

REQUEST FOR PROPOSALS (RFP)
CONSTRUCTION MANAGER / GENERAL CONTRACTOR SERVICES
FOR KALAPUYA HIGH SCHOOL, RESTROOM RENOVATION

Issued by: Bethel School District,
Monday, February 22, 2021

Project Manager for Bethel School District:

Jason Betterley

([541-689-3280](tel:541-689-3280) ext. 4159).

jason.betterley@bethel.k12.or.us

4640 Barger Drive

Eugene, Oregon 97402

Proposal Due Date: Monday, March 15, 2021 at 3:00pm

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Part 1 - Introduction

Bethel School District is requesting sealed responses from qualified firms licensed in Oregon to provide Construction Manager/General Contractor (CM/GC) services for the remodeling of the Restroom of Kalapuya High School, 1200 N Terry Street, Eugene, Oregon. The District, the Architect, their team, and the selected CM/GC will all be active members of the project team throughout the design and construction of the projects.

This RFP is for CM/GC services during both the pre-construction and construction phases of the Kalapuya High School, Restroom Renovation. Work may include, but is not limited to, design review, planning, scheduling, cost estimating, value-engineering, constructability reviews, construction sequencing options, site logistics. The CM/GC will also serve as general contractor for the project, at-risk. The anticipated construction bid amount is \$81,580. The total budgeted amount of \$127,800 includes hard-costs, soft-costs, and contingencies.

Requests for Proposals (RFP) may be obtained from the Bethel School District Website: [Bethel Bond – Bethel School District](#) The project will also be published through Willamette Print & Blueprint Digital Planroom. Proposers may contact Willamette Print & Blueprint at the following web address: <http://www.wpbinc.com>

Proposers must check the District website for all current solicitation documents and any potential addenda.

A mandatory pre-proposal walk-through has been scheduled for Friday, February 26th, 2021 at noon. We will meet at the front entry of Kalapuya High School, 1200 N Terry Street. This is not a conference and there will be no presentation or question and answer period. This is just a time for interested proposers to make themselves familiar with the project site and its surroundings. Any statements made by the District's representatives at the conference are not binding upon the District unless confirmed by Written Addendum.

Bid Proposals are due: Monday, March 15th, 2021 at 3:00pm.
Deliver in a sealed envelope at the address indicated below. Please observe the social distancing requirements of the District during proposal delivery.

Address the proposals to:

Jason Betterley, Maintenance Supervisor

Bethel School District #52
4640 Barger Drive,
Eugene, Oregon 97402.

Late submittals will not be accepted.

The District reserves the right, without prejudice, to reject any or all proposals, if it is determined to be in the best interest of the District, or for non-conformance with public contracting procedures. All Proposers are required to comply with Oregon Revised Statutes. Submittals will not be accepted from Proposers who fail to certify to non-discrimination in employment practices or to identify resident status.

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Part 2 – Project Description

This remodel is approximately 130 SF. The work may include moving walls to create a fully accessible gender-neutral restroom with a shower, and a storage room.

We anticipate that Mechanical, Electrical and Plumbing (MEP) will be design build where the sub-contractors design their own component of the work. Their designs will be subject to the review of the CM/GC and the Architect.

Part 3 – Form of the CM\GC Contract

The District intends to employ a CM/GC firm in accordance with ORS 279A.065 that shall provide all professional services as defined herein, in connection with the construction of the Kalapuya High School restroom renovation project. The CM/GC firm will be engaged during both the pre-construction and construction phases of the project. Work may include but is not limited to design program review, planning, design review, scheduling, cost estimating, value-engineering, constructability reviews, and construction sequencing options. We anticipate that the CM/GC will also serve as general contractor for the project. The form of the contract will be [AIA document A133-2019](#). Standard Form of Agreement between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price.

The CM/GC will provide at least two (2) complete construction estimates. Based on these estimates the CM/GC will build a value engineering spreadsheet and track the costs of the project throughout the design phase.

The project is an interior renovation.

