

**KLAMATH COUNTY SCHOOL DISTRICT**  
**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

*Chiloquin Elementary School Seismic Rehabilitation*

CONTRACT ADMINISTRATOR:  
Klamath County School District  
Janet Melsness  
Director of Business Services  
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[www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)

ISSUE DATE: September 12, 2023  
RFP CLOSING (DUE) DATE October 5, 2023 2:00 PM

**NO LATE RESPONSES WILL BE ACCEPTED**

SUBMITTAL LOCATION

Klamath County School District  
Attention: Janet Melsness, Director of Business Services  
2845 Greensprings Dr.  
Klamath Falls, OR 97601

**Introduction:**

Klamath County School District (the “District”) is seeking proposals from firms for the architectural and structural design and Project Management services for the Seismic Rehabilitation of the Chiloquin Elementary School (the “Project”), located at 548 S. 2<sup>nd</sup> Ave, Chiloquin, OR. In December 2022, the District applied for and received a Seismic Rehabilitation Grant (“SRG”) for the project through the Infrastructure Finance Authority: Business Oregon, based on the application prepared by ZCS Engineering & Architecture, Inc. The intent of this RFP is for the consultant to provide an integrated design solution for the entire school building included in the grant. As part of this grant, a preliminary rehabilitation feasibility report was prepared for the project, this report is enclosed with the RFP. The District was awarded \$2,499,410 for the design and construction of Chiloquin Elementary School Seismic Rehabilitation.

The District intends to use either the typical Design-Bid-Build procurement project delivery method or the CM/GC procurement project delivery method for this Project. Pre-Design/Schematic Design would begin immediately upon award and approval of the resulting design contract. Construction is anticipated to start in June 2025 with the Project completion expected by September 2025. The Project may be vacated during the construction period.

**Scope of Work:**

Perform a seismic evaluation of the building, per American Society of Civil Engineers (“ASCE”) Standard 41-17 “Seismic Evaluation of Existing Buildings”. Develop rehabilitation and mitigation strategies per ASCE Standard 41-17 and the 2022 Oregon Structural Specialty Code (“OSSC”). It is the wish of the District to rehabilitate the building to meet the rehabilitation objective of “Immediate Occupancy”.

Based on research and evaluation efforts performed during the Seismic Rehabilitation Grant (“SRG”) in preparation for the project, the structural improvements listed in the enclosed evaluation report should be considered for the existing structure. Preliminary rehabilitation drawings (enclosed) were prepared to assist in defining the necessary scope of potential rehabilitation work for this structure.

The scope of work also includes the following services:

- Develop all construction documents for the project required for a CM/GC or hard bid construction delivery methods.
  - Assist the District in the selection process for a CM/GC firm if CM/GC is selected as the method of delivery. The selection process will include the preparation and administration of the “Facts and Findings Report” and the “RFP” for the proposed alternative contracting method as outlined in the OAR 137-049-0600.
- Assist the District with the entitlement of the projects through the Authorities Having Jurisdiction and the State Historical Preservation Office.
- Provide all construction administration services necessary for the implementation of the projects. Services include but are not limited to: Administering project logs, RFI administration, manages progress meetings, submittal review, change order review and verification of certified pay requests.

- Assist District Staff with SRG reporting requirements for the project as required.

### **Selection Process:**

This Request for Proposals (“RFP”) and the selection process will be conducted pursuant to the terms of this RFP, the Oregon Attorney General's Model Rules for Consultant Selection, OAR Chapter 137, Division 48, and the District’s applicable Board Policies.

### **Compensation:**

Compensation will be based on a total “not-to-exceed” amount for services and reimbursable expenses, with “not-to-exceed” maximums for the following individual phases of the design: Pre-Design/ Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, including record documentation. Project Management services are requested in addition to the individual phases list above. The amount of compensation will be negotiated with the Apparent Successful Proposer.

