

REQUEST FOR PROPOSALS

FOR

**ARCHITECTURAL SERVICES FOR DESIGN OF
FOUR NEW (REPLACEMENT) SCHOOLS**

RFP 14_01

**Prepared By:
Facilities Management
Eugene Public Schools
Lane County School District No. 4J
Eugene, Oregon**

Date Issued: May 22, 2013

**Return by: 12:00 Noon
June 14, 2013**

**Mailing Address: Facilities Management
715 West 4th Avenue
Eugene, Oregon 97402**

FAXED OR EMAILED PROPOSALS NOT ACCEPTED

REQUEST FOR PROPOSALS
For
Architectural Services for Four New (replacement) Schools
ADVERTISEMENT

The Lane County School District 4J, is requesting sealed proposals from architectural firms licensed in Oregon, to provide architectural, engineering, and other consulting services for the design of two new (replacement) elementary schools, one new (replacement) middle school, and a second middle school which is a combination of replacement and renovation of existing.

A Capital Improvement Bond, approved by the voters in May 2013, is providing funding for the projects.

Briefly, the projects are for design and construction administration services for:

Replacement of two elementary schools at the sites of the existing schools; followed by the demolition of the existing schools upon the completion of the new buildings; followed by the construction of new playgrounds, fields and parking where the old building was demolished.

Replacement of a middle school at the site of the existing school; followed by the demolition of the existing school upon the completion of the new building; followed by the construction of new playgrounds, fields and parking where the old building was demolished.

Demolition of an existing middle school wing; followed by construction of new middle school wing in the same general location; followed by demolition of additional classrooms, renovation/remodeling of existing common spaces, and construction of new parking and access drives.

Request for Proposal (RFP) may be obtained on Friday, May 24, 2013, from the district's website at: www.4j.lane.edu. Proposers must check the District website for all current solicitation documents and any potential addenda. Information regarding the specifications may be secured through an email inquiry at solicitations@4j.lane.edu or contacting the Capital Improvement Program office at 541-790-7417.

Proposals are due at 12:00 Noon, Friday, June 14, 2013 at Lane County School District 4J, Facilities Management, Attention: Kathi Hernandez, 715 West Fourth Avenue, Eugene, OR 97402. Late proposals will not be accepted.

A non-mandatory pre-proposal meeting will be held at the Education Center, 200 North Monroe, Eugene, Oregon, 97402, in the Parr Room, at 2:00pm on Thursday, May 30, 2013. A brief tour of the proposed sites may follow if there is interest in doing so.

The District reserves the right, without prejudice, to reject any or all proposals for good cause, if it is determined to be in the best interest of the District, or for non-compliance with public contracting procedures. All Proposers are required to comply with Oregon Revised Statutes and District Board Policy. Proposals will not be accepted from

Proposers who fail to certify to non-discrimination in employment practices or identify resident status.

Date: May 22, 2013

By: Kathi Hernandez

Published: Eugene Register Guard
Daily Journal Commerce
ORPIN (Oregon Public Information Network)

Posted: Education Center Administration Building
200 North Monroe
Eugene, Or 97402

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Architectural Services for Four New (replacement) Schools

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PART 2 - PROJECT DESCRIPTION

In May of 2013 voters passed a \$170 Million Capital Improvement Bond to replace older school buildings and address other capital needs. Part of the bond is designated for replacement of two elementary schools in the north Eugene area, the replacement of one middle school in the south Eugene area, and the replacement/renovation of one middle school in the west Eugene area. The replacement schools will be in new locations at each existing site and the original buildings will be removed upon completion of the new buildings to provide for new athletic fields, parking, access drives, and other related site work, all of which are included in this project. The middle school replacement/renovation will also occur on the existing site with phased construction, demolition, and renovation of some existing spaces. The District will design and administer the removal of hazardous materials (e.g. asbestos abatement) from the existing facilities to be demolished under each project.

