



Parkrose School District

Request for Proposal

Construction Manager / General Contractor (CM/GC) Services

For

Parkrose Middle School Replacement Project

Submittal Deadline: May 9th, 2012

5:00 p.m. local time

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Attachments:

Exhibit 'A' – Draft Agreement between Owner and CM/GC – to be released by addenda

Exhibit 'B' – General Conditions – to be released by addenda

Exhibit 'C' – Fee/General Conditions/Cost of the Work matrix

Exhibit 'D' – Project Schedule

Exhibit 'E' – Bid Form – to be released by addenda

Exhibit 'F' – Preconstruction Services Scope

Exhibit 'G' – Division 1 Specifications

Exhibit 'H' – Schematic Design Submittal

Exhibit 'I' – Preconstruction Services Agreement – to be released by addenda

1. **EXECUTIVE SUMMARY:**

Explanation of Work:

The improvement plan (Project) for the Site consists of the replacement of the existing facility on the same site while the Site remains occupied and operational. The new facility will generally consist of the following elements,

- 140,000 sf new replacement middle school on same site as existing middle school
- Designed for a capacity of 1,000 students
- Existing site of 16 acres will include new sports fields and track, covered play area, parking for 100 vehicles
- Two story classroom wings with classrooms arranged in 8 pods. Each pod consists of 3 general classrooms and 1 science classroom.
- Program will include two gyms and locker rooms, cafeteria with platform stage, specialty classrooms including music, art, and technology.

Project Schedule:

The project schedule includes preconstruction services from July 2012 to April 2013. Construction on the Site will begin April of 2013 and complete in time for the start of the 2014-2015 school year. A key component of the project is the need to keep the Site occupied and operating as the Owner's sole middle school during construction.

Project Team:

The Construction Manager/General Contractor (CM/GC) will become an integral part of the Owner's project team. The Owner's team is comprised of:

- Owner Representative – Mary Larson – Director of Business Services and Operations.
- Owner's Project Manager – Heery International, Inc. - Gordon Odette – Senior Project Manager
- Architect of Record – Dull, Olson & Weekes Architects – Dan Hess – Project Architect
- Other members as designated by the Owner's Representative

Required preconstruction phase services of the CM/GC will include, as a fully integrated and engaged member of the Owner's project team: involvement in all team meetings; develop and maintain the construction phasing, safety and site logistics plan; critical path method scheduling for buyout, construction, commissioning, close-out and move-in; conceptual estimating and preparation of detail estimates of developing designs and design alternates; regular systems analysis; value analysis, and constructability input to the developing design; early preparation of subcontract and supplier packaging plans; preparation of sub-contract documents and selection process; identification of early award and long lead packages and early bidding and award if required; site investigations, testing and inspection services for the purposes of confirming site

conditions for design; agency coordination and liaison; and subcontract bidding and bid analysis. See Section 00 54 01 Preconstruction Services for further details.

CM/GC Construction phase services include: participating in weekly project team meetings; facilitating weekly work coordination meetings with the Owner, Project Manager and school representative(s); sub-contract administration; CPM schedule maintenance and reporting; sub-contract claims and impact analysis; change and issue management; time and cost control, including claims mitigation; quality control and assurance; safety management; the coordination and management of all construction activities; payment of all materials, labor and equipment; preparing all daily, weekly and monthly reports of progress, cost, quality issues, claims mitigation, commissioning and completion activities; project records maintenance.

The request for proposal describes the selection process and documentation required for submitting proposals for this project. Any firm failing to submit a proposal in accordance with the procedures set forth in this Request for Proposal may be considered non-responsive.

Proposing firms are required to attend a **mandatory** pre-proposal conference and site walk at which the particulars of the project, the consultant selection process, schedule, and the elements of the contract will be discussed.

Date: 4/24/2012
Time: 3:30 pm
Where: Parkrose Middle School Media Center
Address: 11800 NE Shaver Street
Portland, Oregon 97220

All information shall be submitted at the dates and times indicated herein to:

Location: Parkrose School District
District Offices
10636 NE Prescott St.
Portland, OR 97220
Attn: Mary Larson

Any questions or requests for clarification regarding this Request for Proposal during the submittal preparation period must be submitted in writing and addressed as indicated above.

The last day for questions is April 27, 2012 at 5:00 pm

The Owner will consider no telephone inquiries regarding the Request for Proposal, and will consider no in-person inquiries except at the pre-proposal conference. Any firm or its representative that attempts to contact any Owner's official or member of its governing board, employee, or representative/agent in any manner for the purposes of influencing this procurement may, at the Owner's sole decision, disqualify the firm from further consideration.

