



**Request for Proposals
“Architectural Services”
2021-2023 Capital Bond Projects
RFP #BSD-401-21**

BAKER SCHOOL DISTRICT 5J

Issued: August 2, 2021

Due: By 2:00 PM Pacific Time, Thursday, August 26, 2021

For further information contact:

Shandiin Yessilth, Project Manager, Wenaha Group
shandiiny@wenahagroup.com

BAKER SCHOOL DISTRICT 2021-2023 CAPITAL BOND PROJECTS | RFP FOR ARCHITECTURAL SERVICES

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The Baker School District 5J in Baker County, Oregon, is seeking architectural services for improvements for their 2021-2023 Capital Bond Projects.

NOTICE TO PROPOSERS – ALL PROPOSALS SHALL BE:

- Submitted to Baker School District 5J in a sealed envelope and delivered to:
 - Baker School District 5J**
 - Attn: Mark Witty, Superintendent**
 - 2090 Fourth St., Baker City, OR 97814**
- Sealed Proposals will be received until: **Thursday, August 26, 2021 at 2:00 PM PST**
- The outside of the envelope shall be clearly marked:
 - “Baker School District 5J – 2021-2023 Capital Bond Project – Architectural Services”**
- All proposals shall be clearly and distinctly typed or written with ink.
 - Mistakes shall be crossed out and correction typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or a confirmed authorized representative.
 - If a response is not legible, Baker School District may determine that the proposal is non-responsive.
- All proposals shall be in the format requested or they may be rejected by the District.
- It shall be the proposer’s responsibility to ensure that the proposal is delivered to the District at the specified address listed above before the time and date set for proposal closing as noted in the solicitation.
- The District will not be responsible for proposals delivered to any location other than the address listed above. Proposals delivered to another address will be considered non-responsive.
- **RFP documents may be obtained via an email request to Shandiin Yessilth, Project Manager, Wenaha Group, shandiiny@wenahagroup.com.**

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

PROPOSAL AND AWARD TIMELINE:	
Mon, 8/2/2021	RFP issued
Tues, 8/10/2021	Mandatory Pre-proposal Conference Call at 1:00 PM Pacific Time
Fri, 8/13/2021	Non-Mandatory Site Tour at 1:00 PM Pacific Time (Meet at Baker Middle School, 2320 Washington Ave, Baker City. Masks required for all attendees.)
Thurs, 8/19/2021	Last Day for submittal of questions
Thurs, 8/26/2021	Proposals due by 2:00 PM Pacific Time
Tues, 9/7/2021	Evaluation Committee Meets to Review Proposals/ Finalists invited to interview
Tues, 9/14/2021	Evaluation Committee’s Interview Panel
Thurs, 9/16/2021	Recommendation of Award to Baker School Board
Fri, 9/17/2021	Intent to Award published
Mon, 9/27/2021	Notice to Proceed

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

PROJECT DESCRIPTION

Nationally recognized Baker School District 5J in Baker City, Oregon, is the largest of three rural school districts in Baker County, serving 1,700 students and employing more than 235 educators and staff. There are approximately 1,010 elementary students (grades K-6), 260 middle school students (grades 7-8) and 430 high school students (grades 9-12).

The District’s educational buildings include 1) Brooklyn Primary School, 2) Haines Elementary, 3) Keating Elementary, 4) South Baker Intermediate, 5) Baker Middle School (Helen M Stack Building), 6) Baker High School, and 7) the Baker Early Learning Center (BELC, formerly known as North Baker).

The intended scope of May 2021 Capital Bond Projects include:

- Construct an approximately 5,000-square-foot multipurpose building at Baker Middle School for use as a cafeteria/kitchen.
- Replace/upgrade mechanical and electrical systems at the 7 buildings listed above to improve heating, cooling and ventilation
 - High School: New mechanical system for Main Gym, Small Gym, and Auditorium
 - Middle School: Replace mechanical system core units and upgrade electrical service
 - South Baker: Replace mechanical system and upgrade electrical service
 - Brooklyn: Replace mechanical system and upgrade electrical service
 - Haines: Replace mechanical system and upgrade electrical service
 - Keating: Replace mechanical system and upgrade electrical service
 - BELC: Replace mechanical system (electrical service was upgraded in 2020)
- Replace roof at South Baker
- Upgrade security and access systems at all 7 buildings listed above, inclusive of security cameras, fire alarm, public address systems, access control
- Secure entry vestibules at Brooklyn and South Baker

Wenaha Group, Inc. has been selected as the Project Manager. It is anticipated the District may utilize a combination of Design-Bid-Build and CM/GC project delivery systems for individual components of the scope. The final decision on delivery systems will be made by the District with input from the architect and project manager.