### **Proposal Requirements:**

The Proposer and all firms, subsidiaries and individuals providing professional services shall be currently licensed to practice in each of their respective areas of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure requirements.

The submittal must include the following, in addition to what is required to comply with the Evaluation Criteria below:

- The firm’s name, address, phone number, and facsimile number;
- The name of the contact person within the firm and his/her email address;
- A list of the firm’s key personnel who would be assigned to this Project, by discipline;
- The name and Oregon registration number of the Project engineer who will serve as the Engineer of Record;
- The names of additional Project engineer(s) the firm proposes to provide services on this project, along with specific projects each of these persons has worked on in the past three years;
- Illustrations or photographs of at least three (3) relevant projects completed by the firm and involving the above-named individuals; and
- The construction cost and building area (in gross square feet) of each reference project;
- Date of completion of each reference project;
- Location of each reference project;
- The function of each reference project;
- The construction delivery method used for each reference project;
- Whether the project was completed on schedule and within the budget or not;

- Responsibilities of those involved on each reference project who would provide services on these projects;
- Name, address and current telephone number of the owner representative most appropriate to discuss your firm's performance on each reference project;
- A Gantt chart providing a proposed schedule for the Pre-Design/Schematic Design, Design Development, and Construction Documents phases for each project.

If awarded the Contract, the Proposer must accept, as Contract performance obligations, the duty to actively pursue the plans as set forth in the Proposer's response.

**Evaluation Criteria:**

Please indicate in writing the following information about your firm's ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in parentheses at the end of each statement below.

- Describe your firm's recent (past ten years) experience designing renovations of education facilities, working within a campus, and implanting the campus's design criteria. Use specific examples. Include information about the size, construction type, building uses, construction budget, construction delivery method, and project timeline/completion date. (30)
- Identify the sub-consultants and the key personnel of the sub-consultants that you propose to use on this project. Describe their recent (past ten years) experience, and their specific role in designing similar facilities. Identify your firm's role in each of these projects (if applicable). Include information about the size, construction type, building uses, construction budget, and project timeline/completion date. (5)
- Past record of performance on contracts with governmental agencies and private owners with respect to such factors as cost control, quality of work, ability to meet schedules, and contract administration. Three (3) references must be provided, preferably for projects of similar type and size. (20)
- Past performance on projects funded by the Seismic Rehabilitation Program. (25)
- Availability to and familiarity with the area in which the Project is located, including knowledge of design and construction techniques unique to the area. (5)
- Proposer's plan to maximize and document local participation. (10)
- Proposed cost management techniques to be employed. (5)

**Evaluation Process:**

The selection committee will score each submittal on the basis of responses to the evaluation categories. Submittals will be rated based upon the weights assigned to each item as noted in the parentheses at the end of the categories.

Each category will be assigned a weight between 0 and 30. Each member of the evaluation committee will rank each firm in each category between 0 and 5, and multiply that number by the weight assigned to the category. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all respondents.

The RFP also requires reference information for your firm. The District will utilize this information and any other independently obtained references that can provide background on the firm. This information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring in the other categories and in the final ranking.

The evaluation committee will meet and use the individual evaluation committee member rankings as a beginning of their discussion. The discussion of the responses will include firm strengths and weaknesses and the individual evaluation committee member scorings. The committee reserves the option to interview finalists as ranked from the results of the evaluation committee discussion and scoring.

**Selection Procedure and Timetable:**

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to the District for this Project.

