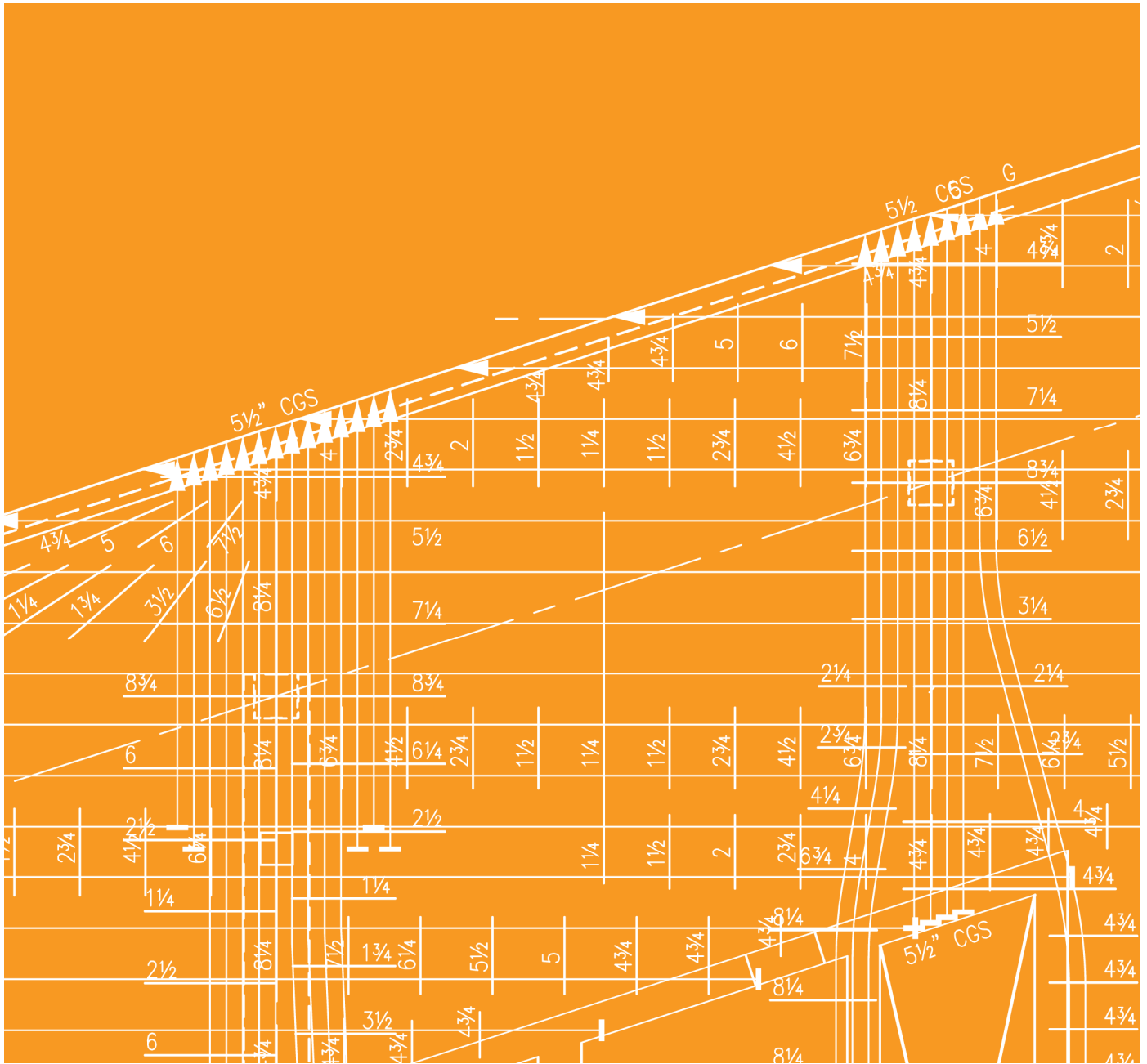
NONSTRUCTURAL CHECKLIST - BLDG PART A

Status	Evaluation Statement ^{a,b}	Tier 2 Reference	Commentary Reference
C NC N/A U	HR—not required; LS—not required; PR—H. FLUID AND GAS PIPING: Fluid and gas piping is anchored and braced to the structure to limit spills or leaks.	13.7.3 13.7.5	A.7.13.4
C NC N/A U	HR—not required; LS—not required; PR—H. C-CLAMPS: One-sided C-clamps that support piping larger than 2.5 in. (64 mm) in diameter are restrained.	13.7.3 13.7.5	A.7.13.5
C NC N/A U	HR—not required; LS—not required; PR—H. PIPING CROSSING SEISMIC JOINTS: Piping that crosses seismic joints or isolation planes or is connected to independent structures has couplings or other details to accommodate the relative seismic displacements.	13.7.3 13.7.5	A.7.13.6
Ducts			
C NC N/A U	HR—not required; LS—not required; PR—H. DUCT BRACING: Rectangular ductwork larger than 6 ft ² (0.56 m ²) in cross-sectional area and round ducts larger than 28 in. (711 mm) in diameter are braced. The maximum spacing of transverse bracing does not exceed 30 ft (9.2 m). The maximum spacing of longitudinal bracing does not exceed 60 ft (18.3 m).	13.7.6	A.7.14.2
C NC N/A U	HR—not required; LS—not required; PR—H. DUCT SUPPORT: Ducts are not supported by piping or electrical conduit.	13.7.6	A.7.14.3
C NC N/A U	HR—not required; LS—not required; PR—H. DUCTS CROSSING SEISMIC JOINTS: Ducts that cross seismic joints or isolation planes or are connected to independent structures have couplings or other details to accommodate the relative seismic displacements.	13.7.6	A.7.14.4
Elevators			
C NC N/A U	HR—not required; LS—H; PR—H. RETAINER GUARDS: Sheaves and drums have cable retainer guards.	13.7.11	A.7.16.1