The Howard Elementary School building was originally constructed in 1949 (with subsequent additions); has a combined floor area of 45,775 square foot (SF) and is situated on roughly 10 acres which is contiguous to a 13 acre middle school with shared outdoor spaces. The direct construction budget for a new 78,800 SF building and related site work, hazardous material removal, and demolition is \$20.4 million. The school is intended for a capacity of 600 students. The design, configuration, and orientation on the site should accommodate the potential for a middle school wing addition and some sharing of common spaces if desired in the future.

The River Road Elementary School building (El Camino Del Rio) was originally constructed in 1953 (with subsequent additions); has a combined floor area of 50,381 SF and is situated on roughly 8 acres. The direct construction budget for a new 59,350 SF building and related site work, hazardous material removal, and demolition is \$14.5 million. The school is intended for a capacity of 450 students, with expansion capability.

The Roosevelt Middle School building was originally constructed in 1950 (with subsequent additions); has a combined floor area of 105,770 SF and is situated on 15 acres which is contiguous to the Amazon Community Park. The direct construction budget for a new 101,300 SF building and related site work, hazardous material removal, and demolition is \$25.4 million. The school is intended for a capacity of 650 students, with potential expansion capability.

The Jefferson Middle School building was originally constructed in 1957 (with subsequent additions); has a combined total floor area of 100,237 SF and is situated on roughly 18 acres which is contiguous to the Westmoreland Community Park. The direct construction budget for 55,000 SF of new space (predominantly classrooms), removal of hazardous materials and building demolition, renovation of common spaces, and related site work is \$21.6 million. The school is intended for a capacity of 450 students, with expansion capability. The new classroom construction will accommodate spaces appropriate for a Science, Technology, Engineering, and Math (STEM) focus.

PART 3 – SCOPE OF SERVICES

The District intends to employ a single architectural firm for design of the two elementary schools, but reserves the right to select separate firms for each. The District intends to employ separate firms for each middle school project, but reserves the right to select a single firm to design both. The projects will be designed by the selected firm and their sub consultants, with construction administration by the architectural firm and their sub consultants. Each school project will be bid separately. While the District reserves the right to modify the schedule, the current schedule is to complete construction as follows:

- Howard Elementary School – complete August 2015
- Jefferson Middle School, New Classroom Wing – complete August 2015
- Jefferson Middle School, Renovation/Remodel – complete August 2016
- Roosevelt Middle School – complete August 2016
- River Road Elementary School – complete August 2016

A more detailed project schedule is included in Attachment E. Proposers should be prepared to speak to the schedules as outlined. The District acknowledges the following in regard to the desired schedules:

- The schedule for Howard Elementary School is very aggressive and a fall 2015 opening is only achievable without the accumulation of delays at any juncture. If significant delays occur, a fall 2016 opening may be required. Alternatively, if the site design can accommodate temporary provisions for site access and safe areas for student drop-off and pick-up, a mid-year opening may be considered.
- The schedule for the new classroom wing at Jefferson Middle School is very aggressive for a fall 2015 opening. A December 2015 opening may be considered, if necessary, and if provisions can be made to accommodate the transition of school operations.
- The schedule for River Road may be altered, at the District's discretion, to delay the opening until fall 2017.

General Architectural Services

The Architect will provide all standard professional services in connection with these projects. In addition, the Architect will provide services specifically described in this section.

The District completed development of Education Specifications (ED Spec) and Architectural program for elementary schools and middle schools in 2002 and 2003 respectively. Since that time, there have been minor programming changes, changes in instructional technology, and 'lessons learned' over the past 7-9 years since the District's newest buildings were constructed. The Architect will utilize the District's Educational Specifications (Ed Spec) and Architectural Program as a guideline for the design and construction documents, incorporating updates identified during the various phases of design. The 2002 Elementary School and 2003 Middle School Educational Specifications and Architectural Program are included in Attachments A and B respectively. The original technical requirements are included for reference only. The technical requirements of the Ed Spec for building systems and materials is currently in refinement and will be available by the time the Contract for Architectural Services is in place.

