

**Request for Proposals
Brookings-Harbor School District 17C
Seismic Rehabilitation
Design-Build Delivery Services
For Azalea Middle School and Brookings-Harbor High School
Brookings, Oregon**

December 2017

Overview

Brookings-Harbor School District 17C (DISTRICT) has secured funding from the Business Oregon Seismic Rehabilitation Grant Program to rehabilitate for seismic compliance the Azalea Middle School and Brookings-Harbor High School. The DISTRICT wishes to procure the specialized services required to design and construct the rehabilitation of these schools.

Project Description

The Azalea Middle School and Brookings-Harbor High School Seismic Rehabilitation Project (PROJECT) is located in Brookings, Oregon. The Azalea Middle School is located at 550 Pacific Avenue and Brookings-Harbor High School is located at 625 Pioneer Road.

Background

Please find included the Seismic Vulnerability Assessments for Azalea Middle School (Attachment A) and Brookings-Harbor High School (Attachment B).

Design Build Services

The DISTRICT is seeking a Design-Build team that can truly integrate the design-construction schedule constraints, resulting in a successfully completed PROJECT. The DISTRICT needs a well thought out plan for the most efficient method to rehabilitate these schools that meets an agreed target budget and schedule.

The DISTRICT seeks a team with the ability to design, accurately estimate and construct the PROJECT within a guaranteed maximum price (GMP). Preference will be given to teams with prior experience in the Brookings area and prior experience with seismic rehabilitation funded through Business Oregon Seismic Rehabilitation Grant Program.

Proposal Due Date

Proposals are due by 5:00 pm on January 10, 2018.

Owner's Project Team Members

Brookings-Harbor School District 17C is a public district operated by an elected Board with a District Superintendent.

The DISTRICT has secured a Project Manager (Anderson Engineering & Surveying, Inc.) to oversee project detail, act as owners authorized representative, and provide assistance on a regular basis in both the design and construction phases of the PROJECT. All project matters will be communicated through the Project Manager.

All questions concerning the RFP will be directed to Darryl Anderson, PE/Project Manager, Anderson Engineering & Surveying, Inc., PO Box 28/17681 Hwy 395, Lakeview, OR 97630, 541-947-4407, darryla@andersonengineering.com.

Subcontractor and Supplier Approval

The DISTRICT will approve all subcontractors and suppliers to be used on the PROJECT.

Project Schedule

The schedule objective is to have the entire PROJECT completed by August 31, 2018. In the RFP submittal, each of the design-build teams is required to submit their most efficient schedule.

Proposed Project Schedule

RFP Advertisement	12/01/2017
Pre-Proposal Walk-Through	12/14/2017
RFP Due	01/10/2018
Short Listed Teams Announced	01/16/2018
Design-Build Team Interviews	01/23/2018
Selection Award	01/26/2018
Begin Design	02/15/2018
Construction Begins	06/15/2018
Construction Completed	08/31/2018

Local Labor

Since Brookings is located in an economically distressed area, the design-build team is requested to use local labor and materials in every way possible without jeopardizing the integrity (cost schedule, quality, minimal instructional interruptions, etc.) of the PROJECT.

General Information

General Description of Work

The scope of this project includes all work required to design, engineer and install all the materials required for seismic stability of the Azalea Middle School and Brookings Harbor High School.

Please refer to Attachments A & B for further information on the project scope.

Two-Phase Design-Build Process

This procurement will be accomplished using a two-phase process. The DISTRICT will negotiate with the selected contractor for the design, specification preparation, and estimating phase of the project. Once plans and specifications are approved by the District a GMP within available grant funds will be negotiated for the construction phase of the project. As part of the RFP potential design-build teams shall submit their past performance, basic technical approach, resumes, references, estimate of total design, engineering and construction fees, PROJECT cost and capability information for review and consideration to the DISTRICT. These qualifications will be evaluated and the top design-build teams may be invited to participate in an interview.

Acceptance and Rejection

The DISTRICT reserves the right to reject any or all Proposers as unqualified, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional qualifications. The DISTRICT also reserves the right to waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful Proposer.

Proposal Format

Please provide the following information in your proposal submission.

Company Description

The Team will provide a maximum two (2) page cover letter. The letter will briefly cover the firm's history including branch offices, organizational type, year established, contractor's license number, and a list of disciplines represented by staff and any areas of specialized expertise.