C NC N/A U	HR—not required; LS—H; PR—H. RETAINER PLATE: A retainer plate is present at the top and bottom of both car and counterweight.	13.7.11	A.7.16.2
C NC N/A U	HR—not required; LS—not required; PR—H. ELEVATOR EQUIPMENT: Equipment, piping, and other components that are part of the elevator system are anchored.	13.7.11	A.7.16.3
C NC N/A U	HR—not required; LS—not required; PR—H. SEISMIC SWITCH: Elevators capable of operating at speeds of 150 ft/min (0.30 m/min) or faster are equipped with seismic switches that meet the requirements of ASME A17.1 or have trigger levels set to 20% of the acceleration of gravity at the base of the structure and 50% of the acceleration of gravity in other locations.	13.7.11	A.7.16.4
C NC N/A U	HR—not required; LS—not required; PR—H. SHAFT WALLS: Elevator shaft walls are anchored and reinforced to prevent toppling into the shaft during strong shaking.	13.7.11	A.7.16.5
C NC N/A U	HR—not required; LS—not required; PR—H. COUNTERWEIGHT RAILS: All counterweight rails and divider beams are sized in accordance with ASME A17.1.	13.7.11	A.7.16.6
C NC N/A U	HR—not required; LS—not required; PR—H. BRACKETS: The brackets that tie the car rails and the counterweight rail to the structure are sized in accordance with ASME A17.1.	13.7.11	A.7.16.7
C NC N/A U	HR—not required; LS—not required; PR—H. SPREADER BRACKET: Spreader brackets are not used to resist seismic forces.	13.7.11	A.7.16.8
C NC N/A U	HR—not required; LS—not required; PR—H. GO-SLOW ELEVATORS: The building has a go-slow elevator system.	13.7.11	A.7.16.9

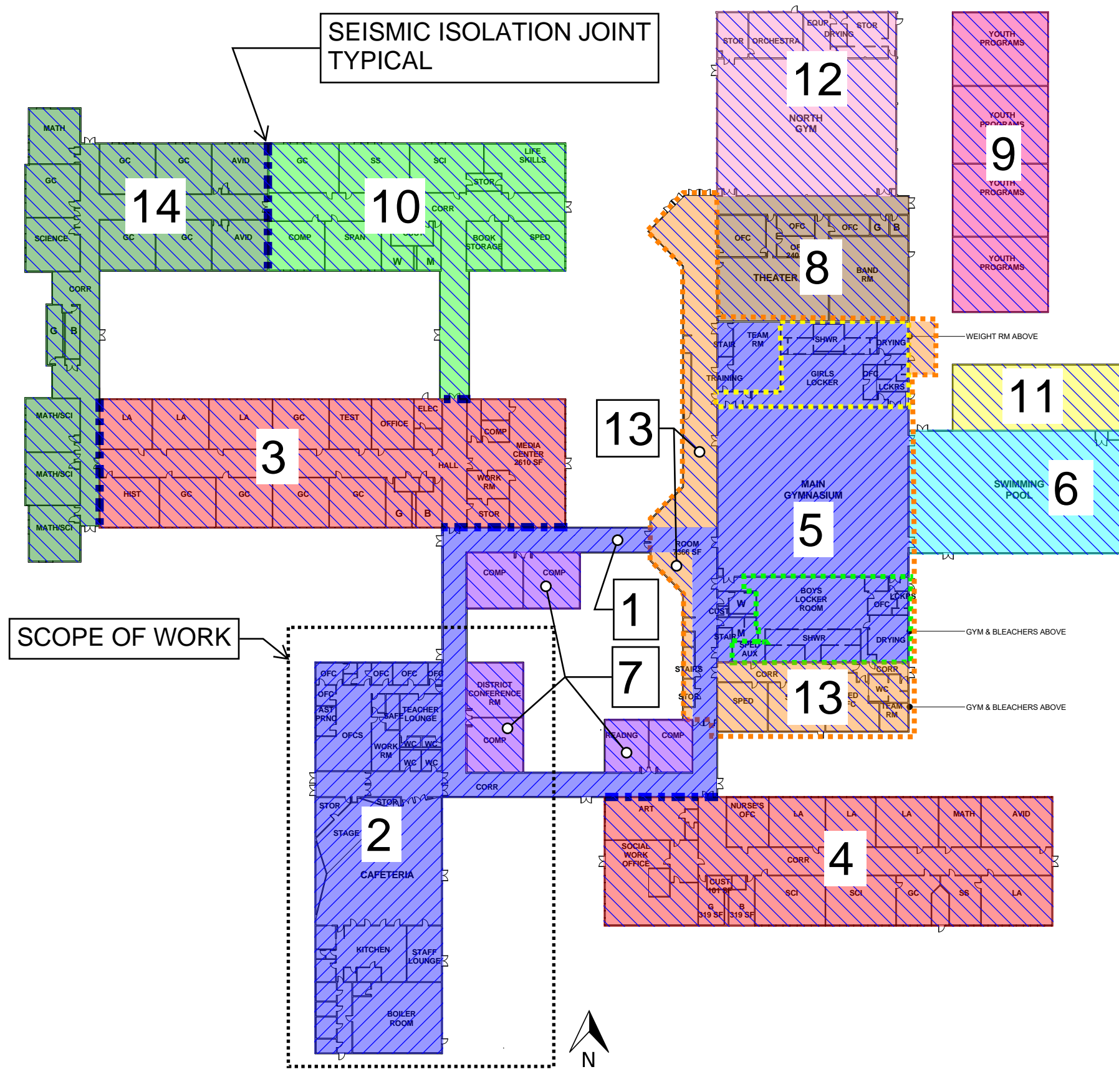
Note: C = Compliant, NC = Noncompliant, N/A = Not Applicable, and U = Unknown.

