

JACKSON COUNTY SCHOOL DISTRICT NO. 6 (CENTRAL POINT)
REQUEST FOR PROPOSALS
PROJECT MANAGEMENT SERVICES

**REQUEST FOR PROPOSAL FOR
CONSTRUCTION PROJECT MANAGEMENT SERVICES**



Date Due: September 30, 2019
Time Due: 4:30 PM, P.S.T.

LABELING INFORMATION and DELIVERY LOCATION:

Construction Project Management Services Proposal
Attention: Spencer Davenport – CFO/Deputy Clerk
Jackson County School District No. 6 (Central Point)
300 Ash Street
Central Point, Oregon 97502

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Construction Project Management Services

SECTION I – PROPOSAL INFORMATION:

Central Point School District No. 6 is soliciting proposals from qualified firms for post-bond construction project management services in conjunction with construction and renovation projects. The district passed a bond measure in the May 2019 election. The Board of Directors has determined the exact projects to be funded by an \$89,000,000 bond.

The bond provides funding for capital improvements, repairs and maintenance of existing facilities.

Scope of Projects:

Safety and Security (All Schools)

- Fire/ Life / Safety Improvements in each school, including communication systems
- Security Cameras
- Site Configuration/Drop-off/Parking/Pave gravel lots
- Fencing at each school (except Central Point Elementary)
- Door hardware replacements

Replace or Improve Mechanical Systems for Efficiency, Health and Safety (All Schools)

- Electrical Systems Upgrades
- HVAC/Indoor air quality
- Plumbing System Upgrades
- Sanitary System Improvement
- Storm Drain Improvements

Address Overcrowding, Create Flexibility & Improve Learning Spaces (Select Schools)

- Remodel of Select Rooms/spaces at Hanby Middle School , Patrick Elementary School and Sams Valley Elementary School
- Multipurpose Rooms/spaces at Jewett Elementary School, Mae Richardson Elementary School, Scenic Middle School, and Crater High School
- Additional Improvements at Jewett Elementary School

Projects excluded from this Request for Proposal Include:

- Conversion of Asante Buildings/Campus into Early Learning Center

The District requires the Project Manager to provide recommendations on the appropriate project timelines that encompass design, bidding, construction, and closeout.

A copy of Central Point School District No. 6's Facilities Assessment and Long Range Facility Plan is available upon request from the District.

Services Required:

Experience needed for successful management:

- Successful experience managing design, construction and closeout of K-12 facilities in the last 5 years.
- Project Manager designated for the project must have successful experience in managing K-12 construction projects.

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- At least five years of demonstrated experience and understanding of local ordinances and statutes for public projects in the state of Oregon.

Request for proposal packet, specifications, and clarifications are available by contacting Spencer Davenport – CFO/Deputy Clerk at the District Office located at 300 Ash Street, Central Point, OR 97502 or email cpsd.projectmanagement@district6.org.

Sealed proposals shall be received until 4:30 P.M., P.S.T., September 30, 2019 and should be labeled as followed and delivered to the following address:

Construction Project Management Services Proposal
Attention: Spencer Davenport – CFO/Deputy Clerk
Jackson County School District No. 6 (Central Point)
300 Ash Street
Central Point, Oregon 97502

SECTION II - Scope of Services

A. Pre-construction Phase Evaluate Project Options

1. Evaluate Project Options

The Project Manager will evaluate various project options and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, land acquisition (if any), and site development.

2. Develop Project Budgets

The Project Manager, in consultation with the Owner and Architects/Design Professionals/Engineers, will develop detailed Project Budgets that identify all costs including construction costs, land acquisition costs (if any), consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation and contingencies.

3. Develop Project Delivery Strategies

The Project Manager, in consultation with the Owner and Architects/Design Professionals/Engineers, will analyze project requirements and develop pre-construction and construction strategies that addresses requirements for function, cost, quality, time and logistics. The Project Manager will be responsible for project coordination that prioritizes the least disruption of teaching, learning, and school activities. The Project Manager will provide consistent communication and coordination of logistics with school officials.

4. Develop a Master Schedule for Projects

The Project Manager, in consultation with the Owner and Architects/Design Professionals/Engineers, will develop a Master Schedule for projects that establishes duration and responsibility for all major activities during all phases of all projects.

