



CORVALLIS SCHOOL DISTRICT 509

Request for Proposals

"RFP 007-2018 Construction Manager/General Contractor (CM/GC)"

For 2018 Bond Projects

Issued: November 5, 2018

Due: By 3:00 pm, November 29, 2018

For further information contact:

Dave Fishel, Bond Program Director
Wenaha Group, Inc.

DaveF@wenahagroup.com

CORVALLIS SCHOOL DISTRICT 509J**RFP 003-2018 Construction Manager/General Contractor for 2018 Bond Projects**TABLE OF CONTENTS

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NOTICE TO PROPOSERS

- Submitted to Corvallis School District 509J in a sealed envelope and delivered to:
Corvallis School District 509J
Attn: Kim Patten
Director of Facilities & transportation
1555 SW 35th Street
Corvallis, OR 97333
- Sealed proposals will be received until: **November 29, 2018 at 3:00 PM Pacific Time**
- The outside of the envelope shall be clearly marked:
“RFP 007-2018 Construction Manager/General Contractor”
- All proposals shall be clearly and distinctly typed or written with ink. No erasures are permitted.
 - 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, Corvallis School District 509J may determine that the proposal is non-responsive.
- ***A mandatory pre-proposal meeting will be held at 1:30 PM on November 13, 2018 at the Wenaha Project Management Office at 1555 SW 35th Street Corvallis, OR 97333 (on the north side of the District Office)***
- All proposals shall be in the format requested and/or furnished by Corvallis School District 509J, herein after referred to as District, or they may be rejected by the District.
- It shall be the proposer’s responsibility to ensure that the proposal is delivered to the District at the specified address above before the time and date set for proposal closing as noted in the solicitation.
- District will not be responsible for proposals delivered to any location other than the address listed
- Proposal documents may be obtained on the District web site
www.csd509j.net/bond-program/procurements-contract-awards
- Interested firms shall have no unauthorized contact with District staff or Board Members during the selection process. All questions shall be directed in writing to the District’s Bond Program Director, Dave Fishel at davef@wenahagroup.com

INTRODUCTION AND BACKGROUND

The Corvallis School District invites written sealed proposals for Construction Manager/General Contractor (CM/GC) for Scope Packages B & C of the May, 2018 Bond Projects.

In May 2018, Corvallis voters approved a \$199,916,925 capital construction bond, enabling us to transform our aging infrastructure and provide more innovative and equitable opportunities for all in support of our Core Values for Educational Design. The scope of the planned improvements include replacement of two aging elementary schools as well as expansion and modernization of all other schools.

In addition to the bond funds the District received an Oregon School Capital Improvement Matching Program grant of approximately \$6.4 million and an Oregon Seismic grant of \$1.8 million. The planning and design team process is underway for these projects.

The bond improvements have been grouped into the following scope packages;

Package A – Replacement of Lincoln and Hoover Elementary Schools (not included in the scope of this RFP)

Package B – Improvements of Garfield Elementary, Wilson Elementary, Mountain View, Elementary, Adams Elementary, Franklin K-8 and Jefferson Elementary and Muddy Creek K-5

Package C – Improvements of Linus Pauling Middle School, Crescent Valley High School, Harding Center, Corvallis High School and Cheldelin Middle School.

The contract period is expected to begin immediately upon selection and extend through completion and close-out of the projects in 2021.

The District has selected Wenaha Group, Inc., as the District's Project Manager, DLR Group as the architect for Scope Packages A & B and Pivot Architecture as the architect for Scope Package C.