PROJECT BUDGET AND FUNDING

The total anticipated project budget is approximately \$12 million, including “soft costs”. This includes \$4 million from bond proceeds, a \$4 million state grant from the Oregon School Capital Improvement Matching (OSCIM) program, and \$4 million of District funds comprised of Student Investment Account funding, federal ESSER funding, and capital project funds.

SCOPE OF SERVICES

The selected Architectural firm will provide a comprehensive menu of planning, design and construction administration services throughout the lifespan of the project. The Scope of Services listed herein is provided to establish a general understanding of the project requirements. The actual scope of services will be finalized during fee/contract negotiations. The successful proposer will be required to produce a project timeline and complete construction documents in accordance with the overall project timeline.

Scope of services shall include the following design disciplines:

- a. Architectural
- b. Interior Design
- c. Civil and Landscaping
- d. Structural
- e. Mechanical
- f. Fire Protection
- g. Electrical Design
- h. Data, Communications & Security
- i. Food Service Design (Middle School Multi-Purpose Building only)

1. **Project Assessment/ Preliminary Design Phase - *Work may include but is not limited to the following:***
 - a. Meet with District Staff and Representatives, including but not limited to the District's Project Manager and school site staff to review specific facility and program needs at a particular school.
 - b. Meet with various District departments including but not limited to: Superintendent, Building Administration, Instructional Staff, and Facilities.
 - c. Review Scope of Work requirements at each school.
 - d. 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.
 - e. Thoroughly research and document existing conditions both in the facilities and on the site at a particular school.
 - f. Prepare and submit any required Oregon State Historic Preservation Office (SHPO) forms.
 - g. Work with District and Project Manager (and CM/GC, if applicable) to arrive at an "Agreed-upon" prioritized Scope of Work.
 - h. Submit the Project Assessment package in a report form that will include schematic level drawings and outline specifications.
 - i. Reconcile each Construction Cost Estimate with District's Construction Cost Budget. Where the 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.
2. **Schematic Design Development through Construction Documents Phase - *Work may include but is not limited to the following:***
 - a. Provide life-cycle cost analysis and other pertinent information as required for the Owner to make critical decisions on major building systems.
 - b. Facilitate a collaborative process to gain design input and feedback from project stakeholders.
 - c. Prepare design phase documents (SD, DD, CD) for submittal and District review in accordance with the agreed upon schedule.
 - d. Work in close coordination with the District and Project Manager (and CM/GC, if applicable) to keep project within the agreed upon budget.
 - e. The CD design package submitted for permit shall be a fully coordinated and complete set of construction documents. A phased permit approach is at the discretion of the District. City of Enterprise and Wallowa County are the Authority Having Jurisdiction for this project.
 - f. Closely coordinate with the Energy Trust of Oregon (ETO), Oregon Department of Energy

