

**REQUEST FOR STATEMENTS OF QUALIFICATION  
FOR  
ARCHITECTURAL SERVICES FOR THE DESIGN OF  
GILHAM ELEMENTARY SCHOOL**

**Prepared by:  
Facilities Management  
Lane County School District No. 4J  
Eugene Oregon**

**Date Issued: March 17, 2020**

**Return by: April 21, 2020**

**Mailing Address: Facilities Management  
715 West 4<sup>th</sup> Ave,  
Eugene OR 97402**

**REQUEST FOR STATEMENTS OF QUALIFICATION  
FOR ARCHITECTURAL SERVICES FOR DESIGN  
GILHAM ELEMENTARY SCHOOL**

**ADVERTISEMENT**

The Lane County School District 4J is requesting sealed Statements of Qualification from architectural firms licensed in Oregon to provide architectural, engineering and other consulting services as part of a team using the CM/GC contracting methodology for the design and construction of an addition to Gilham Elementary School.

Gilham Elementary School located at 3307 Honeywood Street, Eugene, OR 97408 is a neighborhood school which offers an atmosphere of high academic standards and unprecedented community involvement, providing an enthusiastic and progressive educational environment. Parents and staff partner to encourage success and take pride in academic excellence. In addition to strong core programs, we also include technology, library, music, PE and school-wide recycling. Parents are a vital part of our success and spend extensive hours volunteering. We value a curriculum that is relevant, engaging, culturally diverse and child-centered. We value an environment that is emotionally and physically safe, supportive of home, school and community relationships, where learning is authentic and connected, and where each child feels valued, worthy and invested.

Briefly, the project includes design, CM/GC cooperation/coordination and construction administration services for the addition of new educational spaces at an existing operational elementary school.

Requests for Qualification (RFQ) may be obtained on the District's website at [www.4j.lane.edu](http://www.4j.lane.edu) Submitters must check the District website for all current solicitation documents and any potential addenda. Submittals are due at 12:00 noon, Tuesday, April 21, 2020 at Lane County School District 4J, Facilities Management, Attention: Diana McElhinney, 715 West Fourth Avenue, Eugene Oregon 97402. Late submittals will not be accepted.

A non-mandatory site visit is scheduled for Friday March 27, 2020 @ 10:00. Please meet at the main office of Gilham Elementary School. The address is 3307 Honeywood Street, Eugene, OR 97408.

The District reserves the right, without prejudice, to reject any or all Submittals for good cause, if it is determined to be in the best interest of the District, or for non-conformance with public contracting procedures. All Submitters are required to comply with Oregon Revised Statutes and District Board Policy.

Submittals will not be accepted from Submitters who fail to certify to non-discrimination in employment practices or identify resident status.

Date: March 17, 2020                      By: Diana McElhinney

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Oregon Public Information Network (ORPIN) <https://orpin.oregon.gov/>  
Eugene School District 4J <https://www.4j.lane.edu/>

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

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## Part 2 – Project Description

In May 2013 Eugene voters approved a School Bond Measure that included connecting separate classroom buildings with indoor hallways, new restrooms, accessibility upgrades, and additional classroom space to accommodate full-day Kindergarten. Additional needs were discovered during the Master Plan process necessary for Gilham ES necessary to align with long-range facilities plans and meet future capacity expectations. The recommendations of the Master Plan exceed the 2013 bond measure allocation and a phased approach was undertaken to complete the work.

A two phased approach to the work was recommended. The two phases of work represent the priorities and capacity needs of Gilham Elementary School. Phase I addressed the items listed in the 2013 bond measure, as well as safety and security needs that developed during the master planning process. An open Multi-Purpose addition in Phase One as well as the remodeled computer lab accommodated the immediate capacity needs.

Future capacity needs are addressed in this phase with the addition of a classroom “neighborhood, flex spaces, gym expansion and security fencing. See construction phases diagram in Attachment A.

In November 2018, the community approved a bond measure that includes a project for the Phase 2 of Gilham Elementary School Master Plan construction.

### *Eugene School District 4J Pre-design Activities*

In order to prepare for the design of the next phase of Gilham Elementary School, the District has undertaken three activities:

1. Updated Program/Education Specifications - The District is currently coordinating and evaluating nearly 1,200 responses to a post-occupancy evaluation survey related to the eight most recent school construction projects from the last two School Bond Issues. The results of this survey will be incorporated as a supplement to the Eugene School District 4J 2002 Educational Specifications & Architectural Program.

The Ed Spec includes:

- Guiding principles of design
- Room and space needs based on Best Practices for specific student capacities
- Building Organizations/Adjacencies
- Spatial types
- Room requirements for significant area components

It is the intent of the District to utilize this document to plan for renovations/remodel of all existing elementary schools as well as the planning for any new facility.

2. Community Workshops – The District developed a series of community workshops which provided for community input on the following issues;
  - Safety and Security
  - Sustainability and Resilience
  - Health and Nutrition
  - Accessibility and Equity
  - Teaching and Learning

The results of these workshops shall provide the framework for the design of each of the new school facilities as well as for all improvements and maintenance projects funded by the 2018 Bond.

3. Technical Specifications – District staff has completed an update of District Technical Specifications including materials and systems which should be used as the basis of design for new facilities and renovations/improvements. The revised Technical Specifications are available for the Architect to use in developing this project.

### **Part 3 – Scope of Services**

The District intends to employ an architectural firm to design the Phase 2 work of the Gilham Elementary School Master Plan. The design shall be functional, safe, accessible, efficient and visibly suited to its setting. The designer shall give careful consideration to the existing context and the school's master plan when designing the building.

While the District reserves the right to modify the schedule, the estimated schedule is:

- Award \_\_\_\_\_ May 20, 2020
- A/E Design and CM/GC Pre-Construction, Permitting and Construction schedule shall be determined and finalized as a team in order to determine the feasibility, desirability, advantages and disadvantages of working while school is in session vs. work in summers and school breaks.
- Substantial Completion \_\_\_\_\_ July 31, 2022

Proposers should address a schedule to meet these dates.

#### **General Architectural Services**

The architect will perform all standard professional services in connection with this project including collaboration with both the District and the CM/GC. The architect will provide program confirmation, design, bidding assistance, construction contract administration, project closeout and warranty inspection for all aspects of the project.

