

Mapleton School District 32  
Mapleton, Oregon

**REQUEST FOR PROPOSALS  
LONG-RANGE FACILITY PLAN**

Proposals Due No Later Than 3:00 PM PST  
**September 25, 2018**

Mapleton School District  
10868 East Mapleton Road  
Mapleton, Oregon 97453

Person to Receive Proposals:  
Name: Jodi O'Mara  
Phone: 541-268-4471  
Email: [jomara@mapleton.k12.or.us](mailto:jomara@mapleton.k12.or.us)

**ADVERTISEMENT**

MAPLETON SCHOOL DISTRICT 32  
MAPLETON, OREGON

Notice is hereby given that the Mapleton School District is seeking proposals from qualified firms to develop a long-range facility plan. Interested firms are required to be a certified assessor with the Oregon Department of Education, Office of School Facilities.

Sealed proposals will be received in the Business Office at the Mapleton Elementary School, 10870 East Mapleton Road, Mapleton, Oregon 97453 until 3:00 PM, Pacific Standard Time, **September 25, 2018**. Late proposals will not be accepted.

Accepted bids may begin work on **October 01, 2018** and should be completed by **December 31, 2018** and **February 28, 2019** (*see scope of work for details*).

The MAPLETON SCHOOL DISTRICT 32 reserves the right to reject any or all proposals.

PUBLISHED 9/10/2018

[EMAILED TO ALL CERTIFIED ASSESSOR WITH THE OREGON DEPARTMENT OF EDUCATION, OFFICE OF SCHOOL FACILITIES.](#)

## INTRODUCTION

The Mapleton School District (“District”) is located in western Lane County and serves approximately 150 K-12 students from a single campus. The total facilities footprint is 101,295 square feet (not including out-buildings and storage sheds). The District has concluded substantial completion on the Mapleton Elementary School and Mapleton High School remodel. The \$11 million remodel was funded through a General Obligation Bond (2016) and grants through the State of Oregon. PIVOT Architecture and McKenzie Commercial completed the project as architect and general contractor respectively.

The Long-Range Facility Plan shall include the following buildings:

Building	Year Built	Year Remodeled	Sq. Footage
Mapleton Elementary School	1957	2018	35,917
Mapleton High School	1948	2018	30,849
Mapleton Middle School	1939	NA	14,545
Industrial Arts Building	1956	NA	5,120
Maintenance/Transportation Building	1956	NA	2,400
Pool Building	1985	NA	12,464

## SCOPE OF WORK

### **Long-Range Facility Plan Components:**

- Completion Deadline of **December 31, 2018** for Mapleton Elementary School, Mapleton High School, Industrial Arts Building and Maintenance/Transportation Buildings.
- Completion Deadline of **February 28, 2019** for Mapleton Middle School and Pool Building.
- Coordinate the efforts to develop a LRFP, including community involvement.
- Final LRFP that will include a **Facilities Condition Assessment**, a **Ten-Year Plan** for addressing these issues, and a **Maintenance Plan** for the District's maintenance department to implement.
- Availability to present the LRFP to the Board and other stakeholders.
- Provide 10 printed copies of the report, in addition to a digital file.

### **1. Facilities Condition Assessment**

The types of building systems to be assessed may vary with each building and shall include, but are not limited to, the following:

- Exterior Systems: foundation, walls, window systems, exterior doors, civil/structural components, siding
- Interior Systems: walls, doors, flooring, ceiling, hardware, architectural components
- Fire/Life Safety issues, including hazards, alarms, fire escapes, exit codes
- Heating, Ventilation and Air Conditioning, including controls and terminal units (condition), duct work, insulation
- Boiler Systems
- Electrical and Electrical Distribution (condition, not load analysis) and generator systems
- Plumbing Systems: fixtures, supply, storm and sanitary drainage, on and off valves, irrigation, septic system
- Lighting, both interior and exterior
- Parking Lot Systems
- Roofing and Gutters
- Security and Alarm Systems
- ADA Requirements

The successful consultant shall inspect all identified facilities to produce an accurate analysis that identifies all components and elements requiring maintenance, repair or major capital investment. The Consultant will thoroughly examine building systems using on-site observations to compile a complete representation of current conditions and expected life cycles. With this information, Consultant will create a report with an accurate projection of building component lifespans and repair/replacement cost data for up to twenty (20) years. The method of the inspection process shall allow for a comprehensive inspection of observable systems, while utilizing input from knowledgeable District staff and contractors to supplement the assessment of current conditions with details of the facilities' background. At a minimum, consultant shall gather the following information on each property:

- Property Characteristics - An inventory of all building systems
- Age - Identification of the year each system component was installed
- Current Condition - An assessment of the current condition of each system component and a determination of the level of repair necessary to restore these components to optimal condition, and estimated year the asset is to be replaced.