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5. Monitor the Master Schedule for Projects

The Project Manager will monitor and report on progress during the pre-construction phase. The Project Manager will update the Master Schedule for all Projects monthly, will notify the Owner and the Architects/Design Professionals/Engineers of any delays or problems, and will recommend any corrective action necessary to meet the schedule.

6. Perform Value Engineering Reviews

Upon request of the Owner and Architects/Design Professionals/Engineers the Project Manager will perform Value Engineering Reviews. Generally this request will include a minimum of two (2) Value Engineering Reviews: one (1) at the beginning of schematic design to evaluate systems, and one (1) at the completion of the design phase to evaluate details and finishes. A report will be generated for each review including recommendations on the selection of systems, details and finishes. The final selections shall be made in consultation with the Owner and the Architects/Design Professionals/Engineers, prior to the preparation of final construction documents.

7. Perform Cost Estimating

The Project Manager will prepare a minimum of three (3) detailed cost estimates for all building construction, renovation, and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design phase, and one (1) at the completion of construction documents. The final estimate shall conform to the final bid package configuration.

8. Perform Constructability Reviews

The Project Manager will review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Project Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.

9. Provide Monthly Reports

The Project Manager will prepare and distribute monthly reports to the Owner and the Architects/Design Professionals/Engineers on project budgets, the status of the project schedules, and on general project information.

10. Conduct Design Coordination Meetings

The Project Manager will conduct design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architects/Design Professionals/Engineers, and other consultants to discuss and review all items pertinent to the design phase. The Project Manager will prepare and distribute minutes of the meetings in a timely manner.

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B. Bidding Phase

1. Develop Bid Packages

The Project Manager will develop bid packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.

2. Develop Construction Schedules

The Project Manager will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents.

3. Develop Contractor and Supplier Interest

The Project Manager will identify potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment. The Project Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.

4. Establish Bidding Procedures

The Project Manager will establish and implement procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.

5. Distribute Bid Documents

The Project Manager will distribute all bid documents to contractors and maintain accurate records of distribution activities.

6. Conduct Pre-Bid Conferences

The Project Manager, in consultation with the Owner and Architects/Design Professionals/Engineers, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

7. Receive and Evaluate Bids

The Project Manager, in consultation with the Owner and Architects/Design Professionals/Engineers, will receive and evaluate the bids and recommend the award of contracts.

8. Prepare Construction Contracts

The Project Manager, in consultation with the Owner, the Owner's solicitors, and Architects/Design Professionals/Engineers, will prepare and coordinate the

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processing of all construction documents.

C. Construction Phase Conduct Pre-Construction Conferences

The Program Manager, in consultation with Architects/Design Professionals/Engineers, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedules, and project procedures.

2. Maintain Local and/or On-Site Staff

The Project Manager will provide and maintain qualified, local and/or on-site field staff sufficient to manage projects, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.

3. Process Shop Drawings

The Project Manager, in consultation with Architects/Design Professionals/Engineers, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from contractors and will coordinate the processing and approval of all submittals with the Architects/Design Professionals/Engineers. The Project Manager will establish and maintain a submittal log to insure contractor compliance with the contract documents.

4. Project Coordination

The Project Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Project Manager, the Architect/Design Professionals/Engineers, and the Owner. The Project Manager will be responsible for project coordination that prioritizes the least disruption of teaching, learning, and school activities. The Project Manager will provide consistent communication and coordination of logistics with school officials.

5. Develop Detailed Construction Schedules

The Project Manager will develop and maintain detailed construction schedules based upon the construction schedules in the contract documents. The schedules will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The schedules will be updated monthly.

6. Monitor Construction Progress

The Project Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Project Manager will consult with contractors to develop and implement corrective actions necessary to meet the project schedule.

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7. Control Construction Quality

The Project Manager will monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Project Manager will document and report all deficiencies and make recommendations for corrective actions.

8. Maintains Construction Records

The Project Manager will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

9. Process Applications for Payment

The Project Manager, in accordance with Architects/Design Professionals/Engineers, will develop and implement a procedure for the review and processing of contractor payment applications. The Project Manager will evaluate the contractor's schedule of values to insure accurate and appropriate payments in contractors.

10. Maintain Construction Accounting System

The Project Manager will establish and maintain an accurate and up-to-date construction cost accounting system.