Proposals shall be accepted until **5:00 pm local time on May 9th, 2012** at the following location:

Parkrose School District
District Offices
10636 NE Prescott St.
Portland, OR 97220
Attn: Mary Larson

Any proposals received after the date and time indicated above shall not be accepted.

2. PROJECT INFORMATION:

OVERVIEW:

The Site has been developed with care to ensure the safety of the students during construction. The Project will be constructed in two phases; construction of the new facility on the existing Site and demolition/deconstruction and removal of the existing facility. During construction, the students will be on-site and attending school in the existing building. Maintaining a safe and functional site as well as the integrity of the learning environment during the pre-construction and construction processes are critical facets to the program development.

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- Designed for a capacity of 1,000 students
- Existing site of 16 acres will include new sports fields and track, covered play area, parking for 100 vehicles
- Two story classroom wings with classrooms arranged in 8 pods. Each pod consists of 3 general classrooms and 1 science classroom.
- Program will include two gyms and locker rooms, cafeteria with platform stage, specialty classrooms including music, art, and technology.

RATIONALE FOR CM/GC DELIVERY: The involvement of the CM/GC Contractor during the design and advanced work phases of the project will provide for a successful approach and efficiency of effort to accomplish the goals of this construction project. The CM/GC will advise the Owner and design consultants on the best way to organize and sequence the work to least impact the ongoing facility operations, surrounding community, and environment.

PROTECTIONS OF STUDENTS, STAFF AND THE LEARNING ENVIRONMENT: The Site is the only middle school within the District. As such, the facility needs to remain in use throughout the Project. Given the extremely close proximity of the Project to students and staff on a daily basis, the CM/GC will need to maintain strict and absolute safety and security protocols and boundaries. Additionally, the primary purpose of the Site is the education of children and service to the community. The CM/GC is expected to adapt its policies, procedures and practices to support purpose and to proactively enforce and support that purpose with regards to its management of the subcontracting market.

CONSTRUCTION DURING FACILITY OCCUPANCY: The construction will occur while the facility is occupied. The CM/GC Contractor is expected to adopt and manage the Owner's Preliminary Phasing Plan. Working with the design team, the Owner, and the facility management staff will be critical to achieve the schedule milestones while facility is in operation. The CM/GC Contractor is expected to make recommendations during the design phase to minimize the risk of delays, such as advanced bid packages, changes to the phasing plan, concurrent work, selective acceleration or double-shift work, etc. Deliveries, storage, access, lay down areas, construction parking, and offices will need to be carefully planned and reviewed with all stakeholders and the Project Team prior to start of construction.

QUALITY STANDARDS: The Owner has set a high quality standard for their projects and expects them to last 50 years or more. The Owner has developed guidelines and quality standards, which are used by the design consultants in the development of the school's design.

SITE CONSTRAINTS: Parkrose Middle School is a unique project in that the site has a number of limitations. The site is currently occupied with the Owner's only middle school facility. Since children must remain on site, any available space must be used for parking, bus loading/unloading, fire truck access, play/sports fields and extra portables (if needed). These necessary school requirements and need to construction the new building prior to the demolition of the existing facility eliminate most areas that would be used as CM/GC lay down areas. It is the Owner's belief that this combination of factors has created an unusual challenge in developing a plan that is a good steward of Owner resources, minimizes the impact to the learning environment during the school year, and is a good neighbor to this close knit community.

CONCURRENT MECHANICAL & ELECTRICAL SYSTEMS: There are a number of complex techniques that will be required to maintain existing mechanical and electrical services within the building while construction proceeds on the new facility. To adequately understand the scope of work and existing systems, the Owner will require the involvement of the CM/GC prior to the completion of Design Development. Involvement of the CM/GC will include working with the Owner to develop these techniques in a cost-effective way while providing the team with an entity that can perform selective demolition, review as-built drawings, coordinate inspections and tests of existing systems, construction of mock-ups, and help identify, schedule utility cut-

overs during non-student time frames (breaks/holidays/in-service/furlough days) and estimate options for temporary mechanical and electrical systems as needed. The Owner and Architect have performed some limited investigative work.