The District completed construction of two elementary schools in 2004. These schools are considered to be highly successful in achieving the goals of the Ed Specs and Architectural Program in terms of quality of construction, efficiency, functionality and relationship of spaces, security, etc., and will serve as the model for the new elementary schools included in this RFP. Minor variations will occur based upon programming changes (e.g. full-day Kindergarten and early childhood education), 'lessons learned' over the past 9 years of operation, and the change from one story classroom wings to two-story classroom wings. The 2004 elementary school floor plans and aerial photos are included in Attachment C.

Similarly, the District completed the construction of two middle schools in 2005 and 2006. These schools will also serve as models for new middle schools; incorporating program updates and 'lessons learned' over the past 7-8 years of operation. The 2005/2006 middle school floor plans and aerial photos are included in Attachment D.

The design for the schools will be performed in phases, as described in this RFP. The Architect will provide all programming, planning, design, document development, bidding assistance, construction contract administration, project closeout, and warranty inspection for all aspects of the project. The Architect will provide all necessary consultant and design services, including, but not limited to, Civil, Mechanical, Structural, Electrical, and Traffic Engineering, and consultants for the security systems, video, data, voice/sound, communication, and related low-voltage wiring, landscape and irrigation, acoustics, interior design, kitchen and food service facilities, and independent cost-estimating.

The Architect will design to the District's budget and schedule, as provided in this RFP, or as subsequently amended by mutual agreement. The project schedule is included in Attachment E (see bulleted notes on Page 3). The Architect's design must be within the District's budget at Schematic Design, Design Development, and Construction Document phases. Any redesign to bring the project within the District's budget must be done at no cost to the District.

Site concept drawings for each site are included in Attachment F.

Programming Phase

The Architect will:

- Review existing building, site, and record drawings, and thoroughly examine all existing building and site conditions to establish the physical constraints and opportunities.
- Meet, as necessary, to establish the goals and objectives for the Projects, with the Owner's Design Committee, which will include representatives of Facilities Management, Instruction, and the staff, and possibly students, from the school.
- Develop an Architectural Program for all required work. This process will require meetings with the staff, the District administration, the Board, and the community.
- Based on the meetings with the Design Committee and the understanding gained, the Architect will document the findings and work with the Design Committee to develop conceptual studies for achieving the project goals at each school.

- Develop presentation material for informing the School Board and the community of the scope and nature of the Project.

Schematic Design Phase:

The Architect will:

- Develop Schematic Design for the project scope defined in Programming Phase.
- Develop alternatives as necessary for the most desirable and cost effective solutions.
- Meet with the appropriate building officials as early as possible to ensure that the plan review time will meet the project requirements.
- Prepare and submit site review packages (required for each school project), in accordance with the City of Eugene site review process requirements. As part of this process, the Architect will prepare a Schematic Design outline specification.
- Prepare budget estimate of construction costs for total project at end of schematic design phase.

Design Development Phase:

The Architect will meet regularly with District staff to review the progress of the design development. The Architect will:

- Advise District staff whenever the estimated construction costs are tending to exceed the estimated budget. The design will be carefully monitored and adjusted to stay within budget.
- Provide a complete budget estimate at the end of Design Development for each portion of the Project.
- Provide continuous updates of architectural, civil, mechanical, electrical, and structural plans to the Owner, as they are developed.
- Make value-engineering recommendations as appropriate.

Construction Document Phase:

The Architect will continue to meet regularly with District staff to review the progress of the construction documents. During this phase the Architect will:

- Continue to monitor the scope and budget as the documents progress.
- Modify as necessary to stay within budget.
- Prepare the bid packages, according to the contractual requirements and District procedures.
- Prepare a final construction estimate for each bid package before release for bid.
- Prepare, submit and obtain all permits necessary for the construction of the project within a time frame that will not delay the scheduled start of construction. The City fees for permits are to be paid by the District.

Bidding Phase:

The Architect, following the Owner's approval of the Construction Documents and the latest estimate of Construction Cost, will prepare contracts for construction, and provide bidding services. This assistance will include interpretation of the Construction Documents, responding to contractor questions, conducting and documenting pre-bid conferences and preparation of addenda, as necessary.