- (ODOE), and any other party as necessary to maximize energy incentives.
- g. Participate in review of contract documents with the Project Manager, District, Authority Having Jurisdiction, local Fire Marshal, and representatives of other State or Local agencies as needed.
 - h. Develop the Scope of Work for the District to initiate surveys and geotechnical work as required.
- 3. Construction Phase - *Work may include but is not limited to the following:***
- a. Participate in Construction Administration (CA), including weekly onsite walk-throughs of the projects during construction, review of submittals, in-person attendance at regular Owner-Architect-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.
 - b. 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.
- 4. Post Construction and Close Out Phase - *Work may include but is not limited to the following:***
- a. Facilitate an efficient and thorough punch list process.
 - b. Assist as necessary for timely resolution to any warranty issues.
 - c. Review Contractor supplied Operations and Maintenance (O&M) documentation.
 - d. 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.
- 5. Energy Incentives Coordination - *Work may include but is not limited to the following:***
- a. Architectural Firm shall provide analysis and documentation necessary for the District to obtain the maximum amount of energy incentives available through the State of Oregon, Oregon Department of Energy (ODOE), and energy incentives available through the Energy Trust of Oregon (ETO).
 - b. Architectural Firm's responsibilities shall include but are not limited to: determining requirements for available incentives through cooperation with ODOE and ETO; completing all required documentation for submission; and ensuring that all required documentation is submitted in the required timeline.
 - c. Architectural Firm shall coordinate with the District to resolve any potential issues to ensure that documentation is submitted when required.
- 6. Other Services - *Work may include but is not limited to the following:***
- a. Coordinate closely with District's Furniture, Fixture and Equipment (FF&E) design and procurement process.
 - b. Assist the District in coordination, research, report preparation, and other tasks required for project execution.
 - c. As necessary, participate in community outreach events, representing the District and Project Team, as requested by the District.
 - d. As necessary, present to the District's Board of Directors and Bond Oversight Committee.
 - e. Assist the District in communicating with its staff, community, and news media to enhance understanding and develop ongoing support for the projects.

PROPOSAL CONTENT FOR EVALUATION

The Proposers shall provide the following information, clearly separated by tabs, in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum amount that can be given during evaluation.

1. **Cover Letter** (*Information Only – will not be scored*)
2. **Firm Background** (5 points)
Describe your firm including ownership structure, number of employees, service area, volume of architectural services, and length of time in the industry, financial stability, and availability to the project locale. Provide a disclosure of your firm’s involvement in claims or lawsuits related to design services during the past 10 years.
3. **Local Knowledge** (5 points)
Describe your understanding of the locality of the project site, geographic proximity to the project site, climate, and the unique design/construction considerations in Eastern Oregon. Explain your approach for incorporating local aesthetics, design preferences, materials, and community traditions into the project design that will create a “sense of place” that is unique to Baker City.
4. **K-12 Experience** (15 points)
Provide three (3) examples of K-12 facility improvements performed over the past five (5) years. For each project example provided, include the following data: year completed, grades served, summary of scope of work, name of Owner, name of general contractor, total cost of construction, and cost per square foot. Note work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm (if applicable). Provide a current Owner reference/point of contact and telephone number for these projects.
5. **Renovation Experience** (15 points)
Provide three (3) examples of renovation projects performed over the past five (5) years. Clearly note work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm (if applicable). For each project example provided, include the following data: year built, name of Owner, name of general contractor, summary of scope of work, total cost of construction, and cost per square foot. Provide a current Owner reference/point of contact and telephone number for these projects.
6. **HVAC Replacement Experience** (15 points)
Provide three (3) examples of experience over the past five (5) years for HVAC replacements in existing buildings. Clearly note work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm (if applicable). For each project example provided, include the following data: year built, name of Owner, name of general contractor, name of mechanical subcontractor, summary of scope of work, total cost of HVAC replacement, and cost per square foot. Provide a current Owner reference/point of contact and telephone number for these projects.
7. **Staffing Plan** (15 points)
This section should contain a detailed and specific discussion of the staffing plan for the architectural firm **AND** the mechanical engineering subconsultant. Include an organizational chart, description of staff roles, resume and other relevant biographical information, including professional licenses and certifications; please include identifying numbers and indicate that the individuals are licensed to perform work in the state of Oregon.

Provide an estimate of the percentage of time each team member will devote to the project during the preliminary design phase, schematic design through construction document phase, construction phase, and post construction/close out phase; ensure clarity is provided to the respective team members for each of the various phases.

Except for the mechanical engineer, do NOT include information on other sub-consultants (i.e. civil, landscaping, structural, electrical, plumbing, etc.). The project team will work together with the successful Architectural firm to select the sub-consultants.

8. Approach (20 points)

- a. Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of construction projects.
- b. Describe and provide examples of how you have helped Owners prioritize scope and make decisions when the list of potential projects exceeds available funding.
- c. Provide examples of lessons learned and examples of how your firm has worked with Owners and Contractors to minimize surprises during renovation projects.
- d. What is your firm's quality control process during the design phase of a renovation project to reduce RFIs and change orders by a contractor during a fast summer project schedule? What is your quality control process to ensure architectural and MEP scopes are coordinated during design?
- e. What is your team's approach to selecting materials and systems that match local availability and local maintenance/service capabilities? Provide specific "lessons learned" case studies.