NEIGHBORHOOD RELATIONS: The Site is located in an established predominantly single-family residential community. The Owner and design team have been working closely with the neighbors, facility staff, parents, and community stakeholders throughout the design process. It will be essential for the CM/GC to establish a positive relationship with the neighborhood and community in conjunction with the Owner, and to continue the relationship through a structured community outreach effort. The CM/GC will become an active team member with the Owner in the community outreach process. The CM/GC will also be a participant to the community input received and be more sensitive and aware of issues that will require mitigation in the design and construction efforts. The CM/GC would also develop the traffic and delivery plan, and install preservation and protection measures in advance of major work to deal with neighborhood impacts prior to the start of construction and will increase confidence in the Owner's actions.

3. PROPOSAL REQUIREMENTS:

3.1 - Submittal Information - General

- a. The proposing firm shall submit an unbound original (stamped or marked "original") and nine bound (9) copies of their Proposal for the project. Each copy shall include a cover with the firm name, date and the Request for Proposal name (CM/GC Services Proposal for Parkrose Middle School Project). Additionally, the proposing firm shall provide a CD, flash-drive or other device with an electronic copy in a .PDF format. The proposal shall be provided in a single file.
- b. The submittal shall be limited to double side pages, not smaller than 11 pt. font.
- c. The Owner is not specifying a page limit to the proposal in order to enable proposing firms to adequately represent the skills and capabilities of the firm and its staff. However, proposing firms are highly encouraged to be brief and concise in the presentation of the proposal. Proposing firms are also strongly encouraged to be clear in the presentation of the information and make it easy for the Owner's selection committee to find the requested information.

3.2 – Proposal Format

- a. Table of Contents
- b. Executive Summary (separate section with a tabbed divider): Provide a summary highlighting the firm's qualifications and special expertise to provide the services requested in the Request for Proposal. Provide a confirming statement that the proposing firm has

reviewed, understands and will comply with all requirements of Oregon public contracting law, including but not limited to, Prevailing Wage Requirements per ORS 279C.800 through .870.

- c. Company Profile (separate section with a tabbed divider): Identification of the firm including address, telephone number, email address, date firm was established and other relevant information regarding the firm.
- i. Provide statement regarding current certification of registration with Oregon Construction Contractors Board (CCB) (include copy of certificate in the appendix)
 - ii. Provide confirmation of current State of Oregon Business License (include copy in the appendix)
 - iii. Statement that proposing firm is not barred to hold public contracts per Oregon Bureau of Labor and Industries (BOLI)
 - iv. Provide a summary of the accident prevention program you will employ and submit your company's EMR and OSHA Lost Time Accident Rate for the past five years.
 - v. Provide the firm's bonding capacity and list the name, contact person, email address and telephone number of your bonding agent. Include a document from your bonding agent pertaining to the proposing firm's ability and available capacity to bond this project assuming a construction contract value of \$34.0M for the purposes of the letter (include the letter in the appendix).
 - vi. Provide the firm's insurance coverage and list the name, contact person, email address and telephone number of your insurance agent. Include a document from your insurance agent pertaining to the proposing firm's policy and available coverage for this project (include the letter in the appendix).
 - vii. Provide total size and breakdown of firm personnel by category (e.g., principals, project managers, construction managers, superintendents, estimators, schedulers, and other technical, clerical). Provide a brief organization chart for the leadership of the **firm** including how long the members have served in their current roles (include in the appendix). The **project** organizational chart should **not** be included in this section.
 - viii. State the firm's annual volume (in dollars) of construction for the past five years. What is your anticipated volume for the current year and what is your plan for the next year, including this project? Provide a list of projects currently under contract as well as pending award with the anticipated completion date (and start date if appropriate).
 - ix. Describe your firm's experience in successfully completing complex, occupied K-12 construction projects in the Portland/Vancouver metropolitan area and your success in working with local subcontractors and suppliers, permitting officials and design professionals in an integrated team format.
 - x. Provide a listing of the **last** ten (10) projects of similar size, complexity and delivery approach (CM/GC) to the Project completed and/or in progress (at least 50%

complete with construction) by the firm in Oregon and/or SW Washington (Clark County). Include the project name, similar attributes/challenges to the Project, start and end date, original contract amount and final contract amount. Provide the name of the architect firm, the project architect and a phone number and email address to contact them. Provide similar information for the Owner's Representative.