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

A. SELECTION TIMELINE

• Issue RFP via Public Notice	November 5, 2018
• Mandatory Pre-proposal Meeting at 1:30 pm	November 13, 2018
• Proposals Due at 3:00 pm	November 27, 2018
• Selection Committee Score & Rank Proposals	November 29, 2018
• Notify Short List for Interviews	November 30, 2018
• CM/GC Interviews	December 4 & 5, 2018
• Selection Committee Final Ranking and Selection	December 5, 2018
• CM/GC Selection Update in Board Packet	December 6, 2018
• Notice of Intent to Award Issued	December 6, 2018
• Board Reviews CM/GC Selection Process	December 13, 2018

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

B. CM/GC PACKAGES AND ANTICIPATED BUDGET

The School District may award Scope Package B and C to a single firm or two firms. The proposing CM/GC firm must clearly identify which package or packages their proposal covers on the Proposal Form (Attachment 1). A CM/GC firm may propose on both Packages, just Package B, just Package C or they may stipulate that they have no preference on which Package or Packages they may be awarded.

The final scope of the two bid packages may be increased or decreased as budget allows.

The anticipated projects scope and budgets are provided in are provided in Exhibit B.

Schedule:

See **DRAFT** Preliminary Phasing Schedule as Exhibit A of this document.

Pre-construction Phase: Start upon issuance of Notice to Proceed; phasing and schedule of the concurrent projects will result in multiple Guaranteed Maximum Price (GMP) Amendments.

Construction Phase: Various, due to phasing and schedule of concurrent projects; intent is to complete all District Bond Projects by December, 2021.

C. 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):** Confirm your firm's interest in the project and commitment to meet all requirements. Provide firm's contact information for District's use related to the selection process.
2. **Required Attachments: (Yes/No)**
 - A. Attachment 1 – Proposal Form
 - B. Attachment 2 – Certification of Compliance
 - C. Attachment 3 – Residency Statement
 - D. Attachment 4 – Certification of Non-discrimination
3. **Firm Background (10 points):** Provide a brief description of your firm, including ownership structure, service area, length of time in the industry, and annual revenue and bonding capacity for the past five years. If you are proposing in a joint venture or teaming arrangement, provide a clear description of the legal and business relationship between the firms.
4. **Oregon Public CM/GC Experience (10 points):** Describe how your firm used the Oregon CM/GC process to bring value to the project in both the pre-construction and construction phase.
5. **K-12 Experience and Past Performance (10 points):** Describe your firms experience working on projects of similar type, size and complexity. Provide details for no more than six (6) examples. Include the following information:
 - A. Building use
 - B. Owner and contact information
 - C. Architect and contact information
 - D. Contract type (Public Lump Sum, Public CM/GC, Private Lump Sum, Private Proposal, etc.)
 - E. Original and final contract amount – (Total cost and cost/SF)
 - F. Project start date and completion date
 - G. Third Party Certifications (i.e. LEED, Earth Advantage, Energy Trust of Oregon Path to Net Zero)
6. **Staffing Plan and Key Personnel (20 points):**

- A.** Provide an organizational chart showing your proposed staff. Indicate if they will be stationed in the home office or on site during the construction phase. Explain what percentage of their time will be dedicated to this project. Make clear which staff will be assigned to which project. If proposing on both packages, make clear which staff will be assigned to which package.
 - B.** Provide detailed resumes for all staff shown on the project organizational chart, including length of time with the firm, relevant experience in Oregon Public CM/GC projects and relevant K-12 experience.
- 7. Current Market Conditions and Local Issues (30 points):** Address the current market conditions and explain your plan to maximize participation and competitive pricing. Describe your firm's knowledge of local construction conditions, local labor market and local/regional subcontractors and suppliers. Explain how you will use this knowledge to benefit the project. Explain your strategy for maximizing the economic impact of this project within the District's geographic area.
- 8. Project Approach (20 points):** Describe how your firm utilizes the CM/GC process to create value during the pre-construction & construction phase. Include the following information:
 - A. Estimating:** describe your estimating process from initial schematic design through final buy-out. How do you ensure a transparent estimating process and that the owner and design team are constantly aware of the project estimate as the project evolves? Explain your approach to providing reliable and reasonable estimates during these volatile market conditions.
 - B. Design Assistance:** describe your firm's approach to assisting the Design Team during the pre-construction phase (Schematic Design, Design Development and Construction Document Development) of the project to identify and resolve potential design and constructability issues.
 - C. Project Management:** describe your firm's project management and scheduling system. How will you ensure the project is completed on schedule and in a well-organized and orderly manner? Elaborate on technology tools utilized to assist with this process.
 - D. Cost Control:** describe your cost reporting system. How will you keep the District appraised of current and projected costs during the construction phase? How will you minimize change orders? How do you provide clarity to the District's entire budget across multiple concurrent projects with separate GMP Amendments?
 - E. Quality Control:** how will you ensure appropriate quality, minimal punch lists and timely close-out? Elaborate on technology tools utilized to assist with this process.
 - F. Concurrent Projects:** how will you approach multiple concurrent projects, with different start dates/completion dates and multiple GMP Amendments?
- 9. Project Safety & Communication Plan (10 points):**
 - A.** Describe your plan to safely and efficiently, and without disruption, accomplish the work within such close proximity to currently operating PreK-12 facilities and concurrently with other potential District projects within the same approximate location.
 - B.** Provide a sample plan to demonstrate communication outreach strategies to the Corvallis Community, Students and District Staff regarding work in the occupied facilities.