9. Utility/Energy Incentives and Green Energy Technology (GET) Experience (5 points)

- a. Provide experience over the past five (5) years noting work performed that enabled K-12 construction projects to access available utility and energy incentives through local utilities, the Energy Trust of Oregon (ETO), SB 1149, and/or other funding opportunities. Describe your firm's plan to determine requirements and available incentives/funding opportunities and providing the proper documentation within the required timeline. Provide reference contact person(s) and telephone number(s) for these projects. Preference in selection may be given to companies that are officially registered as an Energy Trust New Buildings Ally and/or Trade Ally.
- b. Describe your firm's experience in implementing Oregon's Green Energy Technology (GET) requirements for new construction.

10. Justification (5 points)

Provide a demonstrated reason why your firm wants to assist Baker School District and why Baker School District should place their trust in your firm.

11. Hourly Rate Schedule (Information Only – will not be scored)

Provide an hourly rate schedule for each architectural and mechanical engineering team member proposed; the intent is to proceed on a time and materials basis while sub-consultants are selected and prior to a formal agreement being in place. The hourly rate schedule provided in the proposal will be the basis for the time and materials approach.

12. Oregon Licensure *(Information Only – will not be scored)*

Please provide supporting documentation of Oregon Architect and Mechanical Engineering Licensure.

EVALUATION AND SELECTION PROCESS

The proposals shall be subjectively evaluated by the Selection Committee with points assigned based upon the criteria in this RFP. Those proposals submitted that do not meet mandatory requirements outlined in the Instructions to Proposers will not be evaluated.

The role of the Selection Committee shall include a complete review of all documents submitted. The Selection Committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. The Selection Committee, at its sole discretion, may forego the interview process.

The Selection Committee will forward a recommendation for selection of one firm to the Baker School District's Board of Education for consideration of award. Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

Selection Committee members may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, with the exception of the facilitator in accordance with the directions herein.

PROPOSAL REQUIREMENTS AND CONTENTS

Proposals shall comply with the following, and where the Proposer is asked to provide information there shall be a full discussion (and attachments where necessary):

1. Format

Proposals, including attachments shall not exceed thirty-five (35) standard size (8 1/2" x 11") pages, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, proposers may use up to two larger sheets of paper not to exceed 11" x 17". If such use is made, it must be for legibility purposes *only* and will be considered part of the page count.

Proposers shall provide **one (1) original and eight (8) bound copies of the proposal**. Proposer shall also provide **one copy in PDF format on USB storage device**. Divider sheets, void of specifics related to the proposal content and evaluation, are required. Divider sheets and cover letter will not be included in the page count. Facsimile or e-mailed transmissions will not be accepted. The title page or cover letter must include the date, the solicitation name, the Proposer's name, contact person, telephone number, email address and complete mailing and street address.

2. Acceptance of Proposal Specifications, Terms and Conditions

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

3. Anti-Discrimination

In connection with this RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.

4. Commitment to enter into Contract

At the beginning of the Proposal there shall appear the following statement endorsed by a person authorized to bind the Proposer in contract:

“If this Proposal is accepted by Baker School District 5J, [insert name of Proposer] covenants to execute the contract documents for the work upon completion of negotiations.”

The District intends to use a modified AIA B101 Standard Form of Agreement Between Owner and Architect for this project.

5. Compliance with Applicable Laws

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

6. Contract and Insurance Coverage

Baker School District 5J intends to use a modified AIA B101 contract as amended by the parties. Dependent upon District approval of the Architect selection, the District and selected firm will negotiate the Fixed Sum Agreement for Architectural Services, and the Architect shall furnish Certificates of Insurance meeting contract specifications. If the selected firm and the District cannot come to agreement within a reasonable time, the District, without penalty will release the selected firm and begin negotiation with the second ranked firm. Please see Attachment B for Insurance Requirements.

7. Delayed Proposal Closing Time/Proposal Opening

The time and date set for the proposal closing and proposal opening will advance to the same time on the District’s next business day in the event that weather or other contingency causes the District to be officially closed at the time and date set for the proposal closing and proposal opening.