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Part 4 – Anticipated Dates

CM/GC Selection Process Schedule

Publish RFP: _____ February 22nd, 2021
Mandatory pre-proposal walk-through: _____ February 26th, 2021, Noon
Last Date for Questions Submitted: _____ March 3rd, 2021
Last Date for Addenda Issue: _____ March 10th, 2021
Proposal Due Date: _____ March 15th, 2021 at 3pm
Notice to Proceed: _____ March 22nd, 2021
Start of Construction: _____ April 16th, 2021
Substantial Completion Notice: _____ June 15th, 2021

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Part 5 - General CM/GC Services

1. The CM/GC shall participate during all phases of the design and construction process as a member of the Project Team with the Owner, Architect, and other project consultants. The CM/GC shall be skilled in all aspects of the project, including scheduling, estimating, value engineering, constructability analysis, and review. Further, the CM/GC shall be familiar with local labor and subcontracting conditions and working with subcontractors to generate viable pricing alternatives, demonstrate knowledge of construction materials, methods and techniques, documentation, coordination/communication techniques and skill in construction management, site logistics and general contracting.
2. The CM/GC firm will provide the District with pre-construction services, construction management, and general contracting services. The CM/GC shall provide: Expertise in cost estimates at all levels of design and in determining, managing, and implementing strategies for construction cost containment, life cycle cost engineering, value engineering, determining constructability, and timely procurement; Skills to help ensure a completed project within budget; Experience with construction scheduling, logistical leadership, and safety and security and hazard/risk mitigation; Assistance with the planning, design, scheduling and advising on alternative construction options and sequencing of work throughout the life of the project; Skills to help ensure a completed project on schedule.
3. Regular attendance and participation in project meetings held every week at Kalapuya High School or at an agreed upon location and facilitated by the Architect.
4. Participation in decisions regarding materials, means and methods, equipment, systems, scheduling, phasing, site logistics, and constructability in order that the project is designed and constructed efficiently and that an approved Guaranteed Maximum Price (GMP) is reached.
5. Obtain or assist in obtaining all permits necessary for construction of the Project.
6. Provide timely and accurate information with cost models.
7. General contracting services, fully at-risk for the construction of the Project in accordance with the requirements of the Contract Documents, except to the extent work is specifically indicated as the responsibility of others.
8. Subcontractor selection and coordination, bidding and procurement per requirements of ORS 279.C. and general construction processes.
9. Coordinate and manage the construction process as a collaborative member of the Project Team as a firm skilled in all aspects typical for a general contractor and construction manager. Including, but not limited to; developing Critical Path Method (CPM) schedules, preparing construction estimates, performing value engineering, analyzing alternative designs and studying labor conditions.
10. Maintain constant coordination and communication throughout the design and construction phases to all members of the Project Team.
11. Work to be done according to an approved schedule. The CM/GC will provide the District with a GMP for the actual construction work.
12. The District will not pay any amount that exceeds the guaranteed maximum price unless the amount results from material changes to the scope of work set forth in the public improvement contract and the parties to the public improvement contract agree in writing to

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the material changes. Note: Any saving the CM/GC realizes in performing this work will accrue to the Bethel School District per ORS 279C.337 (2) (e).

13. Participate with the Owner and Architect on the review of plans and specification from all building disciplines for completeness, proper detailing, and compliance to program, code and other regulatory requirements.

Schedule

1. Work with the Owner and Architect to generate, monitor and update project schedules. Recommend alterations and adjustments to designs and construction document packages along with proposed alternative schedules to ensure timely completion of all phases of work.
2. Recommend effective division of work to take full advantage of the local bidding environment, weather conditions, availability of subcontractors and trade workers to ensure the project is complete in a timely, cost effective manner.
3. Identify phasing, sequencing and scheduling issues and ways to minimize delays including identifying the Critical Path, custom or special items, early trade consideration and long-lead items.
4. With the Team, obtain all permits in a timely fashion. Meet with building and other regulatory officials as appropriate. Attend all meetings pertaining to permitting, as required. It is anticipated that these functions will continue throughout all phases of the project.
5. Attendance at meetings may also be necessary relative to the planning and permit processes.

Cost Management

1. Monitor designs to ensure they are within bounds of the budget. Provide timely and accurate cost estimates at 100% Schematic Design, 100% Design Development, 50% Construction Documents and at Permit Set. It is anticipated that the GMP will be based on the Permit Set.
2. From time to time the Owner may generate outside, third party estimates. The CM/GC will need to cooperate and reconcile their estimates with those provided by the Owner.
3. Lead efforts in value engineering ideas and pricing if estimates appear to be exceeding the construction budget.
4. Provide support for any applications for energy related incentive programs.
5. Evaluate and recommend alternative construction materials and means and methods for cost savings.
6. Work with the owner on processes and procedures for soliciting and selecting subcontractors.
7. Create the format for the GMP that includes all items for Owner approval.
8. Furnish GMP in accordance with the CM/GC agreement for review and approval.
9. Assist the District in identifying all applicable systems development charges.

