

**REQUEST FOR STATEMENTS OF QUALIFICATION  
FOR  
ARCHITECTURAL SERVICES FOR THE DESIGN  
OF MULTI SITE HIGH SCHOOL  
ATHLETIC FACILITY IMPROVEMENTS**

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

**Date Issued: September 2, 2020**

**Return by: September 22, 2020**

**Email Address: [cip@4j.lane.edu](mailto:cip@4j.lane.edu)**

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ARCHITECTURAL SERVICES FOR DESIGN OF  
MULTI SITE HIGH SCHOOL ATHLETIC FACILITIES**

**ADVERTISEMENT**

The Lane County School District 4J is requesting sealed Statements of Qualification from design 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 renovation/construction of exterior and interior facilities at multiple high school sites in the school district.

Briefly, the project includes design, CM/GC cooperation / coordination and construction administration services for the addition and remodel of new and existing exterior and interior facilities at existing operational high schools.

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, September 22, 2020 via email to: [cip@4j.lane.edu](mailto:cip@4j.lane.edu). Late submittals will not be accepted.

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: September 2, 2020 By: Diana McElhinney

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## Part 2 – Project Description

In 2018 a study was commissioned to review the school athletic facilities. The report found some High School facilities required improvements.

Sheldon High School: New softball field to be constructed to include turf field, dugouts, bull pens, scoreboard, fencing, outdoor lighting rough-ins, locker rooms, and equipment storage. Addition or renovation of coaches' offices in the existing building.

Churchill High School: Softball Field additions (dugouts, bull pens, scoreboard, bleachers, concessions, battings cages, equipment storage, and team room. Addition or renovation of coaches' offices and renovation of locker rooms to support additional team rooms in the existing building.

South Eugene High School: Softball Field additions (dugouts, bull pens, scoreboard, bleachers, restrooms, concessions, battings cages, equipment storage, and team room. Addition or renovation of coaches' offices in the existing building.

## Part 3 – Scope of Services

The District intends to employ a design firm to design the work described above at noted High School sites. Specific scope for each site will be developed for each school once the contract is awarded.

The Eugene 4J School District will retain a Construction Manager/General Contractor (CM/GC) for pre-construction and construction services for this work.

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

- Award of Design Contract                      September 30, 2020
- Contract Negotiation                              October 1-7, 2020
- Design Completed                                 14 – 19 weeks (TBD based on final schedule)
- Construction                                        TBD based on final schedule
- Substantial Completion                         All components to be complete by August 2021

The projects include new field work, new support buildings and other facilities as well as renovation of existing interior spaces. Proposers should provide a suggested schedule to accomplish all components within the noted time frames.

A/E Design and CM/GC Pre-Construction, Permitting and Construction schedule shall be 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.

### General Architectural Services

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

The design firm 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. Design firm shall 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 design firm'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 \$4-5 million.

### **Program Phase**

During this phase, the design firm shall:

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

### **Schematic Design Phase**

The design firm 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.
- Work with the CM/GC in the review of project cost estimate and make adjustments to the design as necessary to meet the established budget

### **Design Development Phase**

The design firm 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.
- Work with the CM/GC in the review of project cost estimate and make adjustments to the design as necessary to meet the established budget

### **Construction Document Phase**

The design firm 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.
- At 50% CD, work with the CM/GC in the review of project cost estimate and make adjustments to the design as necessary to meet the established budget

### **Bidding Phase**

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

### **Construction Administration Phase**

The design firm shall:

- Provide administration of the construction contract. 4J will prepare all AIA contract documents. Designer will review.
- 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.
- 4J will prepare all AIA change of contract documents. Designer will review.
- 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 and provide recommendation to 4J.
- 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 DVD or portable 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 design firm will be required to execute AIA Document B133, Standard Form Agreement between Owner and Architect, 2014 Edition as provided in Attachment B. The design firm 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. AIA Document A201-2007 is also attached for proposers' review and comment. Proposers should review and satisfy themselves that they are willing to agree to/execute B133-2014 and A201- 2007 as revised.. **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 regular 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, September 24, 2020 and shall be submitted via email to: [cip@4j.lane.edu](mailto:cip@4j.lane.edu). It is the responsibility of the Proposer to ensure that their document is sent to the correct address and received by the correct time. There will be no public opening of submittals.