Construction Administration Phase:

The Architect will:

- Prepare and administer Owner/Contractor agreement.
- Provide construction observation and administration for each bid package or contract.
- The Architect and/or Architect's project manager will participate in regular construction progress meetings, at least weekly throughout the life of the project, and produce and distribute minutes of all such meetings.
- Provide regular and on-going quality inspection and assistance to the District to ensure that the work meets all specifications and applicable codes.
- Review and approve all required submittals.
- Review and expedite all contractor requests for information and other similar documents (e.g. DC/VR's). Provide interpretation of the meaning and intent of the plans and specifications as becomes necessary, and expedite consultation and resolution with the contractor.
- Review all change requests and make recommendations as to whether costs are appropriate, and expedite all change requests and change orders. Ensure that all change orders receive the District's approval before authorization of work and that all costs are either on a lump sum basis or a time and materials (T&M) basis with a not-to-exceed (NTE) limit. No T&M work will occur without a NTE limit. For work performed on a T&M or unit basis, monitor and ensure that accurate records are maintained.
- Prepare Change Orders for changes to the work of the construction contract.
- Monitor progress of work and recommend such actions as may be necessary to keep project on schedule and within budget.
- Review and certify all payment requests. Physically inspect the work and materials connected with each payment request.
- Review all requests for contractor time extensions. Work with the contractor, and the District to find solutions, wherever possible, to avoid delaying elements on the critical path.
- Review all as-built drawings for accuracy for permanent retention by the District, and provide final record drawings, both in hard copy and on a CD or flash drive in AutoCAD format.
- Provide one-year warranty inspection, punch list and re-inspection of corrective work.

PART 4 - CONTRACT REQUIREMENTS

Sample Contracts:

The Architect will be required to execute AIA Document B101, Standard Form of Agreement Between Owner and Architect, 2007 Edition as modified in Attachment G. The Architect will be required to execute the material terms and conditions of the sample contract, unless it is deemed by the District to be in the District's best interest to modify the contract. The Proposers should satisfy themselves that they are willing to agree to and execute the sample agreement, if awarded the contract for the project. Exceptions or

qualifications to AIA Document B101, including the amendments made therein, may be proposed **only** during the comment period of the Selection Process. Refer to Part 7, Item 7.1.

PART 5 – SUBMITTAL REQUIREMENTS

Proposals are due at 12:00 Noon, Friday, June 14, 2013; submitted to Kathi Hernandez, Eugene School District Facilities Management Department, 715 West Fourth Avenue, Eugene, OR 97402. Late proposals will not be accepted or considered. It is the responsibility of the Proposer to ensure that their document is received at the correct location on time.

A non-mandatory pre-proposal meeting will be held at the Education Center, 200 North Monroe, Eugene, Oregon, 97402, in the Parr Room, at 2:00pm on Thursday, May 30, 2013. A brief tour of the proposed sites may follow if there is interest in such a tour. Questions or comments pertaining to this RFP should be raised at the pre-proposal meeting or prior to the meeting, in written form. Any changes or modifications to the RFP will be issued by written Addenda to all known holders of this RFP package. All proposers must ensure that the District has the name, address, phone, fax number, and email address of the responsible person for a firm to receive addenda.

Number and Form of Submittal Materials:

Separate submittals are required for each of the middle schools and for the two elementary schools (combined). Each submittal must be clearly identified, on the cover of the submittal, for which specific school the response is submitted. For example: ARCHITECTURAL SERVICES FOR DESIGN OF (HOWARD AND RIVER ROAD ELEMENTARY SCHOOL REPLACEMENTS),(ROOSEVELT MIDDLE SCHOOL REPLACEMENT), (JEFFERSON MIDDLE SCHOOL REPLACEMENT/RENOVATION).

Submit one original and five copies of the proposal. The submittals will be organized in separate sections and labeled to match the requirements of Part 5. All materials, except possibly charts, will be in 8-1/2" x 11", portrait style format. Proposers may submit, in separate binders, 6 copies of materials not specifically requested as part of this RFP (i.e., public relations brochures, photographs, etc.).