The CM/GC may perform construction work in advance of the GMP if an Early Work Amendment is issued to cover such work.

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At an agreed upon time (likely at permit set), the CM/GC shall provide a Guaranteed Maximum Price (GMP). If the CM/GC and the Owner are unable to agree to a GMP or are otherwise unable to reach an agreement on any contract terms, the Owner reserves the right, at its sole discretion, to terminate the CM/GC contract and enter into negotiations with the next highest rated proposer from this RFP or to competitively bid the project lump sum.

Construction Phase

1. During construction, the CM/GC will perform all functions of a General Contractor fully at risk. The CM/GC will provide and pay for all materials, tools, equipment, transportation, labor, subcontracts, and services (professional and non-professional) necessary to fully and properly perform and complete the Work, as required by the Contract Documents. The CM/GC may perform construction work in advance of the GMP if an Early Work Amendment is issued to cover such work.
2. Construction-related activities of the CM/GC during this phase will include:
3. Scheduling, schedule refinement and phasing, including weekly schedule updates.
4. Construction and implementing Site logistics.
5. Advance materials/subcontractor procurement, advance construction (if approved by an Early Work Amendment),
6. Development of bid packages and procurement of subcontractors, equipment and materials per the requirements of ORS 279A, 279B, 279AC and District Policies.
7. Quality control of the work
8. Safety - Include measures that systematically identify and evaluate anticipated hazards and establish controls in advance of actual work.
9. The CM/GC will also be responsible for ongoing management of the construction budget including contingencies and allowances and will provide monthly (or as requested) reporting of the budget to the Owner for their approval.
10. The CM/GC must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives and on time performance.
11. Prepare all bid packages in accordance with ORS 279.C. Manage such that all bid packages, including those for early procurement, are within budget.
12. Review and expedite all change order requests, both included within the GMP and involving a change to the GMP.
13. Comply with the payment of prevailing wages on all contracts and subcontracts.
14. Conduct regular site progress meetings, at least weekly. Produce and distribute minutes of all such meetings within Forty-Eight (48) hours.
15. Work with City Officials and neighbors to coordinate traffic routes, parking issues, and noise expectations during the project.

PART 6 - GENERAL REQUIREMENTS

All proposers are required to comply with the provisions of Oregon Attorney General's Model Public Contract Rules (ORS 279A.065). The District reserves the right to reject any and all

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submittals received as a result of this request for submittals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the District. The contents of the successful submittal will become the contractual obligation, if a contract ensues. Failure of the successful Proposer to accept these obligations may result in cancellation of the award. The selected Proposer will be required to assume responsibility for all services offered in their submittal whether or not produced by them. Further, the Proposer will notify the District of the designated person who will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Ordinances, Permits, Licenses

The Proposer shall keep fully informed of local ordinances, state and federal laws in any manner affecting the work herein specified. The Proposer shall comply with said ordinances, laws, regulations, and protect and indemnify the District, its officers, and agents against any claim or liability arising from, or based upon, the violations of any such laws, ordinances, or regulations.

Waiver of Provisions

Proposer agrees that the waiver, acceptance, or failure by the District to enforce any provisions, terms or conditions of the contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of the District to thereafter enforce such provisions.

Contract Breach

In the event of a breach by the Proposer of any of the provisions of this contract, the District reserves the right to cancel and terminate the contract forthwith upon giving written notice to the contractor.

Damages

The Proposer shall be liable for any damage to the District resulting from a refusal or failure to complete the work under the contract. Damages shall be those actually incurred and include the cost to obtain the contracted work elsewhere.

Copyrights

The Proposer agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the services herein. The proposer further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

Right to Audit

The District reserves the right to audit, at reasonable times and places, the books and records of any proposer who has submitted cost or pricing data according to the terms of a contract, to the extent that such books and records relate to such cost or pricing data. Any proposer who receives a contract, for which cost or pricing data are required, shall maintain such books and records that relate to such cost or pricing data for three (3) years from the date of final payment under the contract.