Questions or comments pertaining to this RFQ should be raised in written form by 12 noon, September 17, 2020. Written questions should be emailed 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 **are not** to submit hard copies of the proposal **or deliver** proposals in person due to the ongoing COVID-19 situation. Proposals shall be submitted electronically via email to [cip@4j.lane.edu](mailto:cip@4j.lane.edu) (limit email to a maximum of 10 MB). 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 12 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 primary design 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 Design Firm 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 only as they relate to this project. Include annual gross revenue of the design firm for the past five years. If a joint venture or a prime/sub-consultant relationship of two or more design 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 only as it relates to adding and remodeling spaces in existing operational education facilities.

### **5.2 Staffing:**

Provide a project organization chart for the design 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.

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 athletic/educational facilities. Limit information to one page one side.

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 Athletic/Educational Facility Experience:**

Provide a listing in chronological order, in chart format, of your firm's experience in designing comparable athletic/educational facilities within the past 10 years. Limit your list to 10 or less of most comparable projects. In particular, include examples of work with 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 propose to engage District staff. 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? How will you approach the various projects at different district facilities?

### **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 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 design firm 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. Interviews, if required will be held via internet based video conferencing (Zoom or similar). 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 design firm 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
References _____	5.6 _____	15
<b>Total for Submittal</b> _____		<b>== 100</b>
Interviews (If needed) _____		25

## Selection Process Schedule

Publish RFQ	September 2, 2020
Last Date for Questions Submitted	September 17, 2020
Last Date for Addenda	September 21, 2020
Submittals Due (12:00 noon)	September 24, 2020
Notification of Interviews (if needed)	September 28, 2020
Interviews	September 29, 2020
Notice of Intent to Award	September 30, 2020
Sub-consultant Team Proposal Due	October 7, 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 September 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 to the attention of Diana McElhinney in email to: [mcelhinney\\_d@4j.lane.edu](mailto:mcelhinney_d@4j.lane.edu). No oral questions will be accepted.

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**

**PROPOSERS MUST 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 design firm shall establish general space quality standards for the Project related to such elements as lighting levels, equipment performance, acoustical requirements, security and aesthetics. The design firm shall determine space specific requirements for the Project by:

- Identifying required spaces
- Establishing sizes and relationships
- Documenting particular space requirements such as special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment or security needs.

The design firm 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
- 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

### ***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
10. Acknowledge review of 4J technical specifications

#### **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)
  - Site entrance
  - Roads & driveways
  - Walkway locations
  - Utility requirements
  - Site utilities
  - Preliminary grading plan

### 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. Material designations
3. Overall building cross-sections
4. 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
8. Preliminary layout of major spaces with fixed equipment

### 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. Equipment locations
3. Air intake and discharge locations for systems

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

4. Strategy for HVAC zoning and typical individual space zoning. Ex: VAV boxes per office = x, etc.
5. Mechanical legend
6. Special occupancy zones if any
7. 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
8. General layout of mechanical rooms
9. 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
10. Building water supply, storm, and sanitary leads
11. Restroom locations
12. 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. Fire Alarm system description
5. FA panel / subpanel locations
6. 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

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

1. Vault and building entry locations
2. Building entrance and phone/data locations
3. Riser diagram
4. 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

## Appendix A: Design Requirements by Phase of Work

### ***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. Acknowledge review of 4J technical specifications

#### **Specifications**

1. Outline specifications indicating features of 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
5. Defined deferred design elements

#### **Site**

1. General dimensions and elevations
2. Permanent exterior signage
3. Roadway plans and elevations
4. 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 chilled water system, steam system, storm water 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

## Appendix A: Design Requirements by Phase of Work

### 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

### 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
7. Outline of major control sequence of operation. Draft points list
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

## Appendix A: Design Requirements by Phase of Work

### 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 plan.
2. Outdoor lighting and control plan.
3. Fixture types, schedules, and cut sheets
4. Control system and control device descriptions
5. Photometric calculations and diagrams
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. List of equipment on standby / emergency power
5. Electrical load calculations
6. Panel schedules and locations
7. Electrical equipment location plans
8. Typical electrical outlet location plans

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

1. Building entry and phone/data room location, sizes, and door swings. Site routing
2. Backboard locations
3. Typical voice, data, and video outlet location plans
4. Communication room plan layouts
5. Interior elevations

## Appendix A: Design Requirements by Phase of Work

### 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

#### 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

## Appendix A: Design Requirements by Phase of Work

### 6. Landscape and irrigation details and legends

#### **Structural**

1. Definition of control joints
2. Beam, column, and slab schedules
3. Mechanical and electrical housekeeping 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
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

#### **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,
- Page **10** of **11**



## Appendix A: Design Requirements by Phase of Work

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)
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

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

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
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