The architect will design to the District's budget and schedule as provided in this RFQ or subsequently amended by mutual agreement. The District will use a CM/GC contracting methodology for this project and one of the tasks to be assigned to the CM/GC will be development of cost estimates. These cost estimates will be developed at the completion of the Schematic Design, Design Development Phase and at the 50% Construction Document milestone. Architect shall regularly coordinate with the District and CM/GC on the review, analysis and incorporation of issues related to project scheduling, constructability, cost estimating and value engineering. The architect's design must be within the District's approved budget at each of these milestones. Redesign to bring the project within District's budget must be completed at no extra cost to the District.

A detailed description of the document requirements for each phase of the work is included in Appendix A (attached).

The current construction cost estimate is \$5,600,000. Work generally consists of:

- One new classroom neighborhood containing four to five classrooms, flex space, storage room(s), boys and girls restrooms and a light filled corridor.
- Remodel one 1965 Classroom Neighborhood and Restrooms with seismic upgrades, new casework, doors, windows and interior finishes.

- Remodel two 1993 kindergarten classrooms into new multi-purpose uses including new casework and interior finishes.
- Create a new gymnasium at existing covered play area and new after-hours connecting hallway.
- Sitework including enhanced pathways into Gilham, site fencing, and drop-off/parking safety upgrades.

### **Program Phase**

The updated Elementary School Education Specification for the project.

This document will become the basis of the program for the project. During this phase, the architect shall:

- Consult with the District, review applicable programming criteria, attend project meetings, communicate with project team members.
- Confirm the scope and intent of the anticipated Program with the District.
- Prepare and update a schedule for Programming Services that identifies milestone dates for decisions required by the District and completion of documents to be provided by the Architect
- Review existing building site and record drawings to examine all existing building and site conditions in order to establish physical constraints and opportunities.
- Attend meetings and make presentations to the District and/or the public as required.
- Confirm the final program document to be used as the basis of design

### **Schematic Design Phase**

The Architect shall:

- Utilize the approved Program as the basis of design.
- Develop a preliminary design illustrating the scale and relationship of the project components.
- Develop documents to include a site plan, preliminary building plans, sections and elevations.
- Identify preliminary selections of major building systems and construction materials.
- Identify sustainable design alternatives, such as material choices and building orientation to develop a design that is consistent with the approved program, schedule and budget.
- Attend meetings and make presentations to the District and/or the public as required.

### **Design Development Phase**

The Architect shall:

- Utilize the approved Schematic Design and the basis for Design Development
- Provide drawings and other documents including plans, sections, elevations, typical construction details and diagrammatic layouts of building systems.
- Provide outline specifications that identify major materials and systems.
- Attend meetings and make presentations to the District and/or the public as required.

### **Construction Document Phase**

The Architect shall:

- Prepare bid documents according to contractual requirements and District procedures.
- Prepare drawings and specifications setting forth the detail and quality levels and performance criteria of materials and systems and other requirements for the construction of the project.

- Prepare, submit and obtain all permits necessary for the construction of the project in accordance with the approved project schedule.
- Work with CM/GC to determine constructability and coordination issues where new construction interfaces with the existing operational facility.
- Attend meetings and make presentations to the District and/or the public as required.

### **Bidding Phase**

Following the District's approval of the Construction Documents the architect shall be responsible for interpretation of the construction documents and will respond to CM/GC and Subcontractors questions.

### **Construction Administration Phase**

The architect shall:

- Provide administration of the construction contract.
- Provide construction observation and administration.
- Participate in weekly construction progress meetings during construction.
- Provide regular reports on quality inspection to ensure that the work meets specifications.
- Review and approve all required submittals.
- Review and expedite all contractor requests for information and other similar documents.
- 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 recommendation on the appropriateness of the change as well as cost and schedule implications. Address all change requests in a timely manner.
- Prepare Change Order documents.
- Monitor progress of the work and recommend actions as may be necessary to keep the project on schedule and within budget.
- Review and certify all payment requests.
- Review all requests for contractor time extensions.
- Provide a punch list inspection. This may include a phased punch.
- Review all as-built drawings for accuracy for permanent retention by the District.
- Provide final record drawings, both in pdf and AutoCAD formats and placed on a CD or flash drive.
- Provide a one-year warranty inspection, punch list and re-inspection of corrective work.
- Provide additional close-out material including photos, approved submittal, and approved shop drawings on CD or flash drive. Provide approved samples.
- Provide all photo/video documentation including any professional photos taken during the course of the project for use by the District.

## **Part 4 - Contract Requirements**

The Architect will be required to execute AIA Document B133, Standard Form Agreement between Owner and Architect, 2014 Edition as provided in Attachment B. The architect will be required to execute the material terms of the sample contract unless it is deemed by the District to be in the District's best interest to modify the contract. Proposers should review and satisfy themselves that they are willing to execute the sample contract. **Exceptions or qualifications to the sample contract may be proposed only during the comment period of the selection process. (Part 7, item 7.1)**

## **GENERAL REQUIREMENTS**

All proposers are required to comply with the provisions of Oregon Attorney General's Model Public Contract Rules, and the District Board Policy. The District reserves the right to reject any and all submittals received as a result of this request for submittals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the District. The contents of the successful submittal will become the contractual obligation, if a contract ensues. Failure of the successful submitter to accept these obligations may result in cancellation of the award. The selected submitter will be required to assume responsibility for all services offered in their submittal whether or not produced by them. Further, the submitter will notify the District of the designated person who will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### **4.1 Ordinances, Permits, Licenses**

The submitter shall keep fully informed of local ordinances, state and federal laws in any manner affecting the work herein specified. The submitter shall comply with said ordinances, laws, regulations, and protect and indemnify the District, its officers, and agents against any claim or liability arising from, or based upon, the violations of any such laws, ordinances, or regulations.

### **4.2 Waiver of Provisions**

Submitter agrees that the waiver, acceptance, or failure by the District to enforce any provisions, terms or conditions of the contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of the District to thereafter enforce such provisions.