District Personnel

No officer, agent, consultant, or employee of the District shall be permitted any interest in the contract.

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Contract Alterations

No alteration in any of the terms, conditions, time, delivery, price, quality, quantities, or specifications will be effective without the prior WRITTEN consent.

Order of Precedent

In the event of ambiguity, preference shall be in this order: Statement of Work, General Terms and Conditions as provided herein, AIA A133 - 2009 Edition, the solicitation document, then the RFP document. For discrepancies between this contract and the Oregon Attorney General's Model Public Contract Rules Manual, preference shall be given first to Board Policy then the Rules Manual.

Non-Discrimination Clause

The Proposer agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, religion, sex, national origin, physical or mental handicap, sexual orientation or age unless based upon bona fide occupational qualifications with regard to, but not limited to, the following: employment up-grading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Use of Tobacco Products

Smoking and the other use of tobacco products is prohibited on all District property, pursuant to OAR 581- 021- 0110.

Independent Contractor

The Proposer is an independent contractor, not an agent of the District, and nothing in this relationship shall be construed as creating a partnership, joint venture, franchise, agency, or employment relationship between the Proposer and the District. Neither the Proposer nor the District shall have the authority to make any statements, representations, nor commitments of any kind or to take any action binding the other except as provided for herein or authorized in writing by the party being bound.

Taxes

The District is tax exempt. All taxes shall be included in the GMP and they are the responsibility of the Proposer.

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Part 7 – CM/GC Selection Process

The District is seeking to retain a firm that is committed to producing quality facilities that meet or exceed the requirements of the program. The CM/GC will be expected to work together with the project team in order to facilitate communication that is detailed and clear.

The written submittals received in response to this RFP will be reviewed and ranked by a selection committee in accordance with the criteria listed below. Once the submittals are reviewed, the District may at their discretion, schedule interviews with the top-ranked firms. References for firms will be checked. The results of the submittal ratings, reference checks and interviews will be compiled to determine submittal rankings. The rankings will then be submitted to the District Superintendent or designee for a final determination. The top-ranked firm will be issued a Notice of Intent to Award.

Once the CM/GC selection has been completed, the District will proceed to negotiate a contract with the top-ranked firm. At the District's discretion, if negotiations are not successful after five (5) calendar days, the District may then proceed to negotiate with the second ranked firm and so forth until a successful contract is negotiated, or to competitively bid the project lump sum.

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Part 8 – Miscellaneous Provisions

Comments and Appeals:

Comments and requests for modifications concerning the specifications and requirements of the RFP must be received in writing, delivered by email or mail by March 3rd, 2021. No comments or requests for modification will be received or considered after this date and time.

The Superintendent or designee will consider all appeals and render a prompt and final decision.

All bidders or proposers are required to comply with the provisions of Oregon Revised Statutes.

Any actual bidder or proposer who is adversely affected by the Owner's notice of award of the contract to another bidder or proposer on the same solicitation shall have five (5) calendar days from the date of the written notice of intent to award to file a written protest. In order to be an adversely affected or aggrieved bidder or proposer with a right to submit a written protest, a bidder or proposer must itself claim to be eligible for award of the contract as the lowest responsible bidder or best proposer and must be next in line for award.

The written notice of award of the contract shall constitute a final decision of the Owner to award the contract if no written protest of the notice of award is filed with the Owner within the designated time.

All costs of the submittal process, interview (if scheduled) contract negotiation and related expenses are solely the responsibility of the Proposer. The District reserves the right to reject any submittal that is non-responsive to the requirements of this solicitation. Any change to the submittal or proposed team after the date of submission is grounds for being declared non-responsive.

Notwithstanding the above, the District reserves the right, at the sole discretion of the District, to request modifications to submittals that are in the best interest of the District.

Modifications:

Submittals may be withdrawn and/or modified any time until the due date and time. After that time, Proposers may neither withdraw nor submit. However, notwithstanding the above the District reserves the right, at the sole discretion of the District, to request additional information and permit modifications if the District believes that such modifications will be in the best interest of the District and that competition will not be impaired.