11. Conduct Project Meetings

The Project Manager, in consultation with the Owner and the Architects/Design Professionals/Engineers, will conduct weekly meetings at the job sites to discuss job progress, resolve problems, and make decisions. The Project Manager will prepare and distribute accurate meeting minutes in a timely manner.

12. Conduct Construction Superintendent Meetings

The Project Manager will conduct weekly meetings at the job site with the construction superintendents to coordinate construction activities and discuss project progress. The Project Manager will prepare and distribute accurate meeting minutes in a timely manner.

13. Prepare and Maintain Field Reports

The Project Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.

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14. Process Change Orders

The Project Manager, in consultation with the Owner and the Architects/Design Professionals/Engineers, will develop and implement a system for review and processing of change orders. The Project Manager will estimate the cost of all change orders, insure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.

15. Coordinate Inspections and Testing

The Project Manager will determine the requirements and make recommendations for inspections and testing. The Project Manager, in consultation with the Owner and the Architect/Design Professionals/Engineers, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.

16. Recommend Construction Changes

The Project Manager will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.

17. Maintain Photographic and Video Records

The Project Manager will coordinate and maintain photographic and/or video records of construction activities and project progress on a regular basis.

18. Provide Monthly Reports

The Project Manager will prepare and distribute a monthly report to the Owner and the Architects/Design Professionals/Engineers including information on schedule, budget, quality, safety, logistics, and general project information.

19. Monitor Contractors' Safety Programs

The Project Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

20. Assist with Energy Savings Programs

The Project Manager will advise and assist the District with the application for any possible energy savings, rebates, or grants from Federal, State, and utility company programs.

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D. Close-Out Phase

1. Develop Close-Out Program

The Project Manager, in consultation with the Owner and the Architects/Design Professionals/Engineers, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, commissioning activities, and occupancy.

2. Coordinate Systems and Equipment Testing

The Project Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.

3. Process Operation Manuals and Warranties

The Project Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Project Manager will collect, log, review, and submit to Owner all warranty documentation.

4. Coordinate Training

The Project Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.

5. Coordinate Substantial and Final Inspections

The Project Manager, in consultation with the Architects/Design Professionals/Engineers, will schedule and coordinate substantial completion and final inspections. The Project Manager will assist the Architects/Design Professionals/Engineers in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.

6. Coordinate Construction Close-Out

The Project Manager will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. Submit Project Documentation

The Project Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form.

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8. Coordinate Warranty Work

The Project Manager will coordinate the warranty work by contractors to insure that their obligations are fulfilled in a timely manner.

9. Certificates

The Project Manager, upon completion of the project, will be responsible for certifying that, to the best of his/her professional knowledge, the project conforms to the approved plans, specifications, and shop drawings.

SECTION III – INSTRUCTIONS, TERMS, & CONDITIONS

A. Proposal Format

1. Contact Person: All contact and questions regarding this Request for Proposal should be directed to Spencer Davenport, hereafter referred to as CFO-Deputy Clerk, by phone: (541) 494-6211, Address: 300 Ash Street, Central Point, OR 97502, or email: cpsd.projectmanagement@district6.org.
2. Mandatory Post-Proposal Interview: All proposing parties must attend a mandatory post-proposal interview held at the District Office - 300 Ash Street, Central Point, OR 97502 on October 3, 2019. Interview times are to be determined and additional interview dates may be added depending on the volume of proposals received. Only those respondents who attend the post-proposal interview will be evaluated. A failure to attend the interview by any respondents will result in elimination from the selection process.
3. Addenda: If needed, written clarifications to this RFP will be made in writing and sent to all proposers in the form of an addendum. An addendum will be e-mailed to all known proposers of record as recorded in the CFO's office. Only those representations made via written addenda shall be binding upon the District.
4. Proposal Due Date: The Jackson County School District No. 6 (Central Point) will receive sealed proposals at the Administrative Office, 300 Ash Street, Central Point 97502 until 4:30 P.M., P.S.T., September 30, 2019 for Construction Project Management Services as described in the accompanying documents.

All proposals must be received at the Administrative Office no later than the date and time specified on the request for proposals. The District will not be responsible for proposals delivered by Proposer, Postal Department, or any other means to any location other than the Administrative Office.

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5. Submission: All proposals shall be sealed in an opaque envelope or package and addressed as follows:

Construction Project Management Services Proposal

Attention: Spencer Davenport
Jackson County School District No. 6 (Central Point)
300 Ash Street, Central Point, OR 97502

In addition, the name and address of the proposer must appear on the outside of said envelope.