- C. Provide a brief description of your firm's safety and drug/alcohol program. Include your current Worker's Compensation experience modifier rate.

10. Fees and Compensation (20 points): Provide responses to this section in a matrix format.

- A. **Pre-construction Costs:** Provide a not-to-exceed price for pre-construction services broken down by scope package as defined in Exhibit A – Preliminary Master Schedule. Include a breakdown of hourly rates for personnel as well as a list of reimbursable expenses that would be included in the not-to exceed price. Include the cost of mechanical and electrical pre-construction services and explain if those services will be handled by in-house staff or by a sub-contractor. Assume the duration of pre-construction services to be as described in Exhibit A, the draft Preliminary Master Schedule.
- B. **Fee:** State the fee as a percentage of the direct construction costs. No other mark-up will be allowed. The CM/GC will be required to provide accounting documentation to substantiate that all cost inputs to the project will be at the CM/GC's bare cost. The CM/GC will not be allowed to include "corporate rates" for labor, bonding or insurance programs. Tool and equipment charges will be required to be comparable to market rental rates.
 - i. The fee shall cover, at a minimum, those items excluded from the Cost of the Work and General Conditions as defined in the agreement and as clarified in the CM/GC Cost Matrix, (attached as Exhibit D). The matrix is intended to provide the Proposers greater clarity about which costs will be reimbursed and which costs will not.
 - ii. After Contract award and before the GMP is established, the maximum not-to-exceed amount for General Conditions will be established and set forth in a contract amendment.
- C. **General Conditions/Staffing Costs:** Provide hourly unit costs for all staff positions anticipated to be included in the general conditions of future GMP's and as defined in Exhibit D - CM/GC Cost Matrix. Also provide monthly charges for estimated travel, housing and per diem costs as separate line items.
- D. **Bond and Insurance Rate:**
 - i. Provide the cost of the 100% Payment and Performance Bond as a percent of the direct construction costs plus fee.
 - ii. Provide a brief explanation of your firm's policy on sub-contractor bonding.
 - iii. Provide the cost of the "Sub-guard" bond, if applicable, as a percent of the direct construction costs plus fee.
 - iv. Provide a letter from your bonding company confirming their ability to provide 100% payment and performance bond for the project.
 - v. Provide the cost of General Liability Insurance as a percent of the direct construction costs plus fee. See Exhibit C for insurance requirements.
- E. **Contingency, Allowances and Savings:** Describe your firm's proposed use of contingencies and allowances within the GMP. How do you propose the contingencies are managed, what are the allowable uses and who has control of their use? In the event

that the final project costs are less than the GMP, it is the District's intent that 100% of project savings are returned to the owner.

