



REQUEST FOR PROPOSALS

FACILITIES ASSESSMENT & LONG RANGE FACILITY PLANNING

Proposals due No Later Than **3 p.m.**

Tuesday, May 27, 2025

Address

Sweet Home School District
1920 Long Street
Sweet Home, OR 97386

Contact

Kevin Strong
Business Manager
Phone: (541) 367-7122
Email: kevin.strong@sweethome.k12.or.us

Advertisement

Request for Proposals (RFP) for Facility Assessment and Long-Range Facility Planning Services

The Sweet Home School District is seeking proposals from qualified firms to provide the district with a facilities assessment on six schools and assist in the development of a Long-Range Facility Plan.

Proposals will be accepted until May 27, 2025 at 3 p.m. Project work shall be completed by 10/31/25.

A copy of the RFP may be obtained from district's website at www.sweethome.k12.or.us/business/

The district reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the district to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the district to accept or contract for any expressed or implied services.

REQUEST FOR PROPOSALS:

Facility assessment services and long range planning assistance for the Sweet Home School District

PURPOSE AND SCOPE OF WORK

The successful firm will conduct a facility assessment and assist with a Long Range Facility Plan for six schools in the Sweet Home School District in compliance with standards established by the Oregon Department of Education Office of School Facilities.

As per OAR 581-027-0035, the facility assessment shall include the following information:

- (1) Name of Building.
- (2) Building ID Number.
- (3) Physical Address.
- (4) Gross Square Footage.
- (5) Original Construction Date.
- (6) Original Construction Type.
- (7) Additions:
 - (a) Construction Date;
 - (b) Construction Type;
 - (c) Construction Square footage; and
 - (d) Addition Construction Usage.
- (8) Renovations:
 - (a) Construction Date;
 - (b) Construction Type;
 - (c) Construction Square Footage; and
 - (d) Renovation Construction Usage.
- (9) UNIFORMAT II Infrastructure Assessment: An assessment of each applicable building element as listed in the American Society for Testing and Materials (ASTM) UNIFORMAT II Classification (October 1999) of Building Elements Level 3 that provides the following:
 - (a) ASTM Number;
 - (b) System Name;
 - (c) Description of System;
 - (d) Number of systems or square footage of system in need of repair or want of replacement;
 - (e) Level of repair/replacement needed. The percent of the building affected should be noted to assist in cost estimating; and
 - (f) Notes as to what specifically needs to be done to repair or replace the system.
- (10) Additional items:

- (a) A safety and security analysis of the facility that determines if the facility meets current best practices for providing a safe and secure environment;
- (b) An ADA assessment and listing of deficiencies;
- (c) Assessment of technology infrastructure in the facility including bandwidth, type of internet connection, presence of wireless networks, and other means of providing access to information technology;
- (d) Assessment of indoor air quality; and
- (e) Presence of harmful substances such as lead or asbestos in the facility based on District reports.

(11) Value Assessment:

- (a) The current replacement value of the building using cost per square foot standards as determined by the Department and updated annually; and
- (b) The Facilities Condition Index of the building as calculated by dividing the total estimated construction costs to completely repair the building by the current replacement value of the building.

(12) All information submitted electronically to the Department on a Department-established template which shall be used by Districts and Certified Assessors.

As per OAR 581-027-0040, the Long Range Facility Plan shall include the following information:

- (1) Population projections by school age group for the next ten (10) years using U.S. Census or Census partner data.
- (2) 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.
- (3) Evidence of community involvement in:
 - (a) Determining educational vision of local community;
 - (b) Reviewing the costs of identified improvements;
 - (c) Prioritizing the identified improvements; and
 - (d) Determining potential sources of funds for the improvements.
- (4) Identification of buildings on historic preservation lists including the National Historic Register, State Historical Preservation Office, and local historic building lists.
- (5) Analysis of District's current facilities' ability to meet District-adopted educational adequacy standards:
 - (a) Identification of standards adopted by District that are used to determine educational adequacy for District;
 - (b) Identification of ability of current facility capacity to meet District-adopted educational adequacy standards; and
 - (c) If current facilities are unable to meet District-adopted educational adequacy standards, District will then:
 - (A) Identify deficiencies in current facilities;
 - (B) Identify changes needed to bring current facilities up to District-adopted educational adequacy standards; and

(C) Identify potential alternatives to new construction or major renovation of current facilities to meet District-adopted educational adequacy standards.

The successful firm is expected to complete the facilities assessment and assist the district with the long range facilities plan.