The proposal sheet of these specifications shall be signed with ink, as follows:

- a. In the case of an individual proposer, by such individual proposer.
- b. In the case of a partnership, the name of the partnership must appear on such proposal and it shall be signed in the name of such partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in the proposal.
- c. In the case of a corporation, the corporate name shall be subscribed by the president or other managing officer, and there shall be set forth under the signature of such officer the name of the office he or she holds or the capacity in which he acts for such corporation.

Facsimile transmissions or other electronic media will not be accepted.

6. Quantity: Proposers shall provide seven (7) copies of their proposal and all attachments. One must be designated "original" and contain all required signatures.
7. Page Limitation: Proposals shall be limited to 20 single sided pages with a minimum 11 point font, single line spacing.
8. Withdrawal of Proposal: Proposers are to submit proposals that are accurate, complete and contain all terms and conditions that they feel are necessary. If after submitting a proposal, the proposer finds changes are necessary, the proposer may change or withdraw their proposal any time up to the time of the proposal opening. However, after the opening, the proposal may not be changed or altered in any way. If accepted, a proposal is considered non-cancelable and the proposer will be expected to honor a binding contract. If for any reason the proposer does not perform, the District can be expected to take whatever action it believes appropriate, including but not limited to, the removal of that proposer's name from future bid lists.

No proposer may withdraw his or her proposal after the hour set for the opening thereof or before award of the Contract, unless said award is delayed for a period exceeding ninety (90) days.

An award of the contract to any proposer shall not constitute a rejection of any other proposal.

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9. Prohibition of Alterations: Proposals that are incomplete or conditioned, or that contain any erasures, alterations, or that contain irregularities of any kind, or that are not in conformity with the law may be rejected.
10. Incurred Costs: The District is not liable for any costs incurred by providers in the preparation and presentation of their proposals. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the proposal. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

The District is not responsible for any costs of any proposers incurred while submitting Proposal, and all proposers who respond to solicitations do so solely at their own expense.

11. Equal Employment Compliance Requirements: By submitting this proposal, the proposer certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports that are required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws shall be supplied to the District upon request, for purposes of investigation to ascertain compliance with such acts, regulations and orders. Jackson County School District No. 6 (Central Point) is an equal opportunity employer. Women and minority businesses are encouraged to apply for this contract.
12. Transfer or Assignment: Neither this contract nor any interest therein shall be transferred to any other party or parties, and in case of such transfer, the District may refuse to carry out this contract, either with the transferor or the transferee. All rights of action for any breach of this contract by a successful proposer are reserved to the District. No officer of said District, nor any person employed in its service, is, or shall be, permitted any share or part of this contract or any benefit which may arise here from. The successful proposer further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided for herein. The successful proposer shall not permit any lien or claims to be filed or prosecuted against the District for or on account of any labor or material furnished aforesaid.
13. Protest of Specifications: Any protest of a specification herein contained must be in writing and must indicate in detail the reason(s) for the protest and a suggested change in wording or specifications that would remedy the cause for protest. All protests must be received at the CFO's office at the School District's Administrative Office (same name and address as the proposals) by 4:30 P.M. September 20, 2019. All complaints received prior to said time will be reviewed and acknowledged.

Those complaints deemed by the CFO to have merit will be given consideration and, where applicable, a change in specifications or a delay in the opening may be granted by the submission of an Addendum, issued by the district, to those of record holding specifications.

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Those complaints not deemed by the CFO worthy of changing said specifications or delaying said opening will be given consideration, and the individual or company will be notified as to the reason. Said complainant may then wish to appeal to the School District Board of Directors, as Public Contracting Review Board to review the complaint and make a final decision. Written appeals to the Public Contracting Review Board must be received within 10 calendar days of the advertisement.

Should vendors feel that any specification limits competition, they are encouraged to follow through with their "Protest of Specifications" as outlined.

14. Disclosure of Intent: No employee or elected official of the District may own more than 5% of a business that is submitting a proposal on any awards with the District unless it is fully disclosed in the proposal documents.
15. Contract Provisions: The contract must provide that the district, and its duly authorized representatives shall have access to the Contractor's books, documents, papers and records directly pertinent to the contract for the purpose of making audit, examination, excerpts and transcripts. The contract must also include a provision indicating that subcontracts for any of the work scheduled under the contract may not be entered into without prior written approval from the District.