Material to be Submitted: Responses to the following items must be provided, following the format described above.

5.1 Firm and Team Description: Provide a brief description of your firm's history, the type of work you have done, and your capabilities. Include annual dollar volume figures for the past five years. If a joint venture, provide the information for each of the Architectural firms involved. If a joint venture or a prime/sub-consultant relationship of two or more Architecture firms is proposed, list the estimated percentage of the basic fee and work that will be allocated to each firm. These percentages will be considered when points are awarded for the criteria listed below.

List the sub-consulting firms that will be part of your team, including engineers and cost-estimators. Provide information on services, location, size, and qualifications of individual firms.

5.2 Staffing: Provide a project organization chart showing your proposed staff/team for these Projects, including all professional staff in the following areas: Principal-in-charge, Project Manager; programming, design, construction documents; and construction administration. Include resumes for all personnel listed in the chart. Indicate the proposed percentage or full time equivalent (FTE) that each key Architectural team member will work on this project during (1) design, (2) construction document, and (3) construction phases of the project (100% = 1.0 FTE). Clearly state or indicate by which firm each proposed person is employed.

For those individuals that are not full time, describe how they will work on the project. If your proposal includes individuals from more than one Architecture firm, describe prior experience, if any, of the firms and individuals working together (please be specific) and how the proposed team will work for these projects. The resumes must include each individual's education, work history, length of tenure with your firm, and prior experience, if any, with K-12 educational facilities.

By listing the individuals in the proposal, the firm guarantees that these individuals will work on the project at an approximate minimum of the percentages shown. The District reserves the right to approve or reject any changes to the proposed team. The District further reserves the right to request a substitution of personnel if deemed to be in the best interest of the District.

Should the Proposer be invited to an interview, the key personnel will need to be in attendance and questions will be directed solely to them. At a minimum, the Principal(s)-in-charge, Project Manager(s), and the chief designer(s) need to be in attendance at the interview.

5.3 Recent Firm Experience: Provide a listing, in chronological order, in chart format, of your firm's last completed projects of \$10.0 million or more (provide a list of at least 4). Include: completion date; name of owner, contact person, and current phone number; location of project; brief description of project (i.e., 100,000 square foot middle school, 40,000 square foot office building, etc.); final construction contract amount; total dollar amount of both owner and contractor initiated change orders; contractor and construction manager (if any) and contact person with current phone number.

5.4 Educational Facility Experience: Provide a listing, in chronological order, in chart format, of your firm's experience in designing educational facilities within the past 7 years in Oregon and/or Southwest Washington. Include: completion date; name of owner, contact person, and current phone number; location of project; brief description of project (i.e., new high school for 1000 students; 40,000 square foot elementary remodel for 400 students, etc.); final construction contract amount; total dollar amount both owner and contractor initiated of change orders; contractor and construction manager and contact person with current phone number.

Firms and key project management staff should have a strong, recent background in new construction/remodel of elementary and/or middle schools.

5.5 Overall Project Approach: Describe your firm's overall approach to projects such as these and how you would engage the school staff and students in the process. Specifically describe how you would propose to develop the Architectural program. Explain your vision for the new schools. Within the parameters described in this solicitation, how would you organize and monitor the work to ensure quality, function, timely completion, and cost within budget? Describe how you would assure the District that the design produced will be within the District's budget at every stage of the process. Describe the process that you employ for communicating and working with the user groups, the District's technical staff.

5.6 Local Preference: If applicable, state the name and address of all Architectural firms who are a member of your team that have had offices in the Eugene area since June 1, 2012. There is a 10-point preference for firms/teams that have a local office. The local preference applies only to architectural firms.

5.7 Sustainability: The District does not intend to pursue LEED certification for these projects, simply due to the cost of the certification process. The District is, however, greatly motivated toward achieving the best balance between cost and benefit for measures that increase efficiency and reduce ongoing operational, maintenance, and replacement costs.

Provide information regarding your firm's (or team's) approach to energy conservation, renewable resources, sustainability, etc. as these relate to school buildings. Describe any specific items you would recommend for inclusion, items you would recommend for consideration and further analysis, and items you would recommend not be considered for incorporation into each project. Describe your firm's (or team's) experience with each of these items.