- xi. Provide listing in chart format of any and all alternative dispute resolution or litigation processes/proceeding involving the firm and an Owner in the last ten (10) years. Provide the name of the Owner, type of dispute resolution, and synopsis of the issues, who initiated the proceedings and the status or outcome of any judgment. Please note that no disclosure of monetary amounts is required, only the status or outcome, including but not limited to "pending hearings", "in hearings", "judgment for Owner/Contractor", "settled out of hearings", "case dismissed", "case withdrawn by..."
- d. Project Team (separate section with tabbed divider): Explain your proposed team organization, roles and responsibilities, and personnel qualifications in the following manner:
- i. Organization: Provide an organization chart for your project team indicating principal-in-charge, project manager, project estimator, superintendent(s), project engineer(s) if applicable, preconstruction or construction phase managers if applicable. Identify the specific staff member who will serve as the Project's principal-in-charge, project manager, superintendent, Chief Estimator and Preconstruction manager (if proposed). Provide a brief narrative detailing how the various positions relate and report within the company.
 - ii. Resumes: Provide a brief description of each specific person identified in the section above and the role/responsibilities including their current location, length of service with the firm and date available to be assigned to the Project. Provide a detailed resume (not to exceed two pages – include in the appendix) which should include references including the reference's name, position, contact phone number and email address from the last three (3) projects the staff member worked on. Additionally, highlight specific experience of the proposed team members in the areas of occupied school construction, CM/GC contracting and working on LEED projects. Other positions (such as project engineer(s)) will be filled with personnel of a quality, expertise and experience level acceptable by the Owner at the appropriate time as determined by the Project Team.

Minimum Requirements: The following minimum requirements shall be required of the project team,

1. All field staff members must hold current OSHA-10 certification at the time construction begins
2. Project Manager and Superintendent must have current OSHA-30 certification at the time construction begins

3. Project Manager is preferred to have CCM certification from the Construction Management Association of America (preferred) or PMP certification from the Project Management Institute (acceptable)

The costs for such certifications shall not be considered compensable under the terms of this agreement and shall be apportioned to the CM/GC's Fee.

Note: It is the Owner's intent that the **Project Manager** shall be the single point of responsibility to the Project Team for the proposing firm throughout the Project.

The Owner is procuring the CM/GC largely based on the skills, experience and capabilities of the project staff. Failure to provide the specific staffing submitted under this section shall be considered a material breach on the part of the proposing firm and may, at the Owner's sole discretion, result in disqualification from the RFP process, withdrawal of any award (tentative or otherwise) or termination of any subsequent agreement by the Owner for Cause, subject to the legal remedies contained therein.

- iii. Experience: Briefly discuss experience, registrations, and education of the Project Manager, Superintendent and Preconstruction Manager (if applicable) that are directly applicable to the Project. Address experience in projects of similar size and complexity, working with other members of the Project team and CM/GC's assigned staff, experience working with project teams in a collaborative environment. Emphasize any specific experience they have on occupied K-12 projects and maintaining the learning environment. Additionally, briefly describe any skills or experience they have that the Project Team may benefit from such as working with emerging technology or innovative construction and/or project management techniques.
- e. Project Understanding: Describe your team's general understanding of the project, the role of the Project Manager and Superintendent in the project team and the value that the proposing firm brings to the Project Team. Include any special issues that affect the project or may affect your performance of the services. Discuss your team's approach to completing the project. Discuss the major challenges to successful completion and how the team proposes to approach them. What expectations does your Project Team have of the Owner?

Address the following questions as a part of the Project Understanding,

1. How will the CM/GC's staff maintain Site safety and security
2. How will the CM/GC work with the stakeholders on the Site to meet their needs while meeting the goals and objectives of the Owner's administrative leadership?
3. How will the CM/GC represent the Owner's interests during Preconstruction?
4. How will the firm ensure the Owner's best interests are represented in managing the subcontractors and CM/GC's own forces during construction?
5. How will the Project Manager and Superintendent function within an integrated project team?

6. How will the project team address sustainable construction practices and represent the Owner's interests in developing a sustainable project?
7. Discuss the firm's philosophy and approach to including the local "Parkrose" contracting community as well as M/W/ESB community in subcontracting opportunities for the Project. Please note there are **NO** M/W/ESB or SBE subcontracting requirements/percentages/goals for the Project or formal subcontracting plan requirement however the Owner is interested in understanding how the CM/GC will extend as many contracting opportunities as possible to the constituents of the Parkrose and M/W/ESB communities and **NOT** simply provided to the CM/GC's "preferred" subcontractors list. The cost of these efforts should be included in the specified general conditions fixed fee amount.
8. Discuss the firm's approach to working with the local community and specifically local neighborhood association and direct neighbors to the Site to help educate and engage them. Discuss how the firm will help them to help them understand the construction process, address concerns and mitigate tensions in order to foster a positive experience for the community.