### **4.3 Contract Breach**

In the event of a breach by the submitter of any of the provisions of this contract, the District reserves the right to cancel and terminate the contract forthwith upon giving written notice to the contractor.

### **4.4 Damages**

The submitter shall be liable for any damage to the District resulting from a refusal or failure to complete the work under the contract. Damages shall be those actually incurred and include the cost to obtain the contracted work elsewhere.

### **4.5 Copyrights**

The submitter agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the services herein. The proposer further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

### **4.6 Right to Audit**

The District reserves the right to audit, at reasonable times and places, the books and records of any proposer who has submitted cost or pricing data according to the terms of a contract, to the extent that such books and records relate to such cost or pricing data. Any proposer who receives a contract, for which cost or pricing data are required, shall maintain such books and records that relate to such cost or pricing data for three (3) years from the date of final payment under the contract.

### **4.7 District Personnel**

No officer, agent, consultant, or employee of the District shall be permitted any interest in the contract.



#### **4.8 Contract Alterations**

No alteration in any of the terms, conditions, time, delivery, price, quality, quantities, or specifications will be effective without the prior WRITTEN consent.

#### **4.9 Order of Precedent**

In the event of ambiguity, preference shall be in this order: Statement of Work, General Terms and Conditions as provided herein, AIA B133 - 2014 Edition, the solicitation document, then the RFQ document. For discrepancies between this contract and the Oregon Attorney General's Model Public Contract Rules Manual, preference shall be given first to Board Policy then the Rules Manual.

#### **4.10 Non-Discrimination Clause**

The 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 with regard to, but not limited to, the following: employment up-grading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; and/or rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

#### **4.11 Background Check / Fingerprinting**

All individuals with whom a Contractor/Business contracts, or any employee, agent or subcontractor of a Contractor must undergo a preliminary background check with the District. Individuals who will have direct, unsupervised contact with students shall also be required to submit fingerprints and to undergo a state and nationwide fingerprinting and criminal history records check pursuant to ORS 326.603 and ORS 326.607. The Oregon Department of Education provides such fingerprinting services for Contractors. Individuals, or the Contractor, and not the District, shall be responsible for the fees associated with fingerprinting and the criminal history records check, not to exceed the actual costs (ODE \$59.00 and outside fingerprinting vendor \$12.50). Individuals contracting with the District will be required to fill out and submit a background check by logging on the following site:

<https://www.4j.lane.edu/hr/icbackgroundprocess/> and follow the process.

#### **4.12 Use of Tobacco Products**

Smoking and the other use of tobacco products is prohibited on all District property, pursuant to OAR 581- 021- 0110.

#### **4.13 Independent Contractor**

The Proposer is an independent contractor, not an agent of the District, and nothing in this relationship shall be construed as creating a partnership, joint venture, franchise, agency, or employment relationship between the Proposer and the District. Neither the Proposer nor the District shall have the authority to make any statements, representations, nor commitments of any kind or to take any action binding the other except as provided for herein or authorized in writing by the party being bound.

#### **4.14 Debarment Certification**

The proposer certifies that the proposer is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Contract by any Federal department or agency. If requested by the School District, the Proposer shall complete a

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Proposer for the Contract shall be incorporated into the Contract by reference.

#### **4.15 Taxes**

- A. The District is tax exempt. All taxes shall be the responsibility of the Proposer.
- B. If Proposer intends to submit under IRS 179D, proposer shall provide notification of their intent at the time of fee negotiation with Owner.

#### **4.14 Non-Appropriation of Funds**

If the District's legislative body or other funding authority does not appropriate funds for contract payment for contract year or any subsequent appropriation period and District does not otherwise have funds available to lawfully pay the contract payments ("Non-Appropriation Event") District may, subject to the conditions herein and upon prior written notice to Proposer ("Non-Appropriation Notice"), effective 60 days after the later of Proposer's receipt of same or the end of the District's appropriation period ("Non-Appropriation Date"), terminate the contract and be released of its obligation to make all contract payments due after the Non-Appropriation Date. As a condition to exercising its right under this addendum, District shall: (1) provide in the Non-Appropriation Notice a certification of responsible official that the Non-Appropriation Event has occurred, and (2) pay Proposer all sums payable to Proposer under the contract for services received, excluding termination fees, up to the Non-Appropriation Date.

### **Part 5 – Submittal Requirements**

Submittals are due at 12 noon, April 21, 2020 and shall be submitted to Diana McElhinney, Eugene School District Facilities Management, 715 West 4<sup>th</sup> Avenue, Eugene OR 97402. It is the responsibility of the Proposer to ensure that their document is received at the correct location and time. There will be no public opening of submittals.

A non-mandatory site visit is scheduled for Friday March 27, 2020 @ 10:00. Please meet at the main office of Gilham Elementary School. The address is 3307 Honeywood Street, Eugene, OR 97408.

Questions or comments pertaining to this RFQ should be raised in written form by noon, April 10, 2020. Written questions should be sent to [mcelhinney\\_d@4j.lane.edu](mailto:mcelhinney_d@4j.lane.edu).

Any changes or modifications to the RFQ will be issued by written Addenda will be posted on the District website at [www.4j.lane.edu/bids/](http://www.4j.lane.edu/bids/). **Proposers are responsible for addressing all Addenda posted. All Addenda will be posted no less than five (5) days prior to RFQ due date.**

Proposers shall submit one original and five copies of the submittal. A flash drive containing a complete copy of the submittal shall also be provided. The submittal shall be organized in separate sections and labeled to match the requirements identified in Part 5. All materials shall be in 8 1/2" x 11" format. Submittals should be limited to 8 sheets of paper (16 faces) with font size 11 point or above. Resumes, Proposal Certification Statement Form and cover letter are not included in this limit. Elaborate artwork is not necessary. Firm brochures may be submitted in addition but will not be included in the scoring of the proposal

***Submittals should include details of the architectural firm only. However, submittals should include a list of possible services for which outside consultants would be used (e.g. mechanical, structural, civil) and should list the firm and staff names proposed to***

***complete those portions of the design. While other consultants will be a part of the final design team, the District expects to be involved in the final selection of all consultants. The District reserves the right to approve or reject members of the proposed team and to request a substitution if deemed to be in the best interest of the District.***

***The selected Architect will be required to submit their Sub-consultant team proposal seven days following Notice of Award.***

The format of the submittal should follow the following outline.