5.8 Proposal Certification Statement: A proposal Certification and Contract Offer form is included as the last page of this RFP. ****This form must be completed and included as part of the proposal.****

5.9 Procurement Reservations: All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the Proposer. The District reserves the right to reject any or all proposals, or to modify or cancel this solicitation. Execution of a contract is subject to the availability of funds.

The District reserves the right to reject any proposal that is non-responsive to the requirements of this solicitation. Any change to the proposal, or proposed team, after the due date for submission of proposals, is grounds for being declared non-responsive. Notwithstanding the above, the District reserves the right, at the sole discretion of the District, to request modifications to proposals that are in the best interest of the District.

The District reserves the right, at the sole discretion of the District, to waive minor irregularities during the proposal process.

PART 6-SELECTION PROCESS

The District is looking for organizations and individual team members who are capable of and willing to commit to producing quality facilities that meet or exceed the requirements of the program. The proposers will be assessed for their prior experience in producing the drawings and specifications, on schedule and within budget, and with the need for minimal addenda. The degree and nature of construction change orders, from a historical perspective will also be considered.

The Architect will be expected to work together with the District order to minimize miscommunication and promote the greatest efficiency and clarity. Conflict resolution skills and claims avoidance history will be reviewed for all proposers.

The written proposals submitted in response to this RFP will be reviewed and ranked by a selection committee according to the Criteria listed below. A select number (at least three, if there are at least three qualified firms) will then be invited to an interview for each middle school project and for the elementary school (combined) project. References for the firms will be checked. The results of the proposal ratings, reference checks, and interviews, will be compiled to determine a final proposed ranking for the finalists. The proposed rankings will then be submitted to the District Superintendent who may forward or amend the recommendation for consideration by the District Board of Directors, who will make the final determination of ranking; based on the above criteria and other factors which may be deemed to be in the best interest of the District.

The District will proceed to negotiate a contract with the top ranked firm. At the District's discretion, if negotiations are not successful after 10 calendar days, the District may then proceed to negotiate with the second ranked firm, and so forth, until a successful contract is negotiated.

SCORING OF PROPOSALS / INTERVIEWS

Proposal Criteria	Item	Points
Firm team, general qualifications, and history	5.1	10
Qualifications of proposed staffing	5.2	10
Recent firm experience	5.3	10
Educational facility experience	5.4	20
Overall project approach	5.5	30
Local preference	5.6	10
Sustainability	5.7	10
TOTAL FOR PROPOSAL		100
Interview/references		50
TOTAL MAXIMUM POINTS		150

SELECTION PROCESS SCHEDULE

Publish Ad for RFP	5/26/13
Pre-proposal Meeting at 2:00 pm (non-mandatory)	5/30/13
Last Date for Addenda	6/7/2013
Proposals Due at 12:00 noon	6/14/2013
Notification for Interviews (shortlist)	7/2/2013
Interviews 8 am – 5 pm	7/16/2013
Notice of Award	7/30/2013
Board Approval of Selection	8/7/2013
Architect Contract Executed – Notice to Proceed	8/20/2013

PART 7 — MISCELLANEOUS PROVISIONS

7.1 Comments and Appeals

Comments and requests for modification concerning the specifications and requirements of the RFP must be received in writing, hand-delivered or by e-mail, fax, or mail, by 12:00 Noon on Friday, June 7, 2013. No comments or requests for modification will be received or considered after this date and time.

All firms submitting proposals will be notified by fax and/or email of the scoring of proposals and the short-list of firms to be interviewed. Appeals, if any, must be received, in writing, by Kathi Hernandez within two working days (48 hours) of the notification from the District.

All firms that are interviewed will be notified by fax and/or email of the final ranking of firms, and the tentative designation for award. Appeals, if any, must be received, in writing, by Kathi Hernandez within two working days (48 hours) of the notification from the District.

The Superintendent, or designee, will consider all appeals and render a prompt and final decision.