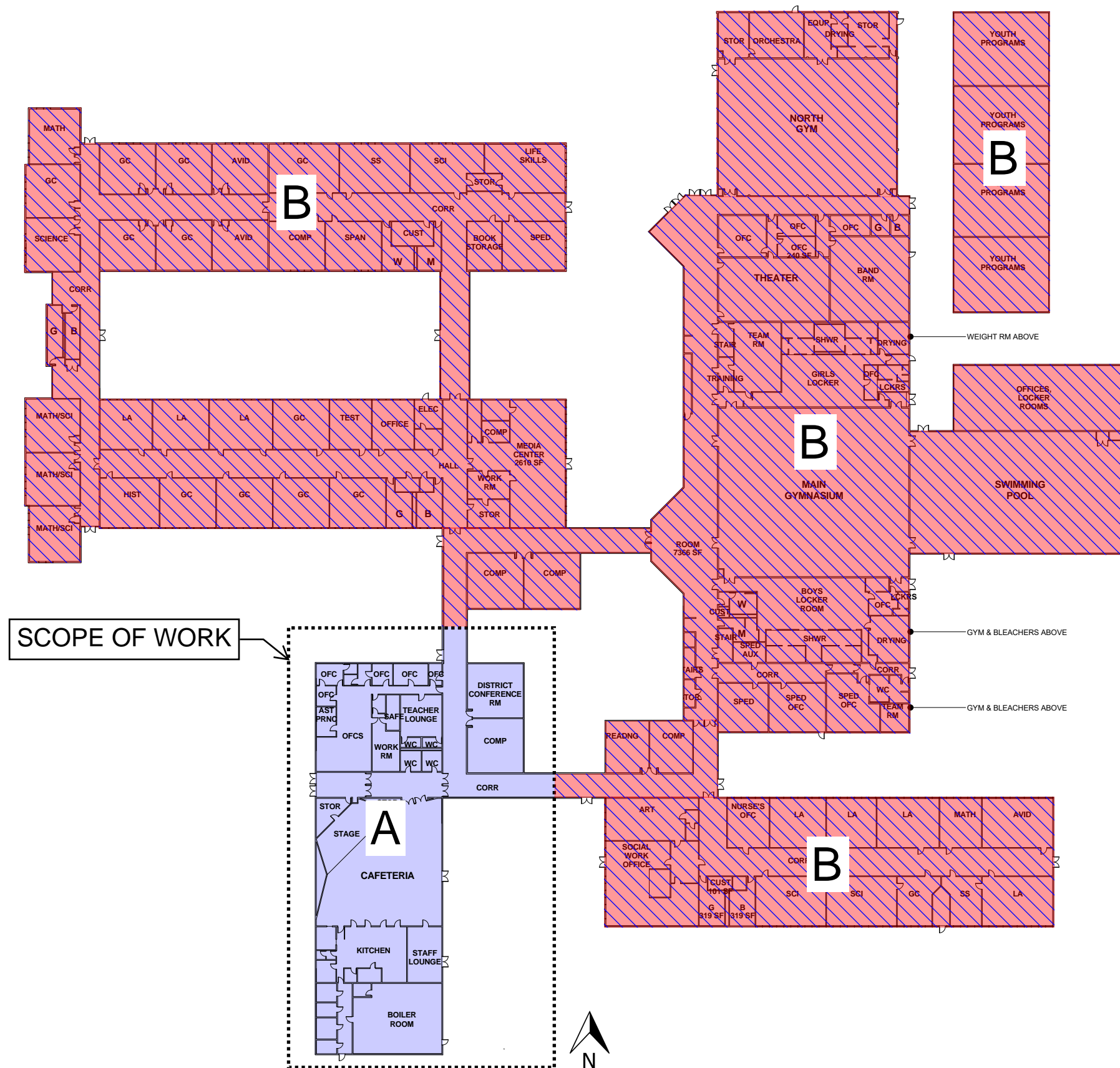
^a Performance Level: HR = Hazards Reduced, LS = Life Safety, and PR = Position Retention.

^b Level of Seismicity: L = Low, M = Moderate, and H = High.



Strengthening Scheme





A

BUILDING PART A:
CAFETERIA WING
(BUILDING TYPES: RM1)