#### **5.1 Firm and Team Description:**

Provide a brief description of your firm's history, the type of work completed and your capabilities. Include annual gross revenue of the architectural firm for the past five years. 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.

Provide information regarding previous work using the CM/GC contracting strategy and work related to adding and remodeling spaces in an existing operational K-5 facilities.

#### **5.2 Staffing:**

Provide a project organization chart for the architectural firm showing the proposed staff/team for the project including Principal-in-Charge, Project Manager, and all professional staff assigned to provide programming, design, construction documents, and construction administration.

Provide a graphical representation of each staff's available time and the percent of time expected by each staff during design and construction administration.

Include a resume for each person included in the organization chart. Resumes should include each individual's education, work history, length of tenure with your firm, experience with CM/GC contracting methodology and prior experience, if any with K-12 educational facilities.

By listing the individuals in the submittal, the firm commits that these individuals will work on the components of the project as described. 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.

#### **5.3 Recent Firm Educational Facility Experience:**

Provide a listing in chronological order, in chart format, of your firm's experience in designing comparable educational facilities within the past 10 years. In particular, include examples of work with neighborhood schools, including additions, expansions and/or remodeling of school buildings. Include; completion date, name of owner, contact person/phone number, location of project, description of project including building size, original owner budget and schedule vs. final construction contract amount and occupancy, project delivery method (e.g. design-bid-build, CM/GC) design and construction durations. Certain projects will be called for reference.

#### **5.4 Overall Project Approach:**

Submittals should describe the firm's project approach to this type of project. Describe how you will engage District staff and community stakeholders in the design and decision making process. How you will assure that the project is designed within the District's budget, schedule and the protocols you will use for communicating with District personnel.

### **5.5 Local Service:**

Describe how you will ensure that your team is accessible to District staff for meetings, on-site tours or other activities – both planned and short-notice unplanned.

### **5.6 Sustainability:**

The District does not intend to pursue LEED certification for this project. However, the District does want this project to examine all options that increase efficiency and reduce ongoing operational, maintenance and replacement costs.

Provide information regarding your firm's approach to energy conservation, renewable resources, sustainability and cost benefit analysis of alternatives as they relate to school facilities. Describe three specific recommendations you might make regarding this project and describe your firm's experience with the topics in your recommendations.

### **5.7 Submittal Certification Statement:**

A submittal Certification and Contract Offer Form is included as the final page of this RFQ. **This form must be completed and included in your submittal.**

All costs of the submittal process, interview (if scheduled) contract negotiation and related expenses are solely the responsibility of the Proposer. The District reserves the right to reject any submittal that is non-responsive to the requirements of this solicitation. Any change to the submittal or proposed team after the date of submission 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 submittals that are in the best interest of the District.

The District reserves the right:

- A. to reject any or all submittals not in compliance with all public procedures and requirements
- B. to reject any submittal(s) not meeting the specifications set forth herein
- C. to waive any or all irregularities in submittals submitted
- D. to consider the competency of proposers in making any award
- E. to follow the provisions of Section 137-046-0300 of the Oregon Attorney General's Model Public Contract Manual, in the event two or more proposals are for the same amount for the same work
- F. to reject all submittals and cancel the RFQ, including after Notice of Intent, prior to contract issuance
- G. to award any or all parts of any submittal
- H. to request references and other data to determine responsiveness
- I. to award any or all parts of a solicitation
- J. to request interviews of highest or all proposers
- K. to conduct discussions and negotiations, and request Best and Final Offers per the provisions of OAR 137-047- 0262 of the Oregon Attorney General's Model Public Contract Manual

Each submittal shall be irrevocable for a period of ninety (90) days from the Submittal Opening Date.

After Opening, the District may conduct discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the Submittal.

The District may only conduct Discussions or Negotiate with Proposers in accordance with ORS 279B.060 (8). After Award of the Contract, the District may only modify an awarded Contract in accordance with District policy.

If the District receives offers identical in price, fitness, availability and quality, and chooses to award a contract, the District shall award the contract in accordance with Oregon Model Contract Rules Manual Section 137-046-0300.

In accordance with Oregon Model Contract Rules Manual Section 137-047-0740 any adversely affected Proposer has five (5) calendar days from the date of the written notice of intent to award to file a written protest.

### Part 6 - Selection Process

The District is seeking to retain a firm that is committed to producing quality facilities that meet or exceed the requirements of the program. The architect will be expected to work together with the District in order to facilitate communication that is detailed and clear.

The written submittals received in response to this RFQ will be reviewed and ranked by a selection committee in accordance with the criteria listed below. Once the submittals are reviewed, the District may schedule interviews with the top-ranked firms, or negotiate directly with the top ranked firm. References for firms will be checked. The results of the submittal ratings, reference checks and interviews will be compiled to determine submittal rankings. The submittal rankings will then be submitted to the District Superintendent or designee for a final determination.

The top-ranked firm will be issued a Notice of Intent to Award. Seven days following receipt of the Notice, the selected Architect will be required to submit detailed information on their proposed team of sub-consultants. This information will be used as the basis for the District's collaborative participation regarding the selection of sub-consultants.

Once the sub-consultant selection has been completed, 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 SUBMITTALS/ INTERVIEWS

<b>Submittal Criteria</b>	<b>Item</b>	<b>Points</b>
Firm team, general qualifications, experience _____	5.1 _____	10
Qualifications of proposed staffing _____	5.2 _____	20
Recent Educational Facility Experience _____	5.3 _____	20
Overall Project Approach _____	5.4 _____	25
Local Service _____	5.5 _____	10
Sustainability _____	5.6 _____	15
		==
<b>Total for Submittal</b> _____		<b>100</b>
 Interviews (If needed) _____		 50

## **Selection Process Schedule**

Publish RFQ _____	March 17, 2020
Non-Mandatory Site Visit _____	March 27, 2020
Last Date for Questions Submitted _____	April 10, 2020
Last Date for Addenda _____	April 16, 2020
Submittals Due (12:00 noon) _____	April 21, 2020
Notification of Interviews (if needed) _____	April 24, 2020
Interviews _____	May 1, 2020
Notice of Intent to Award _____	May 5, 2020
Sub-consultant Team Proposal Due _____	May 8, 2020

## **Part 7 – Miscellaneous Provisions**

### **7.1 Comments and Appeals:**

Comments and requests for modifications concerning the specifications and requirements of the RFQ must be received in writing, delivered by email or mail by noon March 17, 2020. No comments or requests for modification will be received or considered after this date and time.