7.2 Modifications

Proposals may be withdrawn and/or modified any time up until the due date and time for the submittal of proposals. After that time, the Proposer may neither withdraw nor modify its proposal. However, notwithstanding the above, the District reserves the right, at the sole discretion of the District, to request additional information and permit modifications if the District believes that such modifications will be in the best interest of the District and that competition will not be impaired .

7.3 Indemnity and Insurance

The Proposer shall be bound by the indemnity provisions and insurance requirements included in the Draft Agreement, Attachment G. If awarded the contract for Architect services under this RFP, the Proposer shall promptly submit to the District, certificates of insurance at or exceeding the limits stated in Attachment G. Failure to submit the required certificates within 7 calendar days of being notified of contract award shall be grounds for being declared non-responsive, and for the award to be rescinded.

7.4 Proprietary Information

During the selection process, the District will consider all submittals to be public information, except for those pages that are marked proprietary information. The Proposers will satisfy themselves that only those pages that meet the definitions in the Oregon State Statutes and Rules are marked proprietary. The proposal from the firm executing a contract for this work, will become part of the contract, and as such, will be public information in full.

PART 8 – CERTIFICATION AND CONTRACT OFFER

Proposal Title:

**REQUEST FOR PROPOSALS
For
Architectural Services for Four New (replacement) Schools
RFP 14-01**

Proposal Due Date: 12:00 Noon, Friday, June 14, 2013

I, the undersigned, having carefully examined all the provisions of the Request for Proposals for Architect services, and all other related material and information, agree to furnish Architectural, engineering, and other consulting services as proposed.

I further agree that this offer to furnish Architectural, engineering, and other consulting services will remain in effect as proposed for a period not less than sixty (60) calendar days from the date that proposals are due, and that this offer may not be withdrawn or modified during this time without the prior written consent of the Lane County School District 4J.

If this offer, or a portion thereof, is accepted by the Board of Directors of Lane County School District 4J and award is made thereon, I agree to enter into an agreement with the District to furnish Architectural, engineering, and other consulting services as proposed.

The undersigned Proposer certifies that the proposal has been arrived at by Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned Proposer agrees not to discriminate against any client, employee, or applicant for employment or for services, because of race, color, religion, sex, national origin, physical or mental handicap, sexual orientation, or age unless based upon bona fide occupational qualifications, and that they are otherwise in compliance with all federal, state and local laws prohibiting discrimination, with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any Consultant who is in violation of this clause shall be barred forthwith from receiving awards of any contract from the School District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

By submittal of this proposal, the undersigned agrees to comply with provisions of the Oregon Attorney General's Model Public Contract Rules Manual as adopted by the Lane County School District 4J Board policy. Attention is directed to the latest version of the following provisions: Oregon Revised Statutes, ORS 244; Government Ethics; Public

Contracts and Purchasing, ORS 279A, 279B, 279C; Oregon Administrative Rules, Chapter 137, Divisions 046, 047, and 048.

Please Check One:

_____ Resident Proposer: Proposer has paid unemployment taxes or income taxes in the state during the last twelve calendar months immediately preceding the submission of this proposal, has a business address in the state and has stated in this proposal whether Proposer is a "resident bidder" under ORS 279A.120(1)(b).

OR

_____ Non-Resident Proposer: Proposer does not qualify under requirements stated above.

Please specify your state of residence: _____

Officer's Signature: _____

Print Officer's Name and Title: _____

The undersigned Proposer certifies that he/she has received and duly considered all addenda to the specifications and that all costs associated with all addenda have been included in this proposal:

Addenda: No. _____ to No. _____ inclusive.

The undersigned Proposer, therefore, offers and makes this proposal on furnishing the requested services at the proposed structure and schedule indicated herein and in fulfillment of the specifications of the District, as stated in the RFP.

Officer's Signature: _____

Officer's Printed Name _____

Title _____ Date: _____

Legal name of Proposer: _____

Firm Address _____

Telephone Number _____ FAX Number: _____

Federal ID Number: _____

E-Mail Address: _____

END OF REQUEST FOR PROPOSAL