

# **REQUEST FOR PROPOSALS**

**for**

## **ARCHITECT/ENGINEERING CONSULTATION SERVICES**

**RFP#2023-02**



**Bandon School District 54**

**455 Ninth St SW  
Bandon, OR 97411**

**Proposal Due Date: September 18, 2023 3:00pm**

Shauna Schmerer, Superintendent  
[www.bandon.k12.or.us](http://www.bandon.k12.or.us)

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**NOTICE:** Bandon School District is accepting proposals for Architect/Engineering consultation services to provide drawings & professional opinion on construction of a CTE building of which a covered pole building portion is already in place. Architect/Engineer must be licensed & bonded for this type of work in the state of Oregon. The District invites qualified individuals or agencies to submit Proposals based upon the scope of the work contained in the RFP, which is available from Connie Roberts, Administrative Assistant, 541-347-4411. A site visit is recommended. Only sealed written proposals will be accepted and must be received at Bandon School District, 455 Ninth Street SW, Bandon Oregon no later than 3:00 p.m. on September 18, 2023 at 3:00 pm. Work must be completed by November 10, 2023. The District reserves the right to accept or reject any or all Proposals.

**Proposals Due:** September 18, 2023 @ 3:00 pm

**Requirements:** Submit original with required signature and four copies of Proposal to: Shauna Schmerer, Bandon School District 455 Ninth Street SW Bandon, Oregon 97411. Proposals must be sealed, clearly addressed, and marked, "CTE building". Facsimile or electronically transmitted Proposals will not be accepted. Late Proposals will not be reviewed.

**Full copy of RFP:** Call or email Connie Roberts at 541-347-4411, [croberts@bandon.k12.or.us](mailto:croberts@bandon.k12.or.us), or pick up RFP at District office, Bandon School District, 455 Ninth St. SW, Bandon, Oregon, 97411.

**SECTION 1**  
**BACKGROUND & SCOPE OF WORK**

**General Statement of Duties:** Architect/Engineer to provide a report on whether our 42x50x16 covered pole building can be constructed to be used as a CTE workshop. Provide architectural drawing for construction of finished building w/bathroom.

**Minimum Qualifications:** Proposers must meet the following minimum requirements;

1. Be licensed and bonded in the State of Oregon.
2. Demonstrate three or more successful years of experience as an Architect/Engineer.
3. Provide list of current references.

Must have 4 or more references: name of contact person, phone number, address and e-mail.

4. Carry liability insurance and provide a copy.

**Scope of Work**

1. Examine pole building already in place.
2. Provide reporting on whether or not the existing pole building can be safely constructed into a finished workshop for students.
3. Provide architectural drawing for construction of finished building with finished bathroom.
4. Work will be completed by Friday, November 10, 2023.

**SECTION II**  
**PROPOSAL FORM AND CONTENT**  
**Proposal Submittal**

**Proposal Form and Content:** Proposers should include the following items in their Proposals.

**1. Letter of Transmittal:** All Proposals must include a cover letter to the attention of Shauna Schmerer, Superintendent, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include name of the Architect/Engineer, address, telephone and FAX numbers of the company and email address of the person(s) who are authorized to represent the proposer as well as financial reference: bank name, address, phone, and name and title of bank officer most familiar with the agency's account. Also, provide CCB # and certificate of general liability insurance.

**2. Qualifications**

a. Provide a statement of experience of the Company or Architect/Engineer listing experience working with Public Entities, including references of client.

**3. Project proposal**

- a. Include timeline for work and completion
- b. List the team of workers involved in the project.
- c. Include any extra services and costs included in the bid.
- d. Include an estimate of total cost of services.

**4. Bid/Performance bond**

Required Performance bond/cashier's check to the district equal to ten (10) percent of bid. Unsuccessful bidders' checks will be returned within ten (10) days of bid award. Successful bidder's check will be held until job is completed as specified.

**5. Site visit**

A site visit is required.

☐ Make an appointment with Shauna Schmerer, Superintendent

**6. Payment Schedule**

100 percent of bid after the satisfactory completion of project.  
Bid bond will then be released.

**SECTION III**  
**EVALUATION OF PROPOSALS**

**Method of Selection:** A selection committee will evaluate each Proposal to determine the one that is most advantageous to the District based on the evaluation criteria outlined in this RFP.

1. Cost of project
2. Successful years in business
3. Proximity to Bandon
4. Other services included in proposal (service contract, etc.)
6. Reference reports
7. Earliest available work date
8. Time needed to complete the project.

**Notice of Intent to Award:** Upon completion of the evaluation process, the selection committee will advise the proposers of its number one selection within five (5) business days of review date.

**SECTION IV**  
**GENERAL INFORMATION**

**Request for Proposal Calendar**

The following is a list of key dates up to and including the date of contract finalization:

Request for Proposals Issued:	August 18, 2023
Proposal Due Date:	3 PM, September 18, 2023
Review Process:	September 19-21, 2023
Interviews if needed	September 25-26, 2023
Intent to Award Contract:	September 29, 2023
Contract Execution:	Within two weeks of Board approval (expected at October 9, 2023 regularly scheduled meeting)

**Proposal Withdrawal:** Any Proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

**Disclosure of Interest:** No employee or elected official of the District may own more than five (5) percent of a business that is submitting a Proposal on any projects with the District unless it is fully disclosed in the Proposal documents.

**Addenda:** The District may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum. Addenda will be numbered consecutively. They will be posted on line at <http://www.bandon.k12.or.us>. Proposers are responsible to check for addenda. Verbal modifications to the RFP specifications shall not be binding upon the District.

**Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals:**

The District may cancel, delay or suspend this solicitation if it is in the best interest of the District. The District may reject any or all Proposals, in whole or in part.

**Irregularities:** The District reserves the right to waive any non-material irregularities or information in the RFP or in any Proposal.

**Selection Protest:** Proposers who disagree with the District’s selection decision may protest that decision. The judgment used in the scoring by individual

evaluators is not grounds for appeal. The selection protest must state all the

relevant facts that establish that all higher ranked proposers were ineligible for selection because the Proposals were no responsive or the proposer was not responsible. The selection protest must be submitted in writing within three (3) calendar days of the Notice of Intent to Award. A written decision will be sent to the protester. The protest shall be submitted to the following address:

Bandon School District  
455 Ninth Street SW  
Bandon, OR 97411

**Incurred Costs:** The district is not liable for any costs incurred by a proposer in the preparation and/or presentation of a Proposal.

**Ownership of Documents:** Any material submitted by a proposer shall become the property of the District.

**Confidentiality of Information:** All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.

**Public Record:** All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties. Proposals that contain information that meets the definition of trade secrets or otherwise can be considered a public record exempt from disclosure under Oregon's Public Record Laws shall be clearly marked by proposers and kept separate in the Proposal.

**Equal Opportunity Policy:** The District requires all proposers to comply with equal opportunity policies. The District's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation. A copy of the District's policy is available upon request.



**SECTION V**  
**SIGNATURE FORM**

Vendor's Federal/State of Oregon Taxpayer Identification # \_\_\_\_\_

\_\_\_\_\_  
Name of Proprietorship, Partnership,  
or Corporation

\_\_\_\_\_  
\*Signature of Proprietor, Partner, or  
Corporate Official

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

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
If a Corporation, Attest:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Secretary of Corporation

\_\_\_\_\_  
Employer ID Number

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Email Address

\* By signing this document, individual acknowledges he/she is authorized by vendor to submit a proposal and contractually bind the respondent for any services awarded by Bandon School District from the proposal document.

END OF DOCUMENT