B. Proposal Requirements:

1. The submitted proposal shall include a readily identifiable response to each of the following:
- 2.

Cover letter:

Include cover letter, signed by a duly authorized agent of the company/individual, expressing the firm's or individual's overview, office location, service area, and interest and understanding of the program.

Firm:

- a. Describe your firm's relevant experience as a construction project manager on K-12 educational projects or other public projects within the region. Provide a reference contact person and phone number for every school project (over \$10,000,000) the firm has completed in the last five years.
- b. Describe the coverage level and provider of your professional liability insurance.

Project Manager:

- c. Identify the specific personnel, to whom responsibility for the District's project will be assigned, including individual name(s), title(s), role(s), and relevant experience. Identify the lead project manager and provide three reference contact persons and phone numbers. Discuss other simultaneous project assignments these staff are involved with, their duration and commitment requirements as a percentage of time of the named staff.
- d. If proposing more than one person for the program, please provide an organizational chart of the project team hierarchy and briefly describe each person(s) role on the program and their commitment as a percentage of their time

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to the District's program.

Program Approach:

- e. Describe your firm's philosophy of service as the District's representative.
- f. Describe your firm's approach to effective project communications, collaborative team management, and the project manager's role as the District's representative to coordinate services of the architect and work of the contractor towards accomplishment of project goals of the District.
- g. Describe your firm's approach/methodology to effectively manage the District's expectations and the program's budget, schedule and quality of work.
- h. Describe what special services, systems or qualifications your firm has that would benefit the District in carrying out this program.
- i. Provide a schedule detailing aspects of the project and when they will be completed, including summer work. Additionally, please include advertisement, scoring and selection of design professionals, surveyor, geotechnical, etc. (Schedule to be added in appendix and not included in RFP page count.)
- j. Describe your firm's process for selecting a design professional and their sub consultants, and contract for construction (will CM/GC be utilized or traditional Design-Bid-Build). Furthermore, explain, in detail, the aspects of the scope of work you intend to include in the architect's scope and if you intend to use design-build, OFOI, OFOICC, or OFCI strategies.
- k. Describe your firm's process for managing and reporting the project budget. Include with your proposal a sample project budget report. (Sample budget to be added in appendix and not included in RFP page count.)

Fee Structure:

- l. Describe your proposed fees, escalation rates and expense structure for construction project management services. The unit rates provided shall be the basis for fee negotiations with the successful firm.

C. Selection Process

- 1. Selection Committee: The proposals shall be subjectively evaluated by the Committee with points assigned based upon desirable features. Those proposals submitted that do not meet mandatory requirements outlined in Instruction to Bidders and Specifications will not be rated.

The Selection committee may consist of:

Board members
Superintendent-Clerk
Assistant Superintendent
CFO-Deputy Clerk

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District Maintenance Supervisor
School Administrator
Members of the project advisory committee
Other persons as deemed necessary by the CFO

The role of the Evaluation Committee shall include a complete review of all documents submitted and may include conferring with selected clients of the proposing firm(s). It will also involve meeting with those firms selected to review their proposals. The District will make the final decision on hiring a construction project management firm or firms.

Selection Committee members may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process. Violations of this requirement may result in disbarment from the selection process. Questions related to the Request for Proposals may be directed to Spencer Davenport, CFO/Deputy Clerk.

Criteria: All proposals from qualified firms that provide all the minimum required qualifications will be evaluated on the following criteria.

2. Firm: Demonstrated recent successful experience in K-12 school construction project or other similar public project management by the proposing firm. (25 points)
3. Project Manager: Demonstrated recent successful experience in construction project management by the proposed lead project manager. (25 points)
4. Approach to Program: Knowledge and understanding of the required services as shown through the proposed approach to managing the roles and responsibilities as outlined in Sections E-J – Scope of services. Ability to effectively manage budgets, schedules and quality on behalf of the District. Ability to represent District's interests in all phases of pre- and post bond services. (30 points)
5. Fee structure: (20 points)
6. Interviews: The District, via the Selection Committee, will hold mandatory in person interviews of each proposer. Proposers will be asked to provide a brief presentation of their proposal, followed by questions of the Selection Committee. Interviews will be scored on thoroughness of preparation and fit with district needs. (50 points)
7. Contract and Insurance Coverage: Within ten (10) business days after receipt of notice of proposal award, the proposer to whom the contract is awarded, shall draft and submit a written contract for District review and approval. Consultant shall make any and all changes mutually agreed to by the District and consultant. Upon mutual consent to the agreement, consultant shall furnish a certificate of insurance acceptable to the District.
8. Protest of the Award: Protest of the award of the contract to any particular contractor shall be presented to the CFO-Deputy Clerk in writing within five (5) calendar days of the notice of intent to award of the contract.