4. SELECTION PROCESS

The Owner is contracting for CM/GC services in accordance with the process authorized by ORS 279C.335.

Selection will be made through a two-step process. The scoring in the two steps is not cumulative; rather each step will be judged separately. The process for selection and award of the contract will be as follows:

Step One Written responses to the RFP and subsequent short-list

Step Two Interview and review of cost proposals

4.1 STEP ONE: Review of Proposals

Selection of firms who will be invited to interview will be based on the evaluation criteria set forth below. The Owner reserves the right to contact the references provided in the proposals and conduct any other investigations it deems necessary to confirm or verify the information provided in the proposals, whether such investigation is specifically mentioned herein or not. The firms/teams submitting proposals will be ranked and the committee will then recommend a shortlist of most qualified firms. The Owner shall at its sole discretion, select the number of firms that shall be invited to interview.

The short list will be provided in alphabetical order without any ranking whatsoever. The following selection criteria will be the basis for the short list:

Criteria	Points
Firm's background and experience	20
Project Team Members	40
Project Understanding	40
Total	100

4.2 STEP TWO: Interviews

Interviews with the short listed firms will be conducted for the purpose of determining which of the short listed firms is the most highly qualified for the project; which firm has the project personnel best able to complete the scope of services; which firm most fully understands and is able to perform the role of CM/GC as envisioned by the Owner.

Key personnel from proposing firms to be assigned to the project are required to be present at the interview including the Project Manager and Superintendent. It is the Owner's intent that the interview shall be carried out by the members proposed as the core members of the Project Team, in short – the Project Manager, Superintendent and Preconstruction Manager (if appropriate). "Principal-In-Charge", "Project Executive", other company executives, marketing staff or other "non-project" members of the proposing firm are limited in their involvement in the interview to the open/closing remarks and to no more than 3 minutes in total.

The short listed firms shall be prepared to demonstrate the firm's approach to management of the project based on their understanding of the contract for CM/GC services; the firm's ability to perform the services within a fully integrated professional team; the CM/GC firm's past performance of similar services in similar team situations (and specifically on occupied K-12 projects); and the value the CM/GC brings to the Owner's Project Team.

In addition to the information requested above, and information which may be requested by the Selection Committee before or during the interview, short listed firms will be required to provide, at the interview, the following in a sealed envelope labeled "Cost Proposal" with the name of the interviewing firm and date:

- a. Fully compliant, lump-sum price proposal for Specified General Conditions and the Fixed Fee on a proposal form to be provided.
- b. a breakdown of costs for site General Conditions
- c. a breakdown of hours, rates, and expenses for Preconstruction Services.

- d. a bid guarantee in the form of a bid bond in a form acceptable to Owner, certified check or cashier's check payable to Owner, in the amount of at least five percent (5%) of the Preconstruction Services Allowance, Fixed Site General Conditions and Fixed Fee.

Note: When/If the Cost Proposal is opened and the required documents are not provided or are not in an acceptable form, the proposing firm shall be declared “non-responsive”.

The Owner reserves the right to modify the contract documents included in this Request for Proposal. Owner also reserves the right to hold the Cost Proposals of all proposers until the successful proposer has entered into the contract and furnished the required bonds and insurance certificates, or for a period of ninety (90) days, whichever occurs first.

The following selection criteria will be the basis for the interviews:

Criteria	Points
Demonstrated expertise, qualifications and experience of the proposed personnel in the required services, with emphasis on experience on occupied and/or phased occupancy K-12 projects;	25 points
Understanding and approach of the CM/GC’s role by the proposed personnel;	25 points
Approach to Site safety, security, learning environment and on-going operations	25 points
Approach to representing the Owner’s interests and risk identification/mitigation throughout the Project	25 points
Total	100 points