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

### **7.2 Modifications:**

Submittals may be withdrawn and/or modified any time until the due date and time. After that time, Proposers may neither withdraw nor submit. 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.

District reserves the right:

- (1) to reject any or all submittals not in compliance with public procedures.
- (2) to postpone award of the contract for a period not to exceed ninety (90) days from date of submittal opening.
- (3) to waive informalities in the submittal.
- (4) to select the submittal which appears to be in the best interest of the District.
- (5) to cancel the procurement.

### **7.3 Indemnity and Insurance:**

The Proposer shall be bound by the indemnity provisions and insurance requirements included in the Draft Agreement. If awarded the contract for architectural services under this RFQ, the Proposer shall promptly submit to the District certificates of insurance at or exceeding limits stated in the Draft Agreement. 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 should satisfy themselves that only those pages that meet the definitions in the Oregon State Statutes and Rules are marked proprietary. The submittal from the firm executing a contract for this work will become part of the contract and as such will be public information in full.

**7.5 Provisions:**

By submittal of this proposal, the vendor agrees to comply with the provisions of the Oregon Attorney General's Model Public Contract Rules Manual as adopted by District Board Policy. Attention is directed to the latest version of the following provisions. Full copies of any provision may be obtained from the District for the minimal cost of reproduction or from the Department of Justice, Salem Oregon.

**OREGON REVISED STATUTES**

ORS 244                      GOVERNMENT ETHICS  
ORS 279A, 279B          PUBLIC CONTRACTS AND PURCHASING

**OREGON ADMINISTRATIVE RULES**

CHAPTER 137              PUBLIC PROCUREMENT RULES Divisions 046, 047

**7.6 Equal Employment Compliance Requirement:**

In accordance with ORS 279A.100 - 279A.110, by submitting in response to this RFQ, the vendor 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 required by the federal or Oregon state governments having responsibility for the enforcement of such laws shall be supplied to the District in compliance with such acts, regulation, and orders.

**7.7 Publicity**

Proposer agrees that it will not disclose the form, content or existence of any Contract or any Deliverable in any advertising, press releases or other materials distributed to prospective customers, or otherwise attempt to obtain publicity from its association with District, whether or not such disclosure, publicity or association implies an endorsement by District of Proposer's services, without the prior written consent of District.

**7.8 Foreign Contractors**

The attention of all contractors who are not domiciled in or registered to do business in the state of Oregon is called to Oregon Revised Statute 279A.120 (2) (a) (b) (3).

(1) "In all public contracts, the public contracting agency shall prefer goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal."

(2) "When a public contract is awarded to a foreign contractor and the contract price exceeds \$10,000, the contractor shall promptly report to the Department of Revenue on forms to be provided by the Department of Revenue the total price, terms of payment, length of contract, and such other information as the Department of Revenue may require before final payment can be received on the public contract. The public contracting agency shall satisfy itself that the requirement of this subsection has been complied with before it issues a final payment on a public contract. For purposes of this subsection, a foreign vendor is one who is not domiciled in or registered to do business in the State of Oregon."

**7.9 Silence of Specifications**

The apparent silence of the specifications and/or any supplemental specifications as to any detail, or the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only equipment and workmanship of first quality are to be used. If any omitted specification results in ambiguity as to material characteristics of the System or Product, and inclusion is necessary to enable a reasonable person in the particular industry to properly identify such characteristics and respond with a proposal for an intact and fully functioning system or product, then Proposer shall submit a request for clarification, according to the guidelines for submitting questions as set forth in this RFQ. Failure to submit such a request for clarification is at the Proposer's risk. Proposer shall be required to provide a System or Product meeting District's needs with regard to any omitted specification for which a request for clarification should reasonably have been sought by Proposer.

#### **7.10 Restrictions on District Contact**

All questions regarding this RFQ shall be submitted in writing to the attention of Diana McElhinney. No oral questions will be accepted.

A. Questions shall be submitted via e-mail (mcelhinney\_d@4j.lane.edu) or mailed to the attention of Diana McElhinney at Lane County School District 4J, Facilities Management, 715 W 4th Avenue, Eugene, Oregon 97402.

B. No other contact regarding this RFQ during the submittal evaluation process shall be permitted. Unauthorized contact regarding this RFQ may subject the contacting vendor's submittal to rejection.

#### **7.11 Right to Retain Submittals**

The District reserves the right to retain all materials submitted and to use any ideas in a submittal regardless of whether that submittal is selected. Submission indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the submittal and confirmed in the contract between the District and the firm selected.

#### **7.12 Public Records**

This RFQ and one copy of each submittal received in response to it, together with copies of all documents pertaining to the award of a Contract, shall be kept by the District and made part of a file or record which shall be open to public inspection after the completion of the execution of the Contract Award (if any). If a submittal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information shall be clearly marked with the following caption:

"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."



**Part 8 - Certifications**

**CERTIFICATIONS  
LANE COUNTY SCHOOL DISTRICT 4J  
COMPLETE BOTH SECTIONS I AND II ON THIS PAGE**

**I. NON-DISCRIMINATION CLAUSE**

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 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; and/or rendition of services. It is further understood that any Proposer who is in violation of this clause shall be barred from receiving awards of any Purchase Order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Legal Name of Proposer: \_\_\_\_\_

Doing Business As (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_

Print Officer's Name and Title: \_\_\_\_\_

\*\*\*\*\*

**II. RESIDENT CERTIFICATE**

Please Check One:

Resident Proposer: Proposer has paid unemployment taxes or income taxes in this state during the last twelve calendar months immediately preceding the submission of this submittal, has a business address in this state and has stated in this submittal 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: \_\_\_\_\_

## Appendix A: Design Requirements by Phase of Work

### ***Program Phase Requirements***

#### **General Requirements**

During the Program Phase the architect shall establish general space quality standards for the Project related to such elements as lighting levels, equipment performance, acoustical requirements, security and aesthetics. The architect shall determine space specific requirements for the Project by:

- Identifying required spaces
- Establishing sizes and relationships
- Establishing space efficiency factors (net to gross)
- Documenting particular space requirements such as special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment or security needs.