8. District Rights

Baker School District 5J may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFP.

Baker School District 5J reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Proposals;
- b. Issue a new RFP;
- c. Cancel, modify, or withdraw the RFP;
- d. Issue addenda, supplements, and modifications to this RFP;
- e. Modify the RFP process (with appropriate notice to proposers);
- f. Appoint a selection committee and evaluation team to review RFPs and seek the assistance of outside technical experts in the response evaluations;

- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses;
- i. Waive minor irregularities in responses;
- j. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- k. Refuse to issue a contract at all.

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

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

9. Investigation

The Proposer shall make all investigations necessary to be informed regarding the service(s) to be furnished.

10. Late Proposals

Proposals received after the time and date set for proposal closing will be returned to the proposer unopened.

11. Mistakes, errors and omissions in solicitation

Any mistakes, errors and omissions in this solicitation must be reported immediately to the District.

12. Modification of Proposal After Award

An offer to modify the proposal which is received from the successful proposer after award of contract which makes the terms of the proposal more favorable or advantageous to the District will be considered, and may thereafter be accepted. To be effective, every modification must be made in writing on company letterhead, signed by the party signing the proposal or a confirmed authorized representative and must thereafter be accepted by the District in writing. The envelope containing any modification to a proposal shall be marked as follows:

"Proposal Modification"

Proposal Number

Proposal Title

Letter must be addressed to: Baker School District 5J, Attn: Mark Witty, Superintendent, 2090 Fourth St., Baker City, OR 97814

13. Modifications of Proposal Before Award

Proposals, once submitted, may be modified in writing if the modification is received in the District's Central Office prior to the time and date set for proposal closing (see page 1). Any modifications shall be prepared on a Company letterhead, signed by the party signing the proposal or a confirmed authorized representative and state that the new document supersedes the prior proposal. This modification document must thereafter be accepted by the District in writing. The envelope containing any modification to a proposal shall be marked as follows:

"Proposal Modification"

Proposal Number

Proposal Title

Letter must be addressed to: Baker School District 5J, Attn: Mark Witty, Superintendent, 2090 Fourth St., Baker City, OR 97814

14. Publicity

News releases relating to this RFP will not be made without prior approval by, and in coordination with Baker School District 5J.

15. Protest of Proposal Specifications or Terms and Conditions*

Protests of proposal specifications or terms and conditions shall be presented to the District Superintendent in writing five (5) calendar days prior to proposal closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of the District, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

"Protest RFP"

Proposal Number

Proposal Title

Letter must be addressed to: Baker School District 5J, Attn: Mark Witty, Superintendent, 2090 Fourth St., Baker City, OR 97814

16. Protest of Proposal Award*

Protests of proposal award shall be presented to the District Superintendent in writing no later than seven (7) calendar days after notice of Intent to Award is published. Such protest shall include the reason(s) and evidence for protest, alleged damages and remedial action requested. The District shall consider and respond in writing in a timely manner. If, in the opinion of the District, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

"Protest Award"

Proposal Number

Proposal Title

Letter must be addressed to: Baker School District 5J, Attn: Mark Witty, Superintendent, 2090 Fourth St., Baker City, OR 97814

**A written protest that is not specific enough to comply with the terms of this Section will not be considered. Any protest not set forth in writing within the time limits specified in this RFP shall not be considered.*

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

Questions and comments pertaining to this solicitation must be submitted in writing according to the Proposal and Award Timeline to: Shandiin Yessilth, Project Manager, Wenaha Group, shandiiny@wenahagroup.com.

Proposers shall not contact any Baker School District employees, board members, or other volunteers during the selection process.

If, in the District's opinion, additional information or interpretation is necessary, such information will be

supplied in the form of Addenda. Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. The successful Proposer shall acknowledge Receipt of all addenda issued, either with the proposal, or separately, in writing, prior to the time and date set for proposal closing. Addenda shall be sent within a reasonable time to allow prospective proposers to consider them in preparing their proposals.