DISTRICT & FACILITY INFORMATION

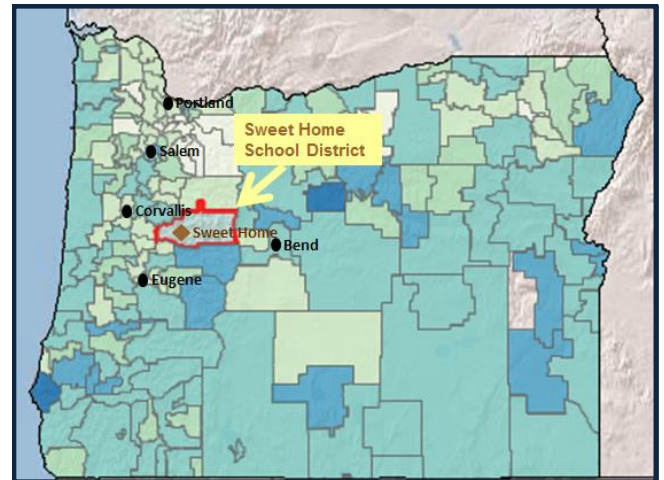
Sweet Home is located in the Cascade Mountain foothills near Oregon's Willamette Valley. Sweet Home is within 45 minutes of Corvallis and Eugene and within two hours of Portland, Bend and the Oregon Coast.

The Sweet Home School District consists of four elementary schools, a grade 7-8 junior high school and a grade 9-12 high school. Enrollment at District operated schools exceeds 2,100 students.

Here is more specific information about each school:

Sweet Home High School – A new gymnasium opened in 2003 and a new cafeteria/library/office/commons area opened in 2004. The auditorium, which opened in 1950 and is in the oldest portion of the facility, underwent a \$1.4 million seismic upgrade project during the summer of 2017. Additions to the high school were made during the 1960s and 1970s. The facility includes an indoor swimming pool that is owned and operated by the District. Approximate square footage for all high school buildings = 203,323 square feet. The school also has two modular classrooms.

Sweet Home Junior High School – The main building opened in 1962 and a wing with eight classrooms was added in 1966. The school was renovated in 2019 and a gym,



Sweet Home with Foster Lake and the Cascade Mountains in the distance

cafeteria and new office area were added. Approximate square footage = 65,350 square feet.

Foster Elementary School – The main building was built in approximately 1940. Additions have been made since that time and a seismic retrofit/renovation was completed in 2019. Approximate square footage for all Foster buildings = 39,030 square feet.

Hawthorne Elementary School – The main building opened in 1953. A new classroom wing was constructed in 2003. A seismic retrofit/renovation was completed in 2018. Approximate square footage for all Hawthorne buildings = 34,000 square feet.

Oak Heights Elementary School – The school opened in 1948. Approximate square footage for all Oak Heights buildings = 34,421 square feet. A seismic retrofit/renovation was completed in 2024.

Holley Elementary School – The school opened in 1949. Additions have been made since then and a modular classroom was added in 2014. Approximate square footage for all Holley buildings = 19,000 square feet. A seismic retrofit/renovation was completed in 2019. The school also has one modular classroom.

All of the schools are located within the city limits of Sweet Home with the exception of Holley Elementary which is located four miles southwest of Sweet Home along Highway 228.

Here are satellite photos of each school:

Sweet Home High School:



Sweet Home Junior High School:



Foster Elementary School:



Hawthorne Elementary School:



Oak Heights Elementary School:



Holley Elementary School:



FEES

The District asks that proposers present billing proposal options as follows:

Set amount for a six school facility assessment of Sweet Home High School, Sweet Home Junior High School, Foster Elementary School, Hawthorne Elementary School, Holley Elementary School and Oak Heights Elementary School \$ _____

Facility assessment hourly rate structure for any added service costs:

\$ _____

Long Range Facility Plan assistance to the district hourly rate structure:

\$ _____

Please note that the District plans to assemble and print the Long Range Facility Planning report document.

OPTIONAL FUTURE SERVICES

In addition to this initial scope, the District may require subsequent architectural, engineering, or related professional services for project planning, design, and implementation of capital improvement projects resulting from the assessment.

Therefore, this Request for Proposals (RFP) is issued in accordance with Oregon state law, and the District intends to use this qualifications-based selection process to identify a consultant qualified to provide both the assessment work and any subsequent architectural and engineering services. The selected firm may be awarded a contract for such future phases of work at the sole discretion of the District, subject to successful negotiation of scope and fee.

Award of this contract does not guarantee the provision of any work beyond the initial assessment. The District reserves the right to negotiate and enter into a contract amendment for additional services with the selected firm or to solicit separate proposals for such services.