B

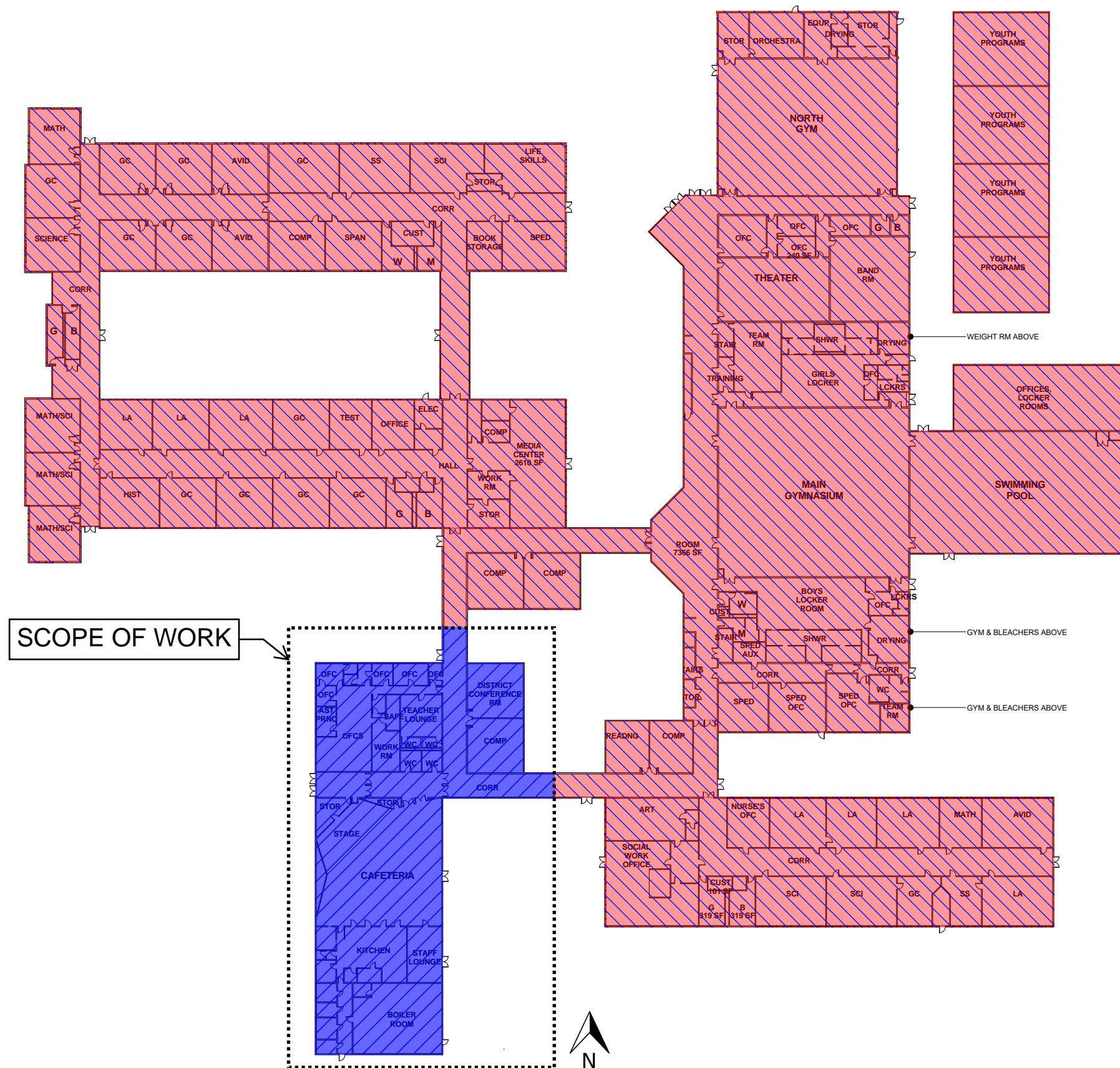
BUILDING PART B:
REMAINDER OF REYNOLDS MIDDLE
SCHOOL CAMPUS - NO SRGP
SEISMIC UPGRADES PLANNED
(NOT-IN-SCOPE)

SCOPE OF WORK



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BUILDING PART A:
STRUCTURAL BPOE
LIFE SAFETY (LS) FOR BSE-2E HAZARD
IMMEDIATE OCCUPANCY (IO) FOR BSE-1E HAZARD

NON STRUCTURAL BPOE
HAZARDS REDUCED (HR) FOR BSE-2E HAZARD
POSITION RETENTION (PR) FOR BSE-1E HAZARD



BUILDING PART B:
REMAINDER OF REYNOLDS MIDDLE SCHOOL
CAMPUS - NO SRGP SEISMIC UPGRADES PLANNED
(**NOT-IN-SCOPE**)

NON STRUCTURAL SEISMIC UPGRADES:

- BRACE (E) NATURAL GAS PIPING
- GAS SHUT-OFF VALVE
- GAS PIPING TO CONTAIN FLEXIBLE COUPLINGS TO EQPT AND TO BUILDING FROM METER
- APPLY FILM TO FULL HEIGHT GLAZING WALLS ABOVE 6FT
- BRACE/ANCHOR FIRE SUPPRESSION PIPING
- BRACE TALL NARROW CONTENTS
- BRACE/ANCHOR FALL-PRONE CONTENTS WEIGHING MORE THAN 20LBS WHOSE CENTER OF MASS IS MORE THAN 4FT ABOVE THE FLOOR
- BRACE/ANCHOR FALL-PRONE EQUIPMENT WEIGHING MORE THAN 20LBS WHOSE CENTER OF MASS IS MORE THAN 4FT ABOVE THE FLOOR
- BRACE/ANCHOR TALL NARROW EQUIPMENT (MORE THAN 6FT HIGH) WITH A H:W RATIO GREATER THAN 3:1
- BRACE IN-LINE EQUIPMENT WITH AN OPERATING WEIGHT MORE THAN 75LB.
- BRACE LAY-IN TILE CEILINGS AND PROVIDE EDGE CLEARANCE DETAILING.
- ANCHOR HEAVY EQUIPMENT (MORE THAN 400LBS).
- REMOVED DE-COMMISSIONED BOILERS
- PROVIDE CONDUIT COUPLINGS FOR CONDUIT GREATER THAN 2.5in. THAT IS ATTACHED TO PANELS, CABINETS OR OTHER EQPT
- PROVIDE FLEXIBLE COUPLINGS FOR FLUID AND GAS PIPING
- BRACE FLUID AND GAS PIPING
- BRACE DUCTS LARGER THAN 6 ft² IN CROSS SECTIONAL AREA @30FT O.C. TRANSVERSE AND 60FT O.C. LONGITUDINALLY

SEISMIC JOINT:

- FLEXIBLE COUPLINGS ON PIPING/DUCTS CROSSING SEISMIC JOINT ABOVE SLAB ON GRADE (TUNNEL PIPING NOT REQUIRED)

BASIC PERFORMANCE OBJECTIVE FOR EXISTING BUILDINGS (BPOE) PLAN

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LEGEND

EXISTING 8" CMU WALLS

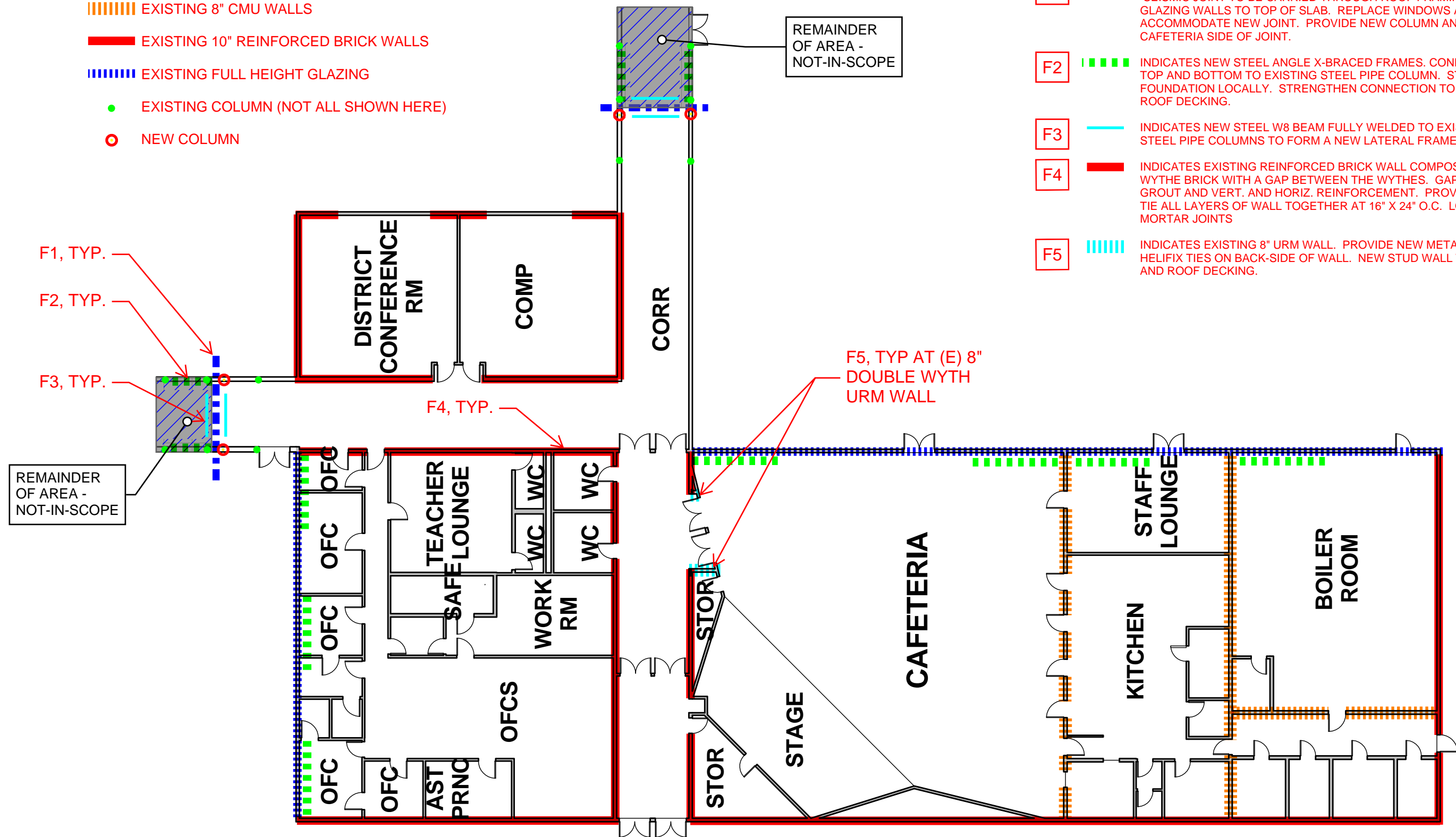
EXISTING 10" REINFORCED BRICK WALLS

EXISTING FULL HEIGHT GLAZING

EXISTING COLUMN (NOT ALL SHOWN HERE)

NEW COLUMN

- F1** INDICATES NEW SEISMIC JOINT IN EXISTING COVERED ENCLOSED WALKWAY. SEISMIC JOINT TO BE CARRIED THROUGH ROOF FRAMING AND BOTH GLAZING WALLS TO TOP OF SLAB. REPLACE WINDOWS AS REQUIRED TO ACCOMMODATE NEW JOINT. PROVIDE NEW COLUMN AND BEAM ON CAFETERIA SIDE OF JOINT.
- F2** INDICATES NEW STEEL ANGLE X-BRACED FRAMES. CONNECT STEEL ANGLE TOP AND BOTTOM TO EXISTING STEEL PIPE COLUMN. STRENGTHENING FOUNDATION LOCALLY. STRENGTHEN CONNECTION TO UNDERSIDE OF ROOF DECKING.
- F3** INDICATES NEW STEEL W8 BEAM FULLY WELDED TO EXISTING AND NEW STEEL PIPE COLUMNS TO FORM A NEW LATERAL FRAME
- F4** INDICATES EXISTING REINFORCED BRICK WALL COMPOSED OF DOUBLE WYTHE BRICK WITH A GAP BETWEEN THE WYTHES. GAP IS FILLED WITH GROUT AND VERT. AND HORIZ. REINFORCEMENT. PROVIDE HELIFIX TIES TO TIE ALL LAYERS OF WALL TOGETHER AT 16" X 24" O.C. LOCATE TIES IN MORTAR JOINTS
- F5** INDICATES EXISTING 8" URM WALL. PROVIDE NEW METAL STUD WALL WITH HELIFIX TIES ON BACK-SIDE OF WALL. NEW STUD WALL TO ATTACH TO SLAB AND ROOF DECKING.