ORAL INSTRUCTION OR INFORMATION CONCERNING THE INVITATION FOR PROPOSALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF THE DISTRICT TO PROSPECTIVE PROPOSERS SHALL NOT BIND THE DISTRICT AND SHALL NOT BE RELIED UPON.

Other District employees or agents, including the Selection Committee, shall not be contacted once the RFP is issued and until a final selection and award is made.

EXHIBITS & ATTACHMENTS PAGES 14-22 →

**Baker School District 5J
Certification of Compliance**

I/we have received and reviewed the RFP and any Addenda issued by Baker School District 5J and this submission is our entire proposal.

Firm Name: _____

Authorized Signature: _____

Printed Name: _____

Date: _____

Addenda Received: _____

Baker School District 5J Bidder/Proposer Residency Statement

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

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

Bidder is Resident or Non-Resident and is a resident of _____ (State) as set forth above.

If a Resident Bidder/proposer, enter your Oregon Business address below:

Baker School District 5J Certificate of Non-discrimination

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

By signature of the authorize representative of the bidder/proposer/proposer, the bidder/proposer/proposer hereby certifies to Baker School District 5J that this bidder/proposer/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

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

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

Baker School District 5J Vendor Checklist

Have you remembered to?...

- Review all instructions and scope of work to ensure your proposal response complies?
- Review all attachments and exhibits to ensure your proposal response complies?
- Include a statement at the beginning of the proposal: *“If this Proposal is accepted by the District [insert name of Proposer] , covenants to execute the contract documents for the work upon completion of negotiations.”*
- Format your response according to the proposal format?
- Reviewed your computations for omissions and errors?
- Did you fill out and sign Certification of Compliance?
- Did you fill out and sign Proposal/Proposer Residency Statement?
- Did you fill out and sign Certificate of Non-discrimination?
- Initial any/all changes and corrections?
- Mark the envelope as indicated within the RFP?
- Address the envelope as indicated within the RFP?