September 12, 2023	Issue RFP
September 19, 2023 11:00 AM	Mandatory Site Visit/Pre-Proposal Conference
September 25, 2023	Questions and Solicitation Protests Deadline
September 27, 2023	Owner’s written response to questions
October 5, 2023 2:00 PM	RFP response due
To Be Determined	Optional Interviews with Selection Committee
October 6, 2023	Notice of Intent to Award (Pending KCSD Board Approval)
October 13, 2023	Selection Protest Deadline
October 19, 2023	Board Approval
November 2, 2023	Contract Finalized with Successful Proposer

**Submission:**

Submit one original and three (3) copies of your written proposal, along with an electronic version on CD, to be received by the closing date and time listed in this document to:

Klamath County School District  
Attention: Janet Melsness, Director of Business Services  
2845 Greensprings Dr.  
Klamath Falls, OR 97601

Your response must be contained in a document not to exceed fifteen (15) single-sided pages including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Resumes of key individuals proposed to be involved in this project are exempted from the 15-page limit and should be appended to the end of your response. No supplemental information to the 15-page Proposal will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 15-page limit.

Information shall be presented in the same order as the above evaluation criteria. The response should be submitted in soft-bound (comb or spiral, spiral preferred – no three-ring binders) format. The basic text information of the response should be presented in standard business font size (minimum 10-point), and reasonable (prefer 1 (one) inch) margins. Your response must be signed by an officer of your firm with the authority to commit the firm.

The District may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon finding by The District that it is in the public interest to do so.

Please note that throughout this Project, the District will not accept responses or queries that require the District to pay the cost of production or delivery.

**Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.**

### **Questions:**

All questions and contacts with the District regarding any information in this RFP must be addressed in written form to the Contract Administrator at the address, email or fax listed in this document.

### **Solicitation Protests:**

Respondents may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to the Contract Administrator at the address, email or fax listed in this document. Such requests and protests must be received no later than 2:00 pm, October 5, 2023. Such requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and contract terms and conditions. Failure to file a protest by this time will be deemed a waiver of any claim by a respondent. The District will issue a written disposition of each such protest no less than three (3) business days before proposals are due. If the District upholds the protest, in whole or in part, the District may, in its sole discretion, issue an addendum reflecting its disposition or take other appropriate action.

### **Change or Modification:**

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms via email from the Contract Administrator.

No information received in any manner different than as described herein will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or changes or protest of anything contained in an addendum must be received by the date and time stated in the addendum, or they will not be considered.

**Selection Protests:**

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to the Contract Administrator at the following address within seven days after notification of that selection:

Klamath County School District  
Attention: Janet Melsness, Director of Business Services  
2845 Greensprings Dr.  
Klamath Falls, OR 97601  
Phone: 541-851-8729 Fax: 541-883-5203  
Email: melsnessj@kcsd.k12.or.us

Any such protests received by the Contract Administrator after the seven days will not be considered. The protest must state clearly the basis (or bases) for the protest and any legal authority in support thereof. At the request of the protester, a hearing will be conducted before District staff. At such hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the basis for protest. The Director of Business Services will either uphold or deny the protest. If the protest is denied, the District will proceed to award the Contract as planned. The selection decision notification will be made by the Contract Administrator via email.

**Proprietary Information:**

The District will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made part of a file or record, which will be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet with the following legend: “This data constitutes a trade secret under ORS 192.501(2), and must not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bone fide trade secrets, and the exception from disclosure applies only “unless the public interest requires disclosure in the particular instance”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential must accompany the response, but must be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment will be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety will be considered non-responsive and will be rejected.

## **Project Contract:**

The District is seeking to award a contract to an engineering firm for programming, schematic design, design development, construction documents, bidding, and construction phases. The successful proposer is required to provide and execute a contract satisfactory to the District. Exhibit B includes a copy of the draft “Professional Services Contract”.

## **Certification of Compliance with Tax Laws:**

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

## **Insurance Provisions:**

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

## **ESB/MBE/WBE:**

The District is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and the District strongly encourages its consultants to utilize these businesses in providing services and materials for the District contracts and projects.

## **Additional Requirements:**

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

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

## **Exhibits:**

Exhibit A - Structural Seismic Evaluation Report (including Preliminary Rehabilitation Drawings) prepared by ZCS Engineering & Architecture, Inc. – Chiloquin Elementary School

Exhibit B – Draft “Professional Services Contract”

**End of RFP**