The architect shall prepare a final program document detailing these items and incorporating written and graphic materials to include:

- An executive summary
- Documentation of the methodology used to develop the program
- Value and Goal statements
- Relevant facts upon which the program was based
- Conclusions derived from data analysis
- Relationship diagrams
- Flow diagrams
- Matrices identifying space allocations and relationships
- Space listings by function and size
- Space program sheets including standard requirements and special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment or security needs

*Note: For the North Eugene High School project, the architect will be required to review/confirm the High School Education Specification materials for application to this specific project*

### ***Schematic Design Phase Requirements***

#### **General Description:**

1. Scope of Work Narrative
2. Building Program.
3. List of applicable building codes on drawing title sheet.
4. Building code review with list of anticipated building code variance requests.
5. Evaluation of anticipated sustainability performance.
6. Defined access to roofs, gutters, mechanical rooms; minimum clearance requirements
7. Maintainability of the facility. (Longevity factors and replacement schedule)
8. Proposed routes of access and egress: fire access; emergency life safety egress; ADA access; pedestrian access & egress, etc.
9. Define anticipated deferred design elements

#### **Specification:**

1. System and material narrative description in outline form.

## Appendix A: Design Requirements by Phase of Work

### Site:

1. Storm water management strategy.
2. Site plans that include the following:
  - Existing conditions
  - Demolition
  - Building outline(s)
  - Future expansion
  - Site entrance
  - Roads & driveways
  - Parking locations
  - Bike parking locations
  - Loading dock location
  - Waste & recycling collection location
  - Walkway and stairway locations
  - Utility requirements
  - Site utilities
  - Preliminary grading plan
  - Soil remediation work by Owner, if needed
  - Site lighting layout concept

### Landscaping:

1. Existing conditions
2. Landscaping concept
3. Existing & new irrigation zones

### Structural:

1. Structural scheme
2. Written description

### Building Exterior Envelope:

1. Typical elevations
2. Fenestration layout
3. Material designations
4. Overall building cross-sections
5. Roof layout

### Building Interior

1. Typical floor plans with legends
2. Demolition
3. Beginning of room numbering
4. Area use identification & area in square feet
5. Mechanical, electrical, and other service closets and rooms
6. Circulation paths
7. Area tabulations compared to program requirements

## Appendix A: Design Requirements by Phase of Work

8. Show flexibility for expansion and alterations
9. Preliminary layout of major spaces with fixed equipment

### Elevators

1. Elevator locations
2. Equipment room locations

### HVAC/Plumbing

1. One-line diagrams for each air, hydronic, and all other HVAC related systems, and other materials as required to describe the fundamental design concept for all mechanical systems.
2. Indication of the amount of redundancy for all major pieces of mechanical equipment. Ex: 2 pumps with 100% capacity each, etc.
3. Major equipment locations
4. Air intake and discharge locations for major systems
5. Strategy for HVAC zoning and typical individual space zoning. Ex: VAV boxes per office = x, etc.
6. Mechanical legend
7. Special occupancy zones if any
8. Dimensioned 3 dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc. shall be graphically shown.
9. General layout of mechanical rooms
10. One-line diagrams for every plumbing system (ex: domestic water, sanitary, storm, gas, etc.) and other materials as required to describe the fundamental design concept for all plumbing systems.
11. Building water supply, storm, and sanitary leads.
12. Major equipment locations.
13. Restroom locations
14. Plumbing legend

### Fire Protection

1. One-line diagrams for each plumbing system and other materials as required describing the fundamental design concept for all fire protection systems.
2. Report documenting adequacy of utility system, flow, etc.
3. Location of connections to utilities
4. Location of fire pump and controller
1. Fire Alarm system description.
2. FA panel / subpanel locations.
5. Preliminary FA device and appliance location plans

### Electrical Power Distribution

1. Electrical demolition
2. One-line diagrams
3. Manhole, duct bank, and building entry locations.
4. Exterior equipment locations.
5. Generator, and ATS descriptions.
6. Generator, and electrical room locations

## Appendix A: Design Requirements by Phase of Work

### **Communications, Voice, Data and Video**

1. Vault and building entry locations.
2. Building entrance and phone/data room locations.
3. Riser diagram.
4. Preliminary cable tray plans.
5. Communication room plan layouts and elevations

### **Security, CCTV and Access Control**

1. System descriptions.
2. Panel locations

### **A/V and Special Systems**

1. System descriptions
2. Panel locations

### **Other Graphics**

1. Renderings, models, or other graphics as necessary to clearly present concept

### ***Design Development Phase Requirements***

#### **General Description**

1. Maintained and developed SD items listed above.
2. Specifics of building systems and components with three-dimensional accuracy.
3. Description of construction phasing.
4. Description of any proposed occupancy within construction area.
5. Description of water & vapor characteristics for roof & exterior walls.
6. All 'Maintenance Access' zones should be identified

#### **Specifications**

1. Outline specifications indicating features of major equipment as well as component materials (ex: 'welded schedule 40 steel pipe', etc.) with same section numbering as final specification.
2. Provide complete systems descriptions and possible material selections
3. Specifications to conform to materials and standards set in District Technical Specifications
4. List of sole-source materials and/or systems if required

#### **Site**

1. General dimensions and elevations
2. Permanent exterior signage
3. Parking / roadway plans and elevations
4. Vehicle and pedestrian traffic controls, as needed
5. Grading plan
6. Site lighting plan with photo metrics
7. Concept details of site fixtures and equipment
8. Utility plans, elevations, and details for tunnels, chilled water system, steam system, storm water

## Appendix A: Design Requirements by Phase of Work

system, power distribution, etc.