1
S2.0

BUILDING PART A - FIRST FLOOR PLAN



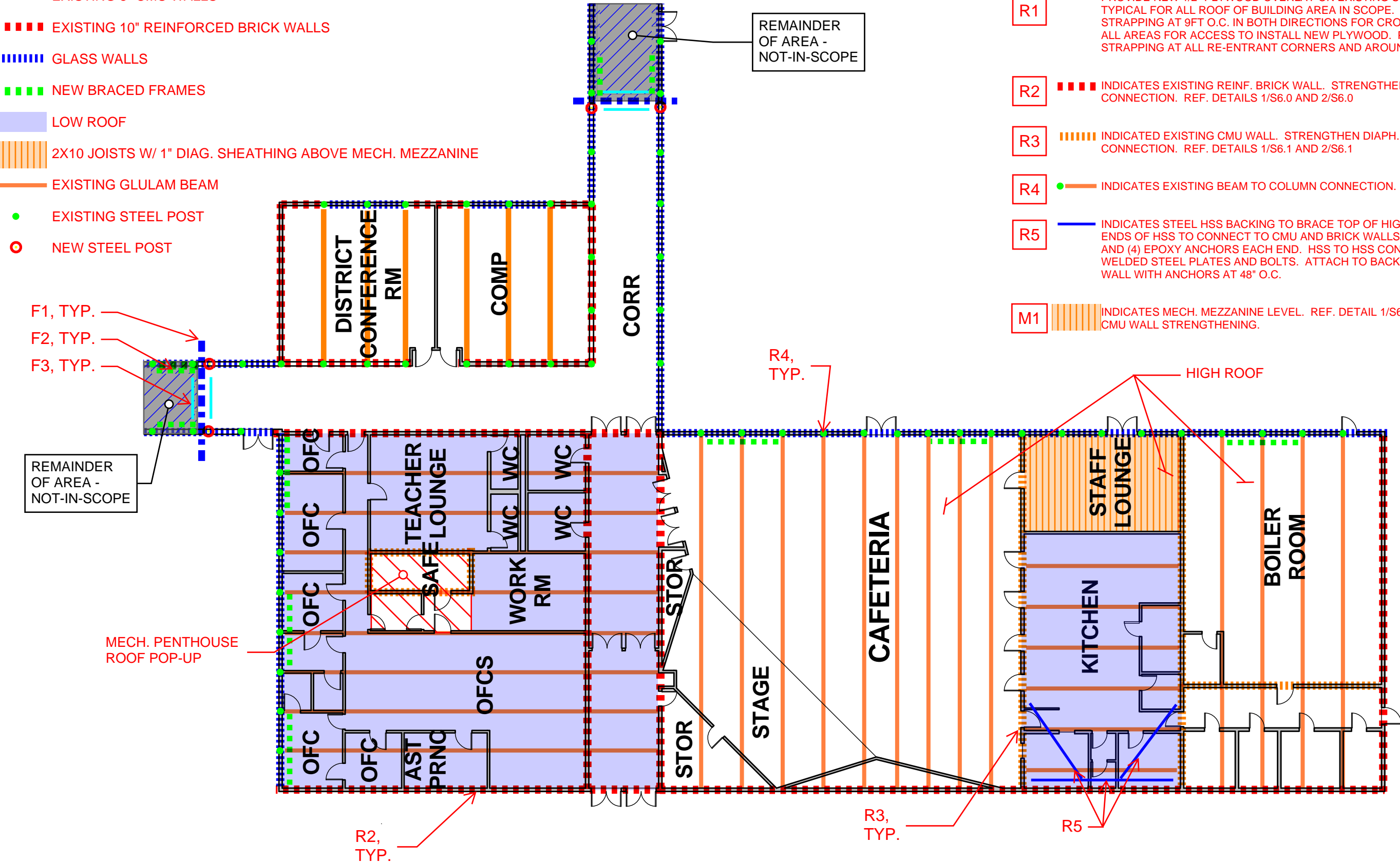
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LEGEND

- EXISTING 8" CMU WALLS
- EXISTING 10" REINFORCED BRICK WALLS
- GLASS WALLS
- NEW BRACED FRAMES
- LOW ROOF
- 2X10 JOISTS W/ 1" DIAG. SHEATHING ABOVE MECH. MEZZANINE
- EXISTING GLULAM BEAM
- EXISTING STEEL POST
- NEW STEEL POST