11. **References (information only):** Provide four (4) references familiar with your firm and the members of your proposed team.

D. EVALUATION AND SELECTION PROCESS

The proposals shall be subjectively evaluated by the Evaluation 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 Evaluation 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 Evaluation Committee, at its sole discretion, may forego the interview process.

The Evaluation Committee will forward a recommendation for selection of one firm to the District's Board of Directors 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.

Evaluation 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.

E. 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 forty (40) standard size (8 1/2" x 11") pages in length, double sided, minimum 11-point font. Each printed page shall count for one page. For the purpose of demonstrating workflows or timelines in a legible manner, proposers may use up to four 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, **clearly marked ORIGINAL on the cover**, and eight (7) bound copies of the proposal. Proposer shall also provide one copy in PDF format on disc or USB storage device. Divider sheets, void of specifics related to the proposal content and evaluation, are required. Divider sheets and required attachments 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, solicitation name, 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 the District to consider. Any such alternate terms or conditions will constitute a variance and, if found material, may subject the Proposal to rejection. Any referenced alternate terms or conditions shall be attached to the Proposal for consideration by the District.

3. Anti-Discrimination:

In connection with 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 the District, [insert name of Proposer] covenants to execute the contract documents for the work upon completion of negotiations."**

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:

Dependent upon District approval of the CM/GC selection, the District and selected firm will execute the modified American Institute of Architects (AIA) A133-2017 and A201 form of Agreement between Owner and Construction Manager as Constructor, for CM/GC Services provided as exhibit E. The CM/GC shall furnish Certificates of Insurance meeting the requirements provided in Exhibit C. If the selected firm and the District cannot come to an agreement within a reasonable time, the District, without penalty, will release the selected firm and begin negotiation with the second ranked firm.

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. Investigation:

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

9. Late Proposals:

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

10. Mistakes, errors and omissions in solicitation:

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

11. 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: Corvallis School District 509J, Attention: Kim Patten, Director of Facilities & Transportation, 1555 SW 35th St., Corvallis, OR 97333

12. Modifications of Proposal Before Award:

Proposals, once submitted, may be modified in writing if the modification is received in the office of the District's Superintendent prior to the time and date set for proposal closing (see page 1). Any modifications shall be prepared on 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: Corvallis School District 509J, Attention: Kim Patten, Director of Facilities & Transportation, 1555 SW 35th St., Corvallis, OR 97333

13. Oregon business registration:

ORS 60.701 requires that foreign corporations be registered in the State of Oregon, through the Office of the Secretary of State, before conducting business in Oregon. A foreign corporation (see ORS 60.001) means a for-profit corporation incorporated under a law other than the laws of the state of Oregon. This registration must be accomplished prior to Contract execution. The current status of the Proposer in this regard shall be stated in the Proposal.

14. District's Rights:

The District 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.

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

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

- e. Modify the RFP process (with appropriate notice to proposers);
- f. Appoint a selection committee and evaluation teams to review responses received to this RFP 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.

15. Proposal Validity:

All proposals shall remain valid for a period of 90 days following the RFP deadline.

16. Protest of Proposal Specifications of Terms and Conditions*:

Protests of proposal specifications or terms and conditions shall be presented to the District's 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: Corvallis School District 509J, Attention: Kim Patten, Director of Facilities & Transportation, 1555 SW 35th St., Corvallis, OR 97333

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17. Protest of Proposal Award*:

Protests of proposal award shall be presented to the District's Superintendent in writing 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: Corvallis School District 509J, Attention: Kim Patten, Director of Facilities & Transportation, 1555 SW 35th St., Corvallis, OR 97333

** 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.

Except as otherwise stated above, Proposer's are directed to OAR 137-048-0240 for additional protest procedures.

18. Publicity:

New releases relating to this RFP will not be made without prior approval by, and in coordination with the District.

19. 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: Dave Fishel, Bond Program Director, Wenaha Group, Inc.
DaveF@WenahaGroup.com

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 REQUEST 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.