9. Sanitary sewer flow calculations
10. Soil erosion and sedimentation control plan

### Landscaping

1. Soils description and plan.
2. Planting plan.
3. Irrigation plan.

### Structural

1. Foundation plan.
2. Typical floor framing plan.
3. Framing plans at unique features.
4. Main member sizing.
5. Structural sections.

### Building Exterior Envelope

1. All building elevations with dimensioned heights.
2. Typical wall heights.
3. Roof and drainage plans.
4. Exterior door details.
5. Typical window details.
6. Details of unique features.
7. Expansion joint locations.
8. Large scale building cross-sections.
9. Wall types

### Building Interior

1. All floor plans.
2. Enlarged plans at elevation changes such as stairs.
3. Enlarged plans at toilet rooms.
4. Reflected ceiling plans.
5. Wall types, fire ratings, and smoke control zones.
6. Fixed seating.
7. Defined seating, serving, and kitchen facilities.
8. Equipment and furniture layouts.
9. Important interior elevations.
10. Details of unique features.
11. Details of fixed equipment.
12. Preliminary finish and door schedules.
13. Door and hardware schedules.
14. Informational signage.

### Elevators

## Appendix A: Design Requirements by Phase of Work

1. Elevator shaft section.
2. Equipment description

### HVAC

1. Overall HVAC diagram indicating air handlers, exhaust fans, duct risers, and duct mains.
2. Plans indicating shaft, chase, and recess requirements.
3. Duct layout for typical spaces.
4. Equipment schedules.
5. Indication of typical locations of fire dampers, smoke dampers, and combination fire/smoke dampers
6. Control diagrams (concept form) for all mechanical and plumbing systems. Clarification?
7. Outline of major control sequence of operation.
8. Enlarged preliminary floor plans of mechanical rooms with all components and required service areas drawn to scale.
9. Preliminary calculations.
10. Variable Frequency Drives (VFD) for HVAC description and locations.
11. Dimensioned 3 dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc. shall be graphically shown.
12. General layout of mechanical rooms with sections both ways
13. All ducts 12" or greater in any dimension to be shown graphically full size

### Plumbing/Piping

1. Design criteria for each system including set points, pump control, backup.
2. Preliminary piping plans (domestic & process) with indication of required service access areas.
3. Meter locations and types .
4. Back flow prevention locations.
5. Fixtures schedules
6. Equipment schedules
7. Enlarged preliminary floor plans of mechanical rooms with all components and required service areas drawn to scale.

### Fire Protection (Mechanical)

1. Location of test headers and fire department connections.
2. Preliminary piping plans for mains.
3. Enlarged preliminary floor plans of mechanical rooms with all components and required service areas drawn to scale.
4. Fire pump sizing calculations and devices when applicable.

### Fire Alarm

1. Riser diagram.
2. FA panel, device, and appliance location plans

### Lighting

1. Typical interior lighting and control plans.
2. Outdoor lighting and control plans.
3. Fixture types, schedules, and cut sheets.
4. Control system and control device descriptions.
5. Photometric calculations and diagrams.

## Appendix A: Design Requirements by Phase of Work

6. Dimming, daylighting, and low voltage control zones.
7. Documentation of energy code

### Electrical Power Distribution

1. Building entry plans and details.
2. Normal power riser diagram with circuit breaker sizes.
3. Standby and Emergency power diagram with circuit breaker sizes.
4. Grounding riser diagram.
5. List of equipment on standby / emergency power.
6. Electrical load calculations.
7. Panel schedules and locations.
8. Electrical equipment location plans.
9. Typical electrical outlet location plans.

### Communications – Voice, Data, and Video Systems

1. Building entry and phone/data room locations, sizes, and door swings.
2. Backboard locations.
3. Raceway and grounding riser diagrams.
4. Conduit and cable tray plans with conduit and cable tray sizes.
5. Material cut-sheets.
6. Building entry and phone/data room heat loads.
7. Typical voice, data, and video outlet location plans.
8. Communication room plan layouts
9. Interior elevations

### Security – CCTV and Access Control Systems

1. Riser diagrams.
2. Equipment location plans.
3. Card access control equipment closet layout and elevations.

### A/V and Special Systems

1. Riser diagrams.
2. Equipment descriptions.
3. A/V equipment location plans.
4. Clock and other equipment location plans.

### Other Graphics

1. Updated renderings, models, etc. required as appropriate for design development

### ***Construction Document Phase Requirements (50%/95%/100%)***

#### General Description

1. Maintained and developed SD items listed above.
2. Documentation on drawings as required by building codes; specifically to include indication of maximum allowable number of people in each room.
3. If multiple bid packages, clear indication of scope for each release.
4. Identification of construction phasing, including temporary requirements during each phase of



## Appendix A: Design Requirements by Phase of Work

construction.

### Specifications

1. Complete specification for all divisions and trades, including draft front end documents.
2. List of items which are sole-sourced or dual-sourced and justification for not specifying three acceptable products.

### Site

1. Extent of construction area.
2. Area traffic plan, if existing roads / walks are impacted.
3. Site development phasing.
4. Construction site access.
5. Staging area.
6. Construction signage.
7. Site details, including hardscapes.
8. Profiles for underground utilities including meter location, vaults, utility feeds
9. Pipe sizes.
10. Connection details.
11. Local government review comments on utilities and modifications in right(s)-of-way.
12. Final photometric of site lighting.

### Landscaping

1. Protection for existing trees and significant plantings during construction.
2. Soil preparation and planting specifications.
3. Guying diagrams.
4. Piping diagrams.
5. Pipe sizes.
6. Landscape and irrigation details and legends.

### Structural

1. Definition of control joints.
2. Beam, column, and slab schedules.
3. Mechanical and electrical house keeping pads.
4. Foundation details.
5. Structural details and notes.
6. Structural calculations.

### Building Exterior Envelope

1. Roof-mounted equipment.
2. Roof details.
3. Exterior details.
4. Flashing details.
5. Control joint definition and details.