The District reserves the right:

- to reject any or all submittals not in compliance with all public procedures and requirements
- to reject any submittal(s) not meeting the specifications set forth herein
- to waive any or all irregularities in submittals submitted
- to consider the competency of proposers in making any award
- to follow the provisions of Section 137-046-0300 of the Oregon Attorney General's Model Public Contract Manual, in the event two or more proposals are for the same amount for the same work
- to reject all submittals and cancel the RFP, including after Notice of Intent, prior to contract issuance
- to award any or all parts of any submittal
- to request references and other data to determine responsiveness
- to award any or all parts of a solicitation
- to request interviews of highest or all proposers

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- to conduct discussions and negotiations, and request Best and Final Offers per the provisions of OAR 137-047- 0262 of the Oregon Attorney General’s Model Public Contract Manual
- Each submittal shall be irrevocable for a period of ninety (90) days from the Submittal Opening Date.
- After Opening, the District may conduct discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the Submittal. The District may only conduct Discussions or Negotiate with Proposers in accordance with ORS 279B.060 (8). After Award of the Contract, the District may only modify an awarded Contract in accordance with District policy.
- If the District receives offers identical in price, fitness, availability and quality, and chooses to award a contract, the District shall award the contract in accordance with Oregon Model Contract Rules Manual Section 137- 046- 0300.
- In accordance with Oregon Model Contract Rules Manual Section 137- 047- 0740 any adversely affected Proposer has five (5) calendar days from the date of the written notice of intent to award to file a written protest.
- To reject any or all submittals not in compliance with public procedures.
- To postpone award of the contract for a period not to exceed ninety (90) days from date of submittal opening.
- To waive informalities in the submittal.
- To select the submittal which appears to be in the best interest of the District.
- To cancel the procurement.

Indemnity and Insurance:

The Proposer shall be bound by the indemnity provisions and insurance requirements included in the Draft Agreement. If awarded the contract for architectural services under this RFP, the Proposer shall promptly submit to the District certificates of insurance at or exceeding limits stated in the Draft Agreement. Failure to submit the required certificates within seven (7) calendar days of being notified of contract award shall be grounds for being declared non-responsive and for the award to be rescinded.

Proprietary Information:

During the selection process, the District will consider all submittals to be public information except for those pages that are marked proprietary information. The Proposers should satisfy themselves that only those pages that meet the definitions in the Oregon State Statutes and Rules are marked proprietary. The submittal from the firm executing a contract for this work will become part of the contract and as such will be public information in full.

Provisions:

By submittal of this proposal, the vendor agrees to comply with the provisions of the Oregon Attorney General’s Model Public Contract Rules Manual as adopted by District Board Policy. Attention is directed to the latest version of the following provisions. Full copies of any provision may be obtained from the District for the minimal cost of reproduction or from the Department of Justice, Salem Oregon.

OREGON REVISED STATUTES

- | | |
|----------------------|---------------------------------|
| ORS 244 | GOVERNMENT ETHICS |
| ORS 279A, 279B, 279C | PUBLIC CONTRACTS AND PURCHASING |

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OREGON ADMINISTRATIVE RULES

CHAPTER 137

PUBLIC PROCUREMENT RULES Div. 046, 047

Equal Employment Compliance Requirement:

In accordance with ORS 279A.100 - 279A.110, by submitting in response to this RFP, the vendor certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities. All information and reports required by the federal or Oregon state governments having responsibility for the enforcement of such laws shall be supplied to the District in compliance with such acts, regulation, and orders.

Publicity:

Proposer agrees that it will not disclose the form, content or existence of any Contract or any Deliverable in any advertising, press releases or other materials distributed to prospective customers, or otherwise attempt to obtain publicity from its association with District, whether or not such disclosure, publicity or association implies an endorsement by District of Proposer's services, without the prior written consent of District.

Restrictions on District Contact:

All questions regarding this RFP shall be submitted in writing to the attention of Jason Betterley. No oral questions will be accepted. Questions shall be submitted via e-mail jason.betterley@bethel.k12.or.us or mailed to the attention of Jason Betterley at Bethel School District, District Office, 4640 Barger Drive, Eugene, Oregon 97402.

No other contact regarding this RFP during the submittal evaluation process shall be permitted. Unauthorized contact regarding this RFP may subject the contacting vendor's submittal to rejection.