Attachment 1 - PROPOSAL FORM

Responses to the Corvallis School District 509J 2018 Bond Projects Request for Proposals must contain a signed photocopy of this page.

Firm Name: _____

The Undersigned offers and agrees to provide Construction Management/General Contractor (CM/GC) Services for the Corvallis School District 509J 2018 Bond Projects.

The proposer understands that any false statement may disqualify this proposal from consideration or be cause for contract termination.

The proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, financial ability, age or other non-job-related factors.

This proposal addresses the following package(s):

_____ **Only Package B: Elementary School Improvements**

_____ **Only Package C: Secondary School Improvements**

_____ **Only Both Package B: Elementary School Improvements and Package C: Secondary School Improvements**

_____ **Either Package B: Elementary School Improvements or Package C: Secondary School Improvements**

_____ **No preference**

Oregon CCB Number: _____ Expiration Date: _____

- | | |
|--|--|
| ☐ Resident Firm | ☐ Non-resident Firm |
| ☐ Corporation | ☐ Partnership |
| ☐ Sole Proprietor | ☐ Joint Venture |
| ☐ Other _____ | |

Has your firm ever been disqualified by a government agency from bidding or proposing on a public project? _____ (yes/no)

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for disqualification and if the disqualification has ended. Use additional sheets if required.

Has your firm ever been terminated from a public contract? _____(yes/no)

If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for termination. Use additional sheets if required.

Has your firm ever been involved in litigation involving a public contract? Has a claim been made against any payment or performance bond taken out by your firm? Has a legal claim been made against your firm for alleged contract breach or substandard performance, or has a claim been made against your firm for dishonesty, fraud, or misappropriation in relation to a construction contract? _____ (yes/no)

If the answer is yes, provide a full explanation on a separate sheet entitled "Claims".

I acknowledge receipt of Addendum(s) _____

Firm Name: _____ Phone: _____

Address: _____

By (print): _____ Title: _____

Signed: _____ Date: _____

This form must be signed in ink and returned with the proposal

Attachment 2 - Certification of Compliance

I/we have received and reviewed the RFP and any Addenda issued by the Corvallis School District 509J and this submission is our entire proposal.

Firm Name _____

Authorized Signature _____

Printed Name _____

Date _____

Addenda Received _____

Attachment 3 - 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 percentage increase on the bid of a non-resident bidder/proposer equal to the percentage, 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:

Firm Name: _____ Phone: _____

Address: _____

By (print): _____ Title: _____

Signed: _____ Date: _____

Attachment 4 - 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, the bidder/proposer hereby certifies to Milton-Freewater Unified School District #7 that this bidder/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 hereby certifies that the information provided above is true and accurate.

Proposer 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:			

Attachment 5 – Sample Evaluation Form**Corvallis School District 509J 2018****CM/GC Proposal Evaluation Score Sheet**

Firm Name: _____

Reviewer: _____

Date: _____

Required Submissions:

Proof of Contractor licensure in Oregon	Yes / No
Conformance with RFP Requirements	Yes / No
Certificate of non-discrimination	Yes / No
Certificate of Compliance	Yes / No
Residency statement	Yes / No

Notes:

Review criteria:**Firm Background**

(10 points maximum) _____

Comments: _____

Oregon Public CM/GC Experience

(10 points maximum) _____

Comments: _____

PreK-12 Experience and Past Performance

(10 points maximum) _____

Comments: _____

Staffing Plan & Key Personnel

(20 points maximum) _____

Comments: _____

Market Conditions and Local Issues

30 points maximum) _____

Comments: _____

Project Approach

(20 points maximum) _____

Comments: _____

Project Safety & Communication Plan

(10 points maximum) _____

Comments: _____

Fees & Compensation

(20 points maximum) _____

Comments: _____

TOTAL POINTS (130 possible) _____

Additional Notes:

Reviewer's Initials _____