Technical Approach Narrative

The Team will provide an organization and technical approach narrative on your team's response to executing the design-build contract. Clearly and concisely describe the organizational and technical approach to project management, execution and responsibility.

Project Team

List specific personnel proposed for the project team. Indicate the project assignment, role or area of responsibility of each individual. Also state the current assignments for personnel proposed for the PROJECT.

Provide an organization chart graphically indicating how the firm would staff and structure the proposed team for the PROJECT. Include delegation of responsibility and assignment of authority, and interaction points with the Project Manager. Differentiate between office and field personnel. Personnel noted in the proposal must be the ones used on the project.

Provide a criminal history background report on any employees working on DISTRICT property while school is in session. If these employees happen to change during the course of the PROJECT, the new employees will also be required to have the same report on file with the DISTRICT.

Provide a resume for each proposed team member, specifically stating the experience and qualifications of individual personnel related to the PROJECT. Include at least three clients and three design/build references for each proposed team member with contact names and phone numbers.

Demonstrate Team's ability and experience related to the PROJECT. Also state experience working in rural areas and willingness to use local contractors.

Self Performed Work

Indicate which elements of work your Team would propose to perform with its own forces. Describe your experience at performing similar self-performed work in the trade area of the PROJECT during the last three (3) years.

Project Experience

The Team shall demonstrate recent, relevant experience on similar projects. Projects will be considered similar to this procurement if they are similar in seismic scope of work. As a minimum, three projects will be required. Provide a list of similar projects completed within the last 5 years. The DISTRICT reserves the right to contact the references listed for each project. Confirm that the reference information is current, accurate and the reference is available to speak with the DISTRICT. Do not exceed 10 pages for this section.

The Owner will evaluate the recent, relevant experience of the design build teams. Some examples of relevancy to this project may include:

1. *Projects description (within the last 5 years); size, value, complexity and location.*
2. *Previous experience of the designer and constructor successfully working together.*
3. *Project cost information.*
4. *Project schedule information.*
5. *Indicate the names of your Project Manager and Superintendent on each project.*
6. *Indicate what percentage of the Work was your own forces and in what trades.*
7. *Indicate your fee and any special conditions related to change order work.*
8. *Indicate if any percentage overhead or profit was added to the cost of burdened labor and materials for work accomplished with your own forces before the Construction Services Fee was added, and if so, what that percentage was.*

Teaming and Integration

Describe the interactions within the Team and with the client during the design. Describe the role and interaction of the design team with the construction team during design and then construction. Provide information on how your design-build team will:

1. *Create and manage the dynamic tension between design and construction team members*
2. *Be co-located*
3. *Partner with the DISTRICT*
4. *Use Value engineering during the design process to provide cost savings*

5. *Involve the design team throughout construction*
6. *Integrate subcontractors into the design and construction process*
7. *Promote value engineering throughout the PROJECT*

A project manual will be required at the completion of PROJECT design. The project manual shall include products and cut sheets. A relatively complete construction schedule and schedule of values will be required at the completion of design and must be kept up to date throughout construction.

The Design/Build Team will be required to meet at least twice monthly with the DISTRICT'S Project Manager and Superintendent in Brookings for the purpose of providing written and verbal reports regarding the previous month's progress. Such bi-monthly meetings will show funds expended and specific accomplishments related to the completion of the PROJECT.

At the conclusion of the Construction Phase the Design/Build Team will submit complete As-Built documents and all electronic project files, and O & M Manuals to the DISTRICT.

Budget and Cost

Describe and delineate the fee structure for all services, identify pre-construction services, estimating and budget control. Explain the methodologies utilized to estimate accurately, develop budgets, and deliver final cost at or below budget. The design-build team is to provide a complete estimate of design, engineering and construction costs.

Quality Control for Design

Demonstrate the design team's proven ability to develop contract documents using full design quality control. Provide information on how the design team will accomplish this and any in-house processes that the design team will utilize. Provide information on how design documents will be compiled from multiple sources and who will coordinate this effort. Provide information on how the design team has historically achieved 100% complete design document at pre-determined design milestones. Provide information on how the multiple design teams and personnel will collaborate to create integrated design.

Quality Control for Construction

Provide information on your team's capabilities to commit and assure construction control quality. Describe your quality control approach, corporate systems, and capabilities to maintain quality control of the design and construction. Provide information on how you will handle internal and external requests for information, shop drawings, submittal reviews, progress meetings, site visits, contract completion, closeout, as-built, and completion documentation. Provide a brief description of the design build team's quality control plan.