## **2. Ten-Year Plan**

The ten-year plan shall project the District's facility needs for the next 10 years in order to meet its student population, the District's mission and educational vision, as well as national educational standards. All work by the contractor must meet the requirements set forth in [OAR 581-027-0040](#). The end product will offer solutions for both long term and short-term implementation.

## **3. Maintenance Plan**

The maintenance plan shall identify regular repair and maintenance needed to keep a building component operating at peak efficiency in order to extend its useful life. The maintenance plan shall identify the building, component, and frequency of said scheduled repair/maintenance activity (monthly, quarterly, annually, as needed, etc.).

### FORMAT OF PROPOSAL

Proposals must be submitted in a sealed envelope, addressed as follows:

**MAPLETON SCHOOL DISTRICT 32**  
**RFP: LRFPP**  
**Attention: Jodi O'Mara, Superintendent**  
**10868 East Mapleton Road**  
**Mapleton, Oregon 97453**

The District will not consider late materials received after the submission deadline, and those materials will be returned unopened.

It is the sole responsibility of the proposer to ensure the proposal is received prior to the stated submission deadline. The District is NOT responsible for proposals delivered to any location other than the District Office either by the proposer, postal department or any other method of delivery. Faxed transmissions will not be accepted.

The Proposal must be submitted with five (5) hard copies and one original signed by the proposer.

In order to simplify the review process and to obtain the maximum degree of comparability, each proposal shall include the required information 1-7 as listed below.

1. Firm Description and Experience
  - Provide a brief description of your firm's history, type of similar work the firm has completed, and capabilities.
2. Relevant Oregon experience with school facility projects
  - Describe your team's experience in working with Oregon K-12 schools, preparing facility condition assessments, facilitation services, and an understanding of Oregon statutes related to long -range facility planning.
3. Experience and expertise of key staff
  - a. Identify the key personnel in your firm or team who will be assigned to this project, provide their biography, and give examples of their experience with similar work as described in this RFP.
4. References from previous projects
  - Provide the name, address, email, and phone number for a minimum of three (3) client references of similar projects who are knowledgeable about the firm's recent performance on similar work described.
5. Fee Structure
6. A discussion of how your firm will conduct the project
  - Describe your overall approach to complete the assessment and long-range plan. Generate a proposed schedule which identifies proposed site visits with other necessary milestones culminating with delivery of a completed Long-Range Facilities Plan.
7. An example of what we can expect from a Long-Range Facility Plan prepared by your firm.

## EVALUATION CRITERIA and SCORING PROCESS

The proposal opening date is **September 26, 2018**. Proposals will not be made a part of the public record until after the evaluation process is complete. The only information that will be shared at the proposal opening is the name of the parties that submitted a proposal.

The Evaluation Committee will consist of 5-7 members comprised of District staff, Board Members, and/or consultants. The Evaluation Committee shall review all documents submitted. It may also, at its discretion, conduct in person interviews with the proposers submitting the highest scoring proposal(s). The District also reserves the right to select from proposals alone. The Board will make the final decision regarding the selection of the firm.

The following scoring will be used to evaluate the proposals (100 points maximum):

1. Firm Description and Experience (10 points)
2. Relevant Oregon experience with school facility projects (20 pts)
3. Experience and expertise of key staff (15 pts)
4. References from previous projects (15 pts)
5. Fee Structure (20 pts)
6. A discussion of how your firm will conduct the project (10 pts)
7. An example of what we can expect from a Long-Range Facility Plan prepared by your firm (10 pts)
8. Ability to complete the project by December 31, 2018 (Pass/Fail)
9. Certified Assessor with the Oregon Department of Education, Office of School Facilities (Pass/Fail)

## PROPOSAL RESULTS

The successful proposer will be notified of the results of the proposal evaluation. The name of the successful proposer will be posted on the District's website. The scores of unsuccessful proposers will remain confidential, but each proposer may be provided a debrief session at the discretion of the Superintendent. Awarded proposal files are public records and available for review, by appointment only, at the District Office between 8:00 am and 4:00 pm, Monday through Thursday.