- R1 PROVIDE NEW 1/2" PLYWOOD OVERLAY ON EXISTING STRAIGHT SHEATHING. TYPICAL FOR ALL ROOF OF BUILDING AREA IN SCOPE. PROVIDE SIMPSON STRAPPING AT 9FT O.C. IN BOTH DIRECTIONS FOR CROSS-TIES. RE-ROOF ALL AREAS FOR ACCESS TO INSTALL NEW PLYWOOD. PROVIDE SIMPSON STRAPPING AT ALL RE-ENTRANT CORNERS AND AROUND ROOF POP-UPS.
- R2 INDICATES EXISTING REINF. BRICK WALL. STRENGTHEN DIAPH. TO WALL CONNECTION. REF. DETAILS 1/S6.0 AND 2/S6.0
- R3 INDICATED EXISTING CMU WALL. STRENGTHEN DIAPH. TO WALL CONNECTION. REF. DETAILS 1/S6.1 AND 2/S6.1
- R4 INDICATES EXISTING BEAM TO COLUMN CONNECTION. REF. DETAIL 1/S6.2
- R5 INDICATES STEEL HSS BACKING TO BRACE TOP OF HIGH PARAPET WALL. ENDS OF HSS TO CONNECT TO CMU AND BRICK WALLS WITH STEEL PLATE AND (4) EPOXY ANCHORS EACH END. HSS TO HSS CONNECTION TO BE WELDED STEEL PLATES AND BOLTS. ATTACH TO BACKSIDE OF PARAPET WALL WITH ANCHORS AT 48" O.C.
- M1 INDICATES MECH. MEZZANINE LEVEL. REF. DETAIL 1/S6.1 FOR DIAPH. TO CMU WALL STRENGTHENING.



1
S2.1

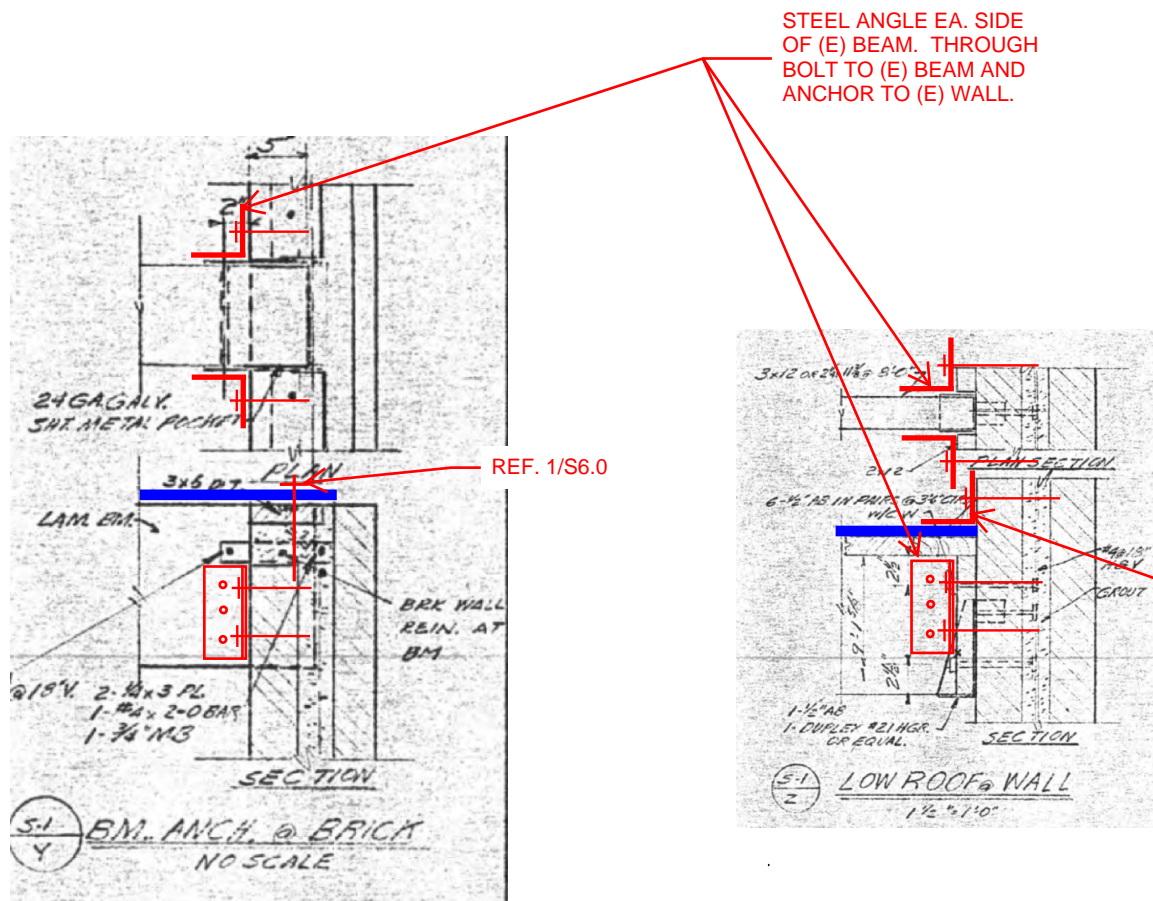
BUILDING PART A - ROOF PLAN

N
N.T.S.