### Building Interior

1. Dimensioned floor plans.
2. Enlarged plans.
3. Partition details.

## Appendix A: Design Requirements by Phase of Work

4. Interior details.
5. Interior elevations.
6. Finish schedules.
7. Door and hardware schedules.
8. Room signage.
9. Schedule of proposed movable equipment that is NOT indicated on documents.
10. Schedule of lab fixtures (turrets, etc.), if applicable.
11. Parapet & coping details.
12. All wall types
13. Full ceiling plans

### Elevators

1. Dimensioned plans.
2. Sections and details.
3. Description of shaft sump pits and connections.
4. Elevator car and equipment support details.
5. Description of controls and fixtures.
6. Door and frame details.
7. Interior Details including lighting.

### HVAC

1. Detailed piping and duct design with all sizes indicated.
2. Floor plans with all components and required service access areas drawn to scale. On the plans, indicate ducts sizes and air flow quantities (Co2 driven, temperature driven, heating, cooling, economize) relative to each room, including CFM in and out of all doors. Indicate location of control panels.
3. Detailed and enlarged floor plans of mechanical rooms with all components and required service areas drawn to scale.
4. Enlarged cross-sections through mechanical rooms and areas where there are installation/coordination issues (tight space, zoning of utilities, etc.). Indicate required service access areas.
5. In-common mechanical space, indication of space zoning by system.
6. Connection to fire alarm; fire and smoke detector wiring
7. Equipment details, including structural support requirements.
8. Penetration and sleeve details.
9. Installation details.
10. Duct construction schedule indicating materials and pressure class for each duct system; either on drawings or in specifications.
11. Detailed controls drawings, including clear differentiation of trade responsibility for control, fire, and control power wiring.
12. Design calculations.
13. Dimensioned 3 dimensional clear maintenance space to be maintained at all service points on fan coil units, filter banks, motor locations, dampers, etc shall be graphically shown.
14. Detailed layout of mechanical rooms with sections both ways
15. All ducts 12" or greater in any dimension to be shown graphically full size

### Plumbing and Piping

1. Water riser diagram, including assumed fixture counts per floor connection. (May not be required for 1 to 2 story buildings; project decision.)

## Appendix A: Design Requirements by Phase of Work

2. Waste and vent riser diagrams including assumed fixture counts per floor connection. (May not be required for 1 to 2 story buildings; project decision.)
3. Foundation drains; unless identified in Architectural.
4. Detailed piping design with all pipe sizes indicated.
5. Typical plumbing details, including structural support requirements .
6. Water heating piping details.
7. Penetration and sleeve details.
8. Design calculations. (May not be required; project decision. Equipment pads
9. Existing fixture count for SDC credits

### Fire Protection (Mechanical)

1. Fire protection service entrance details.
2. Fire protection plans (including header and riser layout) with indication of any required service access areas.
3. Detailed piping design with all major pipe sizes indicated.
4. Location of all sprinkler zone valve and drain connections.
5. Zoning extents, for areas where the contractor will size the piping.
6. Typical sprinkler installation details, including structural support requirements.
7. Penetration and sleeve details.
8. Design calculations. (May not be required if a design-build system; project decision.)

### Fire Alarm

1. Detailed FA panel, device, and appliance location plans including duct detectors, fire/smoke dampers, sprinkler flow and tamper switches, monitor and control modules, door hold-opens, door lock releases, output to DDC etc.
2. Strobe light candela ratings.
3. Voice DB ratings
4. General notes on conduit and wire sizes.
5. Details of connections to HVAC, fire pump, fire suppression, door hold-open, and door lock systems.
6. Detailed sequence of operations .

### Lighting

1. Interior and exterior lighting plans, including control systems and devices, lighting panels, switching, and circuiting. Access to drivers.
2. Lighting control system and wiring diagrams.
3. Installation details, including structural support details.
4. Normal lighting photometric calculations.
5. Emergency lighting photometric calculations.
6. Final fixtures cut sheets.
7. General notes on conduit and wire sizes for lighting branch circuits

### Electrical Power Distribution

1. Details of power service to the building.
2. Power plans, including primary cable raceways, feeder conduits, electrical loads, duplex and special receptacles, and circuiting.
3. Standby and emergency power system plans, controls, and details.
4. Connections to other building systems, including fire alarm and HVAC systems.
5. Details of non-standard electrical installations.

## **Appendix A: Design Requirements by Phase of Work**

6. Conduit and wire sizes for services, feeders, and special branch circuits.
7. MCC elevations.
8. Grounding details.
9. Roof and floor penetration details.
10. Design Calculations and settings for breakers and arc flash labels

### **Communications – Voice, Data and Video Systems**

1. Detailed voice, data, and video outlet locations.
2. Details of telecommunications services to the building.
3. Conduit, outlet box installation details.
4. Power outlet locations in the building entry and phone/data rooms.
5. Communication room plan layouts
7. Interior elevations

### **Security – CCTV and Access Control Systems**

1. Detailed equipment location plans.
2. Equipment schedules.
3. Concealed and exposed raceways.
4. Wiring diagrams.
5. Installation details.

### **A/V and Special Systems**

1. Detailed Equipment location plans.
2. Equipment schedules.
3. Wiring diagrams.
4. Installation details including cabinets, hangers, and connection boxes.

### **Other Graphics**

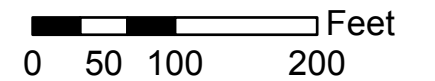
1. Updated renderings, models, or other graphics required only as appropriate for construction document preparation.

4j Facilities  
Management Maps

# Gilham Elementary School



CONSTRUCTION PHASES



**PHASE I WORK ITEMS**

- 1.1 Safe & Secure Entry
- 1.2 1965 Neighborhood Enhancements
- 1.3 Multi-Purpose Room Infill & Connection to E&F Classroom Neighborhoods
- 1.4 Community Room
- 1.5 Volunteer Room & IT Room Remodel
- 1.6 Computer Lab Remodel (Multi-Purpose Classroom)
- 1.7 Single Use Restrooms
- 1.10 New Flex Space

**PHASE II WORK ITEMS**

- 1.8 Fencing
- 1.9 Enhanced Pathways
- 2.1 New Classroom Neighborhood
- 2.2 New Flex Space
- 2.3 Kindergarten Classroom Remodel (Multi-Purpose Classrooms)
- 2.4 Drop Off/Parking Area Safety
- 2.5 Ancillary Gymnasium
- 2.6 1965 Neighborhood Enhancements



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