Design and Construction Scheduling

Provide information on the type of scheduling program to be used for this project. Describe how you will integrate planning, design, pre-construction pricing, engineering, trade selection,

finance, DISTRICT review and approvals, construction and milestones into a comprehensive schedule.

Also provide a work load schedule covering the same dates as the PROJECT.

Bond Premium Rates

Provide a schedule of current bond premium rates. Include your current total bonding capacity and available capacity during the duration of the PROJECT. Also identify your current bonding company representative.

Claims

Please list all pending or past legal action (lawsuits, claims or liens) or arbitration proceedings your firm has been involved in during the past three (3) years involving an Owner or Architect.

Additional Information

Project Meetings

PROJECT meetings will be held on a weekly basis (more frequently if directed by the DISTRICT) once work has started on the construction site.

Financial Statement

A financial statement is not required to be submitted with the Proposal. However, the firms selected for further consideration may be required to furnish their latest audited financial statement.

Insurance Requirements

The selected firms will be required to submit proof of professional liability insurance - minimum of \$1,000,000.

The selected firms will be required to submit proof of General Liability insurance - minimum of \$5,000,000.

Prevailing Wage

The construction will be subject to Oregon Prevailing Wage Requirements. The appropriate Prevailing Wage Rate determination will be assigned once a GMP has been negotiated.

Performance and Payment Bonds

The Proposer shall procure and maintain in full force and effect throughout the entire term of the construction and for one year after completion, a Performance and Payment Bond for the faithful performance and payment of all contractor's obligations for the total cost of the PROJECT. The DISTRICT shall be named as the obligee on the bond.

Proposal Submission

Proposals shall be provided in 8.5” x 11” format and organized according to the criteria listed under “Proposal Format” in this RFP. Proposals shall be straightforward, concise, and efficiently prepared. The proposal shall be limited to a total of 20 pages.

Proposals may be submitted electronically. Please submit one copy of your proposal, in PDF format, via email to Darryl Anderson (darryla@andersonengineering.com) and Sean Gallagher (seang@brookings.k12.or.us). **Proposals must be received by 5:00 pm on January 10, 2018.** Proposals received after 5:00 pm will be automatically rejected. It is the responsibility of the proposer to verify that their electronic proposal has been received.

Proposals may also be submitted via mail or delivery. If using this method, please deliver one printed copy of your proposal along with one electronic copy (PDF format) on CD to:

Sean Gallagher, Superintendent
 Brookings-Harbor School District 17C
 629 Easy Street
 Brookings, OR 97415

Proposer Selection Process

Submitted proposals will be evaluated based upon technical approach, project team capabilities, project experience, budget and cost, previous experience working in the Brookings area, previous experience with Business Oregon SRGP projects, and references. Top ranked teams may be invited to participate in an interview. The proposals will be ranked based on the following scoring criteria:

Scored Criteria	Maximum Points
Technical Approach	20
Project Team Capabilities	15
Project Experience	20
Budget and Cost	20
Previous Experience in Brookings Area	10
Previous Experience with SRGP	10
References	5
Total Possible Points	100
Interviews (if Held)	25

Interviews

Interviews will be a maximum of two hours in length and will include members from both the design and construction firms. The company must be represented at the interview by personnel that will be working on the project. The interviews will be conducted in Brookings. The proposed format for the interviews and the specific location information will be included with the written notification to the selected firms.

Negotiations

The DISTRICT will make the final selection and award the contract to the Proposer that best meet the needs of the DISTRICT. The final contract will be negotiated by the Superintendent. Any and all matters relevant to the DISTRICT in obtaining and meeting its needs are negotiable subject to its sole discretion. The contract will be approved and signed by the DISTRICT. Should the DISTRICT be unable to reach agreement with the Proposer in a contract satisfactory to DISTRICT in all respects and meeting the DISTRICT'S needs, inclusive of but not limited to cost, the DISTRICT reserves the right to postpone or to terminate the PROJECT at its sole discretion.

Award Protest Requirements

Every proposer who submits a proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of a competing Proposer(s) must deliver a written protest within seven (7) calendar days after receiving notification of its selection status. To be adversely affected or aggrieved, the Proposer must demonstrate that all higher-ranked Proposers were ineligible for selection. The DISTRICT shall not consider any protest submitted after the protest period established in this Section.