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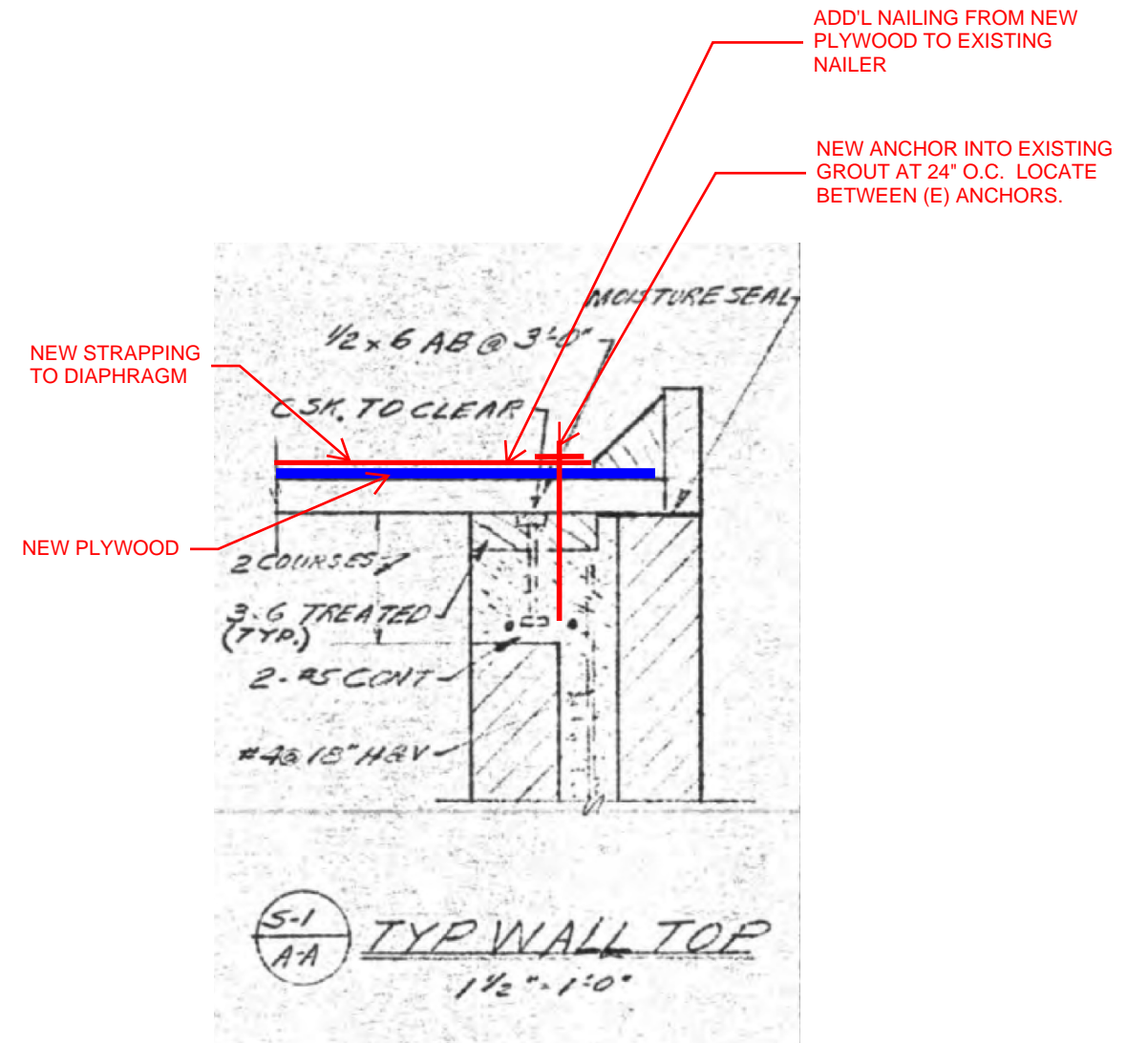
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@ HIGH ROOF

@ LOW ROOF

2 CONNECTION STRENGTHENING AT
S6.0 BEAM PERPENDICULAR TO WALL N.T.S

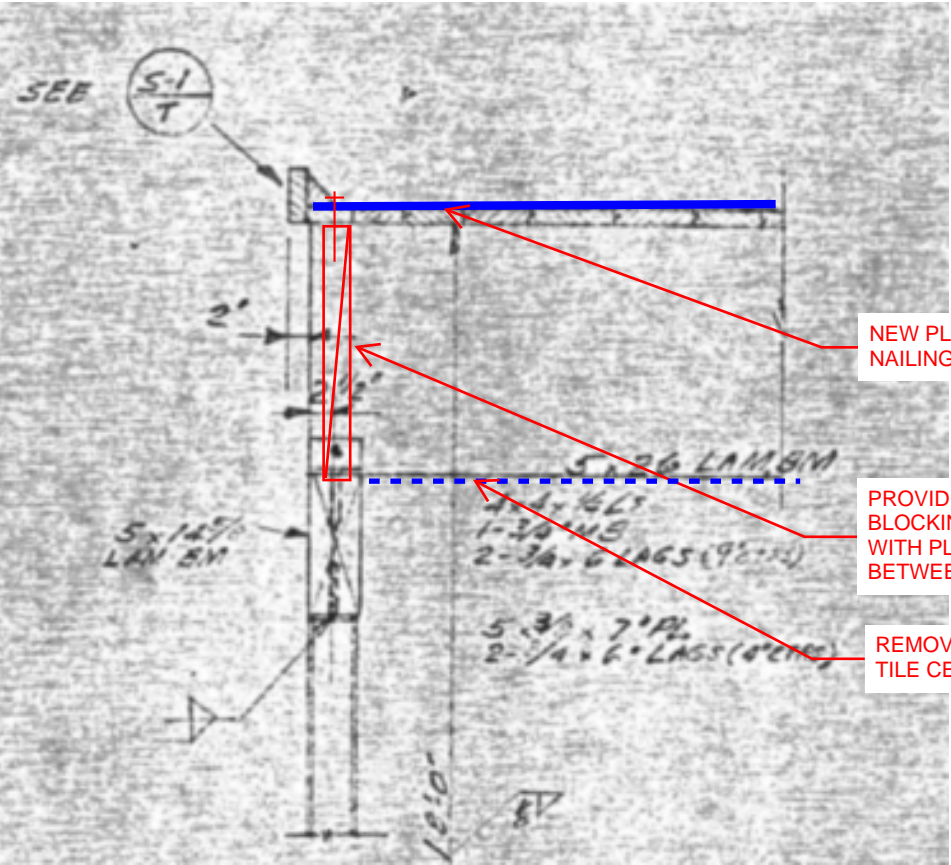


1 CONNECTION STRENGTHENING AT
S6.0 BEAM PARALLEL TO WALL N.T.S



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1
S6.2

BEAM TO COLUMN STRENGTHENING

N.T.S



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