Such protests shall explicitly state the reason for the protest and explain how the protesting party has been prejudiced. No protest against the award of the contract

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shall be considered after the deadline established for submitting such protest. The time for submitting such protests shall commence to run upon contractor's receipt of notice from the District as to the award of the contract. Unless earlier receipt is established, receipt of notice of award of the contract shall be deemed to have occurred no later than three (3) days following the mailing of written notice to contractor addressed to contractor's address as stated in contractor's proposal. Upon receipt of any such complaint, the CFO-Deputy Clerk shall consider same and may hold in abeyance the completion of final contract documents until consideration of the protest and issuance of any determination on the protest, which may include, a denial thereof, a re-opening of the proposal process, or any other appropriate remedy as the circumstances may suggest.

9. Reservations: The Board of Directors of Jackson County School District No. 6 (Central Point) herein expressly reserves the following rights.

- a. To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the District. The district does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the District.
- b. To make or conduct any investigation or inquiry deemed appropriate to confirm or deny representations made in the proposals.
- c. To reject any or all proposals as permitted by Oregon Statute or Administrative Rule and to waive informalities in proposals.
- d. To consider the competency and responsibility of proposers and of their proposed subcontractors in making the award.
- e. In the event any proposer or proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory insurance coverage within the time and in the manner hereinafter specified, the district may award the contract to another proposer or proposers.
- f. In the event only one proposal is received, the District may, at its election, return the proposal unopened.
- g. To make the award based on its best judgment as to which proposal best meets the District's expectations of a program of the highest quality and innovation.
- h. To make such changes or corrections in plans, specifications, or quantities, as it may deem necessary or desirable prior to the proposal opening. Proposers will be notified of such changes in writing by addenda mailed to the address on file in the CFO-Deputy Clerk's Office.
- i. To cancel the contract upon written notice at any time the District, in its sole judgment, determines that the provider is not meeting the needs of the District.

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10. Disclosure: Proposals will be considered confidential materials and will not be made a part of the public record until after the evaluation process is completed. Said files including the evaluation report will then be available for public review.
11. General: The contracted project manager would work under the direction of the Superintendent and report to the Superintendent, CFO-Deputy Clerk, Assistant Superintendent of Instruction, and Board of Directors. The contracted project manager would be involved in all phases of the project work from pre-bond planning through design, construction and project closeout. In addition, the construction project management firm will provide technical, clerical and managerial staff assistance to the CFO-Deputy Clerk for the specific tasks described hereunder for each assigned project in the capital construction program.

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Construction Project Management Services Proposal

ATTN: Spencer
Davenport
CFO – Deputy Clerk
Jackson County School
District No. 6 (Central
Point) 300 Ash Street
Central Point, Oregon 97502

ANNOUNCEMENT OF REQUEST FOR PROPOSALS

Sealed Proposal Responses will be received by the Jackson County School District No. 6 (Central Point) located at: 300 Ash Street, Central Point, 97502 until 4:30 PM PST, September 30, 2019. No faxed or electronically submitted responses will be accepted.

Mandatory Post-Proposal interviews will be held on October 3rd, 2019 at: 300 Ash Street, Central Point, Oregon 97502. Additional interview dates may be added depending on the number of qualified proposals received.

The District is seeking to select Owners Project Manager to provide Program, Project, and Construction Management for renovations and upgrades at the Elementary, Middle, and High Schools as described in the RFP.

The District reserves the right to reject any proposal response not in compliance with all prescribed public procedures and requirements and to waive informalities in this proposal response process.

The Request for Proposals (RFP) may be obtained at www.district6.org, via email at cpsd.projectmanagement@district6.org or at the District's Administrative Offices – 300 Ash Street, Central Point, OR 97502

Respectfully submitted,

Spencer Davenport
CFO-Deputy Clerk

Published: September 12, 2019

Official Opening: The process for selection of the project manager will be completed by October 31st, 2019.