## **DISCLOSURES**

All proposals become the property of the District and will not be returned. If any item is deemed by the proposer to be confidential or proprietary and not appropriate for review or release, the proposer must mark it "Confidential" or "Proprietary," as appropriate, and highlight each portion or page that may not be released.

All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the Proposer.

Award of a contract is subject to the availability of funds at the discretion of the District Board of Directors.

After submittal of proposals, the District reserves the right to individually contact proposers, if necessary, to seek clarification of proposal elements.

The District reserves the right to waive minor informalities and, in conjunction with seeking clarification, to permit minor modifications to proposals consistent with the intent of the proposal as originally written.

The District reserves the right to reject any or all proposals, or to modify or cancel this solicitation.

The District reserves the right to make the award based on its best judgment as to which proposal best meets the District's expectations, balancing high standards of quality, innovativeness, and service, with the best value.

No officer of the District nor any person employed in its service is, or shall be, permitted to share or be part of this contract or any benefit, which may arise there from. The successful proposer further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided herein.

The successful proposer shall not permit any lien or claim to be filed or prosecuted against the District for or on account of any labor or material furnished aforesaid.

## **TECHNICAL ASSISTANCE, ADDENDA, PROTEST OF PROCESS, or PROTEST OF AWARD**

Any proposer requiring clarification or protesting any provision herein must submit specific questions, comments, or protest, in writing to the District, at the same address where proposals are due. The deadline for submitting such questions, comments, or protest, is **September 19, 2018**. If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addenda, which will be delivered to all agencies, firms, etc., having received this Request for Proposal. Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications or the program given out by staff or agents to prospective proposers shall not bind the District. Do not rely on verbal instructions unless confirmed by written addenda. To protest the award decision, a firm must have submitted a responsive proposal to this solicitation, and must identify how they would be next in line to receive the award recommendation. Protests must be received within 2 business days after the award. Protests must be submitted in writing and must be received hand-delivered, by mail, by fax or e-mail addressed to the District, at the same address where proposals are due. The Superintendent, or designee, will review all award protests and shall be empowered to render a prompt decision.



## **CANCELLATION**

The District reserves the right to cancel the award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District's best interests. In no event shall the District have any liability for the cancellation of the award. The proposer assumes the sole responsibility for all expenses connected with the preparation of this proposal.

## **ASSIGNMENT**

Neither the resultant contract nor any of the requirements, rights or privileges demanded by it may be sold, assigned, contracted or transferred by the Contractor without the express written consent of the District.

## **NON-DISCRIMINATION IN EMPLOYMENT**

The successful proposer's attention is directed to the provisions of Oregon Revised Statutes, Chapter 659, prohibiting discrimination in employment.

## **CONTRACT**

Within ten (10) calendar days after receipt of "Notice of Proposal Award," the apparently successful proposer shall execute a formal, written contract with the District. The contract for services will be drawn by the Proposer in conjunction with the District. All requirements of this RFP will be part of said contract unless mutually acceptable to both parties.

## **INSURANCE REQUIREMENTS**

General Insurance. Successful proposer shall furnish a Certificate of Insurance listing the District as an additional insured under blanket Errors and Omissions Coverage in the amount not less than \$1,000,000, provided that the formation of said contract shall not be complete and the District shall not be liable thereon until said contract has been executed by both the successful proposer and The District and said Certificate of Insurance, properly executed, has been delivered to and accepted by the District.

Commercial General Liability. Proposer shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Automobile Liability. The proposer shall maintain in force for the duration Automobile (owned, non-owned and hired) Liability insurance with limits not less than \$1,000,000 per occurrence. The District will be named as an additional insured as respects to work or services performed under this agreement. This insurance shall be primary and shall be paid and applied first in its entirety prior to any application of insurance the District may carry on its own.

Workers' Compensation. The proposer shall provide and maintain workers' compensation coverage for its employees, officers, agents, or partners, as required by applicable workers' compensation laws.

## **Evidence of Coverage**

Evidence of the above coverages issued by a company satisfactory to District shall be provided to the District, by way of a certificate of insurance before any work or services commence. A 30-day notice of cancellation or material change in coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this contract.

### **Equipment and Material**

The proposer shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.

### **Subcontractors**

The proposer shall require all subcontractors to provide and maintain general liability, auto liability, professional liability (as applicable), and workers' compensation insurance with coverage's equivalent to those required of the general contractor in this contract. The proposer shall require certificates of insurance from all subcontractors as evidence of coverage.

### **Exception or Waivers**

Any exception or waiver of these requirements shall be subject to review and approval by the District, and must be in writing.