Right to Retain Submittals:

The District reserves the right to retain all materials submitted and to use any ideas in a submittal regardless of whether that submittal is selected. Submission indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the submittal and confirmed in the contract between the District and the firm selected.

Public Records:

This RFP and one copy of each submittal received in response to it, together with copies of all documents pertaining to the award of a Contract, shall be kept by the District and made part of a file or record which shall be open to public inspection after the completion of the execution of the Contract Award (if any). If a submittal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information shall be clearly marked with the following caption:

"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

Drug Testing Program for Public Improvement Contracts:

ORS 279C.505 (2) requires that all public improvement contracts contain a provision requiring contractors to demonstrate that an employee drug-testing program is in place. Bidder is therefore required to certify that it has an employee drug-testing program in place that applies to all employees and will maintain a drug-testing program at all times during the performance of the Contract awarded. Failure to maintain a program shall constitute a material breach of contract. The use of drugs, alcohol, or any tobacco products is prohibited on all Owner property.

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COVID-19 Plan:

Contractor if awarded will be required to follow all current and revised safety requirements, restrictions and standards as they relate to COVID-19 as set by CDC, ODE, OHA, LCHA and OSHA and as required in the workplace and public schools or buildings. This will require they perform all testing or screening of staff and sub-contractors, having a COVID plan in place that meets current requirements, provide Bethel a method or electronic process for tracking COVID screening and check-ins with results.

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PART 9 – FORM OF THE PROPOSAL

Questions or comments pertaining to this RFP should be raised in written form by March 3rd, 2021. Written questions (preferably Email) should be sent to Jason.betterley@bethel.k12.or.us

Any changes or modifications to the RFP will be issued by Email. Proposers are responsible for addressing all Addenda posted. All Addenda will be issued no less than five (5) days prior to RFP due date.

Proposers shall submit proposal in a sealed envelope. A flash drive containing a complete copy of the submittal shall also be provided (max 10 MB). The submittal shall be organized in separate sections and labeled to match the requirements identified in Part 10-Form of the Proposal. All materials shall be in 8-1/2" x 11" format. Submittals should be no larger than 10 double-sided sheets or 20 single sided pages with font size 11 point or larger. Please limit content to what is requested as part of the RFP. Items that are not included in the page count are listed here: Cover page, Table of Contents, Cover Letter (optional), Resumes, Proposal Certification Statement Form, and Contract exceptions/ modification requests.

The format of the submittal should follow the outline of Part -9 Form of the Proposal.

9.1 Firm Information 15 Points

Provide a brief description of your firm including:

- Firm Legal Name
- Year formed
- Ownership structure
- Oregon CCB License Number's
- Total bonding capacity
- Current available bonding capacity
- Annual gross revenue of the firm for each of the past five years.
- Safety Ratings for the last three years - Current Experience Modification Rate (EMR), Recordable Incident Rate (RIR), and Lost Time Incident Rate (LTIR)
- General Liability and Builder's Risk Insurance as a percentage of contract value based on \$81,580 for six (6) months. Include Insurance carrier and their AM Best rating (or other equivalent rating service
- Bonding rate as a percentage of construction cost based on \$81,580 for six (6) months.

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9.2 Project Approach- 30 points

1. Partnering- The CM/GC will need to work in a close relationship of trust, confidence and cooperation with the Owner and the Architect through all phases of work (Preconstruction, Construction, Close-out/warranty period). Describe your firm's approach to building and maintaining relationships throughout the project. Discuss your approach to Preconstruction and Construction. Describe how you organize and monitor the work to ensure the stated intent of quality, function, timely completion, and cost are met. How will you establish and maintain positive and productive relationships with members of the Project Team, District Staff and the public, including communication of project progress. How will you facilitate effective communications throughout the project?
2. Staffing- Provide a project staffing chart showing your proposed key staff for the entire project and describe the duties and responsibilities for all key staff positions for each phase of the project. Provide details on the transition from preconstruction to construction. Include a resume for each person included in the organization chart and include as Attachment A to your proposal. Resumes should include each individual's education, work history, specific projects and roles, length of tenure with your firm, and experience with CM/GC contracting.
3. General Conditions- Provide an estimate for General Conditions for the project. This should include a list of staff, materials, equipment, supplies etc. and all other items that you intend to include in the General Conditions. Assume the construction services occur over a six (6) month period. Provide a Construction Staffing Plan listing fully-burdened hourly rates and estimated hours for key personnel identified in the RFP. Also, include estimates for equipment, utilities and facilities and all other items that you include in General Condition expenses.
4. Project understanding- Demonstrate your knowledge of the CM/GC process by identifying key issues, potential constraints, and risks anticipated for this Project. Describe your plan for addressing any potential issues in the preconstruction and construction phases.