Following an initial screening of the proposals and subsequent interviews, the committee will select the most highly qualified firm to provide the services required for the proposed project. The cost proposals for the firms will be opened for the purposes of establishing the “expected range” for the cost proposals and the Owner and CM/GC will enter into contract negotiations. The cost proposal of the successful firm shall be used only for the purposes of finalizing the contract. If, in the Owner’s opinion, the cost proposal of the successful firm is disproportionate with the “expected range” based on the other cost proposals received, for fee % and/or billing rates for preconstruction services, the Owner may, at its sole discretion, negotiate the fees and/or rates with the successful firm or elect to consider the cost proposal for the second highest ranked firm. This process may be continued by the District until such time as the cost to the District represents a fair and reasonable amount for the services to be rendered by the CM/GC. Should the negotiations on cost or contract language be unsuccessful as deemed solely by the Owner, the Owner reserves the right to declare the contract negotiations unsuccessful and begin negotiations with the second highest ranked firm. This process shall continue until such time as the Owner is able to successfully negotiate the agreement between Owner and CM/GC. At any time, the Owner may cancel this RFP if in the Owner’s sole opinion; it is in its best interests to do so.

At the conclusion of successful contract negotiations, all cost proposals shall be returned to proposing firms.

5 – Notifications and Protests

Notifications. The Owner will provide timely notifications of the following actions to firms responding to the Request for Proposal as follows:

- a. Selection of short listed firms for interviews
- b. Selection of apparent successful firm for contract negotiations
- c. Notice of Intent to Award

Right to Reject. The Owner reserves the right to reject any and all proposals and possibly re-advertise the Project at any time prior to Board approval of the recommended firm and the negotiated agreement.

Cost of Proposals. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals and associated materials (i.e. flash drives) submitted in response to this Request for Proposal shall become the property of the Owner and be considered public documents/property under applicable Oregon State laws.

Procedural Requirements. Any firm failing to submit information in accordance with the procedures set forth herein may be considered “non-responsive” at the Owner’s sole discretion.

Protest Procedures

Any actual or prospective proposer, who is aggrieved in connection with the solicitation or award of this contract, may protest to the Owner in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposals, which are apparent prior to the date established for submitting the proposal, must be labeled on the envelope as a “Protest”, and must be received by the Owner by the close of business seven (7) calendar days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award of this contract. Protests of the award of a contract as a result of this RFP shall be in accordance with 279B.410 and must be received by the Owner by the close of business no later than seven (7) calendar days from the issuance of the notice of intent to award. Any protest received after the expiration times/dates contained herein shall be returned unopened and without consideration.

In order to be considered, a protest shall be submitted in writing in an opaque envelope labeled “Protest” with the RFP title, date and Owner’s name and shall include: (1) the name and address

of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be mailed or delivered to:

Parkrose School District
District Offices
10636 NE Prescott St.
Portland, OR 97220
Attn: Mary Larson

Upon receipt of written protest, the Owner shall promptly consider the protest. The Owner may give notice of the protest and its basis to other persons, including proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a mutual agreement of the aggrieved person and the Owner, the Owner will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnish to the aggrieved person and any other interested parties. The Owner's decision may be appealed to the Superintendent or designee by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent's decision shall be final and conclusive.

Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the Owner's final decision.

Any proposer submitting a proposal shall be deemed to have accepted these procedures.

6 - Schedule

Dates are approximations for the process steps and subject to change. Please note the timeframes for each step in the process.

Step	Date	Selection Process
One	4/18/12	Advertisement for Request for Proposal Published (First Notice)
	4/23/12	Advertisement for Request for Proposal Published (Second Notice)
	4/25/12	Pre-Proposal Conference at 4:00 p.m.

	4/27/12	Last day for Questions from Firms at 5:00 p.m.
	5/2/12	Last day for addenda
	5/9/12	Responses to Requests for Proposal due at 5:00 p.m.
	5/10/12	
	to	Initial screening and short listing of firms
	5/16/12	
	5/16/12	Notifications sent to shortlisted firms
Two	5/17/12	Interview preparation, questions & answers regarding interview
	to	process
	5/23/12	
	5/24/12	Interviews conducted, sealed fee proposals received
	5/25/12	Notice of Intent to Award issued
	6/1/12	Protest Period Expires
	5/28/12	
	to	Contract & fee negotiations, bonding & insurance issuance
	6/8/12	
	TBD	Notice of Intent to Award issued, sealed fees returned to non-successful firms

*** Dates in the RFP are subject to change by the Owner at any time ***

7 – Miscellaneous Requirements

The Project is subject to the public contracting law of the State of Oregon and shall conform to the requirements of ORS 279C.800 through .870 (Prevailing Wage).

The Owner reserves the right to modify, delay, cancel or otherwise change the terms and/or requirements of this procurement at any if it deems at its sole discretion to be in the public's or District's best interests to do so.

END OF REQUEST FOR PROPOSAL