Exhibit A Preliminary Schedule



Updated 8/1/2021

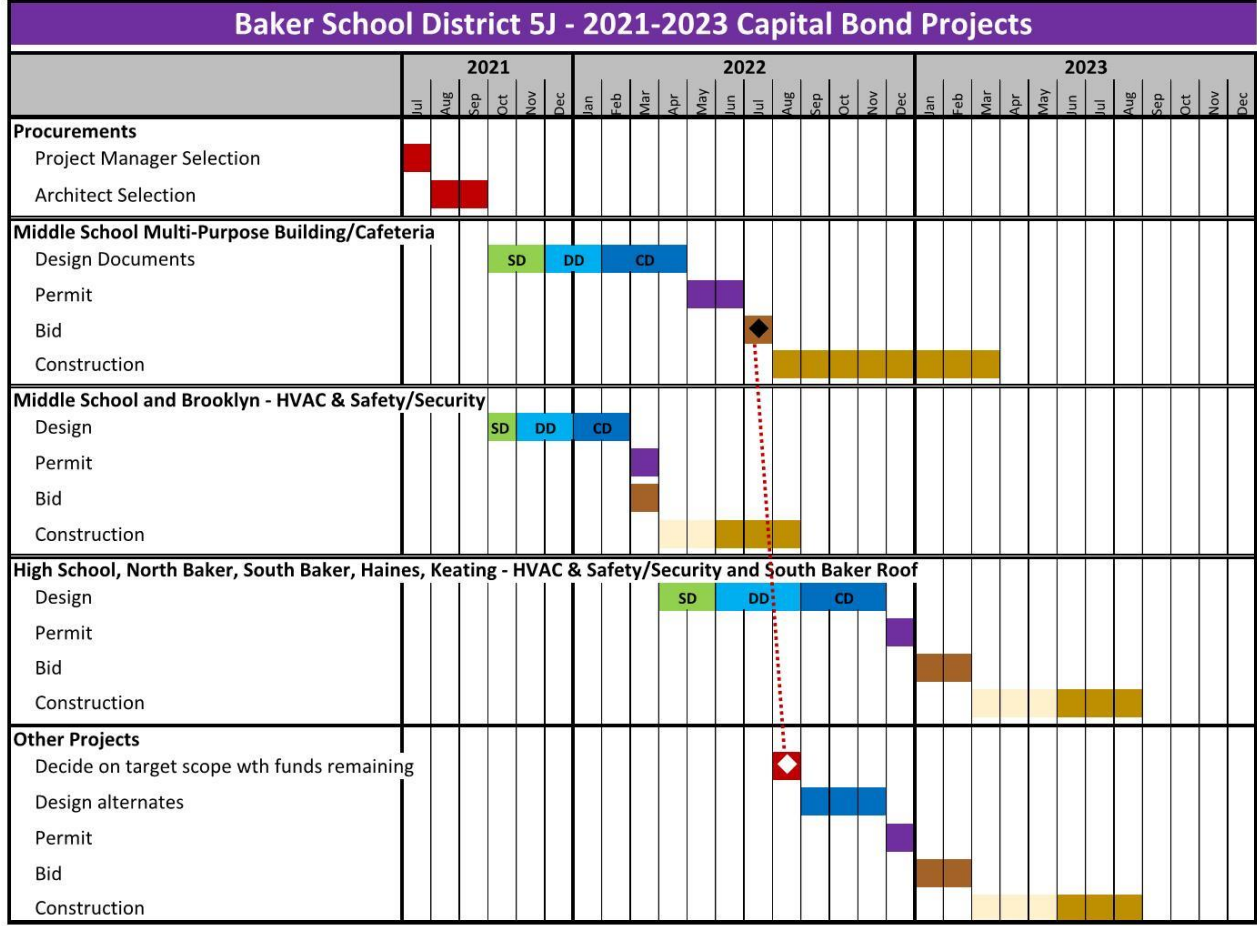


Exhibit C
Baker School District 5J
Architect Proposal Evaluation Score Sheet

Firm Name: _____

Reviewer: _____

Date: _____

Required Submissions:

Conformance with RFP Requirements	Yes / No
Certificate of Non-Discrimination	Yes / No
Certificate of Compliance	Yes / No
Residency statement	Yes / No
Proof of Architect and Mechanical Engineer licensure in Oregon	Yes / No
Hourly Rate Schedule	Yes / No

Notes: _____

Review criteria:

- 1. **Cover Letter** Yes/No
- 2. **Firm Background** (5 points maximum) _____
Comments: _____
- 3. **Local Knowledge** (5 points maximum) _____
Comments: _____
- 4. **K-12 Experience** (15 points maximum) _____
Comments: _____
- 5. **Renovation Experience** (15 points maximum) _____
Comments: _____
- 6. **HVAC Replacement Experience** (15 points maximum) _____
Comments: _____
- 7. **Staffing Plan** (15 points maximum) _____
Comments: _____
- 8. **Approach** (20 points maximum) _____
Comments: _____
- 9. **Utility/Energy Incentives and Green Energy Technology (GET) Experience** (5 points maximum) _____
Comments: _____
- 10. **Justification** (5 points maximum) _____
Comments: _____

TOTAL POINTS (100 possible) _____

Exhibit D
Insurance

The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

1. General Liability

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage (Any one Fire)	\$100,000
Medical Expenses (Any one person)	\$10,000
Employers Liability	\$1,000,000

2. Automobile Liability

Architect shall also obtain at Architect’s expense, and keep in effect during the term of this contract, including coverage for all owned, hired and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.

3. Workers’ Compensation

The Architect, its sub-consultants, if any and all employers providing work, labor or materials under the Contract are either subject employer under Oregon Worker’s Compensation Law and shall comply with ORS 656.017 which requires them to provide worker’s compensation coverage that satisfies Oregon Law for all their subject workers or employers that are exempt under ORS 656.126. Out of State employers must provide Oregon worker’s compensation coverage for their workers who work at a single location within Oregon for more than 30 days in a calendar year. Contractors who perform work within the assistance or labor of any employee need not obtain such coverage. This shall include Employer’s Liability Insurance with coverage limits not less than \$1,000,000 each accident.

4. Professional Liability

Architect shall obtain, at Architect’s expense and keep in effect during the term of this contract and for three years after final acceptance of the Project, Professional Liability Insurance covering any damage caused by errors or omission or any negligent acts. Combined single limit per occurrence shall not be less than \$3,000,000.

Exhibit E
Baker School District 5J
Amended AIA B101-2017 Contract

To be issued via addendum