9.3 Cost Management – 15 points

1. Describe how you will approach cost estimating and value engineering at each phase of the project.
2. Describe your plan for managing contingencies, allowances, and cost of the work throughout the project. How much Design, Estimating, and General Contractor contingency should be identified in the construction portion of preconstruction estimates and as part of the GMP. What logic is applied to reduce contingencies and allowances throughout the project?
3. How will you document items in the GMP and whether proposed changes are within or outside the scope of the GMP? How do you determine use of General Contractor contingency and how will this be tracked during the project.
4. Describe your expectations on availability of supplies, materials and equipment along with your knowledge of and familiarity with the local labor and subcontracting conditions. How will you generate competition on labor, materials, subcontractor availability to maximize availability and minimize costs?

9.4 Project Schedule – 15 points

1. Describe how your firm monitors and manages construction schedules; assess potential risks and how you would proactively manage those risks.
2. What schedule & tracking tools and reports do you propose using to monitor this project?
3. Describe your Quality Assurance / Quality Control Programs (QA/QC) program and how it will benefit our project.

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4. Describe your company's safety program, policies and/or procedures with specifics on ensuring a safe yet productive work environment.

9.5 Safety for worksite and local Neighborhood – 5 points

1. Discuss site security and logistics related to working in a residential area adjacent to an active High School with heavily utilized grounds.

9.6 Recent Firm Experience – 10 points

1. Recent Firm Experience and three references from CM/GC projects completed in the past ten years. References should include:

- Project Name and Location
- Owner Representative - Name, Phone and Email
- CM/GC's proposed Project Manager and Superintendent
- Proposed PM or Superintendent's role on the project listed
- Project Architect
- Brief Project Description
- Delivery method
- Construction budget and Final Cost
- Planned completion date and actual Substantial Completion

9.7 Fee, Rates, Costs and Expenses – 10 points

The proposer is expected to submit:

2. **CM/GC Fee:** Submit as a percentage of the \$81,580 estimated bid cost. The CM/GC Fee is separate from the Preconstruction Fee and the Construction Phase General Conditions Staffing Fee.
3. **Preconstruction Services Fee:** a reimbursable maximum, not-to-exceed Preconstruction Fee for the Project, reflecting the activities required in Section 3.3. And in Appendix 5 of this RFP. Assume the preconstruction services occur over a two (2) month period. Using your Preconstruction Staffing Plan. Attach a list of fully-burdened hourly rates and estimated hours for key personnel identified in the RFP.
4. **Insurance and Bond Rates:** Enter your insurance and bond rates based on a \$81,580 Estimated Bid Cost. Include General Liability Insurance, Performance & Payment Bonds, and Builder's Risk Insurance.

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Part 10 - CERTIFICATIONS

CERTIFICATIONS COMPLETE BOTH SECTIONS I AND II ON THIS PAGE

NON-DISCRIMINATION CLAUSE

Proposer agrees not to discriminate against any client, employee or applicant for employment or for services because of race, color, religion, sex, national origin, physical or mental handicap, sexual orientation or age unless based upon bona fide occupational qualifications with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition of services. It is further understood that any Proposer who is in violation of this clause shall be barred from receiving awards of any Purchase Order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Legal Name of Proposer: _____

Address: _____

Officer's Signature: _____

Print Officer's Name and Title: _____

RESIDENT CERTIFICATE Please Check One:

Resident Proposer:

Proposer has paid unemployment taxes or income taxes in this state during the last twelve calendar months immediately preceding the submission of this submittal, has a business address in this state and has stated in this submittal whether Proposer is a "resident bidder" under ORS 279A.120(1)(b).

OR

Non-Resident Proposer:

Proposer does not qualify under requirements stated above.

Please specify your state of residence: _____

Officer's Signature: _____

Print Officer's Name and Title: _____

Include a copy of this page with your proposal.