### **Exceptions**

Any deviation from RFP specifications, terms and conditions may result in proposal rejection.

Signature on Proposal: Original proposal must be signed in ink by an authorized representative of the proposer.

Signature on a proposal certifies that the proposal is made without connection with any person, firm or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud.

Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms and conditions. No consideration will be given to any claim resulting from proposing without comprehending all requirements of this Request for Proposal.

**Proposal Modification:** Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modification must be submitted in a sealed envelope clearly marked "Proposal Modification" and identifying the proposal and closing date. Proposers may not modify proposals after proposal closing time.

**Proposal Withdrawals:** Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the District's Superintendent prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

## APPENDIX A - Proposers Certifications and Representations

The undersigned hereby certifies that Proposer:

1. Has the authority and/or responsibility to submit a proposal and to represent the organization in all phases of this RFP process.
2. The information is true and accurate to the best of their knowledge.
3. Shall furnish, within the time specified, the Proposer's Submittal, the items/services as indicated in the RFP and the Resultant Contract.
4. Is a  Resident Proposer,  Non-Resident Proposer, as defined in ORS 279A.120, of the State of Oregon, and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

ORS 279A.120 (2) states "For the purposes of awarding a public contract, a contracting agency shall:

- (a) Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and
- (b) Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides."

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b))

"Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120 (a))

5. Understands any false statement may disqualify this proposal from further consideration or be cause for contract termination.
6. Understands by submitting this RFP Proposal, the undersigned 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 upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.
7. Has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the proposer is not in violation of any discrimination laws.
8. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - The proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:**

- a. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
- b. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2. of this certification;
- d. Have, within a five-year period preceding the date of this certification had a judgment entered against proposer or its principals arising out of the performance of a public or private contract;
- e. Have pending in any state or federal court any litigation in which there is a claim against proposer or any of its principals arising out of the performance of a public or private contract; and
- f. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

**Where proposer is unable to certify to any of the statements in this certification, proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Proposer from award of a contract under this procurement.**

9. Acknowledges Receipt of Addenda No's. \_\_\_\_\_ through \_\_\_\_\_ inclusive.

**Proposer's Federal Tax ID # (EIN)** \_\_\_\_\_ **or Social Security #** \_\_\_\_\_

**FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR PROPOSAL REJECTION**

Signature \_\_\_\_\_ Name \_\_\_\_\_

(Printed)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

# Oregon Department of Education

## Chapter 581

### Division 27

### SCHOOL CONSTRUCTION MATCHING PROGRAM

#### **581-027-0040**

#### **Long-Range Facility Plan Requirements**

(1) Each Long-Range Facility Plan shall contain the following information:

(a) Population projections by school age group for the next ten years using U.S. Census or Census partner data.

(b) Collaboration with local government planning agencies (city and/or county) that results in:

(A) Identification of suitable school sites if needed; and

(B) Site acquisition schedules and programs.

(c) Evidence of community involvement in determining:

(A) Educational vision of local community; and

(B) Proposals to fund long-range facility needs.

(d) Identification of buildings on historic preservation lists including the National Historic Register, State Historical Preservation Office, and local historic building lists.

(e) Analysis of district's current facilities' ability to meet current national educational adequacy standards:

(A) Identification of facility standards used to meet district educational vision as well as national educational adequacy standards;

(B) Identification of current facility capacity;

(C) Identification of ability of current facility capacity to meet current national educational adequacy standards;

(D) If current facilities are unable to meet current national educational adequacy standards district will then:

(i) Identify deficiencies in current facilities;

(ii) Identify changes needed to bring current facilities up to national educational adequacy standards; and

(iii) Identify potential alternatives to new construction or major renovation of current facilities to meet current national educational adequacy standards;

(E) A description of the plan the district will undertake to change its facility to match the projections and needs for the district for the next ten years.

(2) The Department shall establish a template for Districts and their Certified Contractors to use to collect the information required in OAR 581-027-0040(1).

(3) Districts and Certified Contractors shall use the template established by the Department to provide the final report to the Department in electronic format.

**Statutory/Other Authority:** Sec. 2 and 5, Ch. 783 & OL 2015 (Enrolled Senate Bill 447)

**Statutes/Other Implemented:** Sec. 5, Ch. 783 & OL 2015 (Enrolled Senate Bill 447).

**History:**

ODE 7-2017, f. & cert. ef. 6-1-17

ODE 4-2017, f. & cert. ef. 3-1-17

ODE 41-2016, f. & cert. ef. 7-20-16