EVALUATION CRITERIA AND SCORING PROCESS

The Evaluation Committee will consist of 3-5 members comprised of District staff and/or Board Members.

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 Committee 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. Demonstrated experience in Oregon with school facility assessments and long-range facility planning projects aligned with Sweet Home School District needs (40 pts)
2. Fee structure (25 pts)
3. Experience and expertise of key staff (15 pts)
4. References from previous projects (15 pts)
5. Overall cohesiveness and responsiveness of proposal (5 pts)

To assist in the scoring, we ask that you share copies of recent assessment completed for other Oregon school districts (either physical copies or PDF copies shared electronically).

After consideration of the proposals, the contract award offer will be made to the Proposer that provides the best overall proposal in the opinion of the Committee.

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.

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 for community outreach services, balancing high standards of quality, innovativeness, and service, with the best value.

No officer of the District, or 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 vendor 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. State established deadlines must be followed for such questions, comments, or protest. 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. All Proposers will be notified by email of the recommendation of the selection. 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 - Proposer, or independent consultant, 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, or independent consultant, 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, or independent consultant, shall maintain in force for the duration of this agreement Automobile (owned, non-owned and hired) Liability insurance with limits not less than \$1,000,000 per occurrence shall be maintained. The District, its officials, employees, servants and agents, will be named as an additional insured in respect to work and 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, or independent consultant, shall provide and maintain workers' compensation coverage for its employees, officers, agents, or partners, as required by applicable workers' compensation laws.

The District reserves the right to change these criteria if the District extends the contract for the follow on design work.

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, or independent consultant, 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, or independent consultant, 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.

PROPOSAL PREPARATION

Conformance to Proposal Requirements: Proposals must conform to the requirements of the Request for Proposal. Proposal prices must be for the unit indicated on the proposal. Failure to comply with all requirements may result in proposal rejection.

Proposals should contain, but not be limited to, the following considerations:

1. Statewide experience and qualifications of your firm relative to planning, bond communications, and design for the last ten years.
2. List of other school districts or municipalities served by your firm during the last 10 years (by year), providing the name and phone number of individual contacts at municipalities.
3. Size and experience of staff available to complete the services in a timely manner and a list of key staff that would be assigned to this project.
4. Your fee schedule, including hourly rates for staff who would be involved in the project.
5. Describe how you would propose to use District Personnel, if at all, to assist you in the project.
6. A discussion of how your firm will conduct the project, including how you would approach the work efforts.
7. Examples and/or excerpts from facility assessments and long range facility plans conducted for other school districts.
8. Anything else necessary to convey experience and qualifications as outlined under the evaluation criteria noted above.

The District will NOT provide a meeting of the prospective Proposers prior to submission of proposals. All questions must be submitted in writing to the name and contact information on the cover of this RFP.

Delinquent Oregon Taxes: Proposers must certify, under penalty of perjury, that they are not in violation of any Oregon tax laws. No contract for the purchase of goods and/or services will be awarded to a Proposer who cannot so certify.

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

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.

Protest of Proposal Specifications: A Proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Business Manager. To be considered, protests must be received at least five days before the proposal closing date (ten days if the proposal is for a public improvement).

PROPOSAL SUBMISSION

Proposals submitted by regular mail or in person must be received and time-stamped by the District Office prior to proposal closing time and should consist of the original and one digital copy of the proposal documentation. No proposal received after proposal closing time will be considered. To assure that your proposal receives priority treatment, please mark the envelope, package or email as follows:

Proposal Name: **RFP - Facilities Assessment & Long Range Facility Plan Proposal**

Proposal Due Date and Time: Prior to 3 p.m. Pacific Time, on Tuesday, May 27, 2025

Proposal Submitted To: Sweet Home School District, 1920 Long Street, Sweet Home, OR 97386, Attention: Kevin Strong, Business Manager

The District shall not be responsible for the proper identification and handling of any proposal not submitted in a timely manner.

Proposals submitted electronically should be emailed to kevin.strong@sweethome.k12.or.us prior to 3 p.m. Pacific time on Tuesday, May 27, 2025. The subject line of the email shall state "RFP – Facilities Assessment & Long Range Facility Plan Proposal".

PROPOSAL OPENING

Proposals will be opened at the scheduled opening time at Sweet Home School District in the District Office Business Office at 1920 Long Street in Sweet Home on Tuesday, May 27, 2025 at 3:15 PM. Proposers may be present; however, award decisions will not be made at the opening.

PROPOSAL EVALUATION AND AWARD

Evaluation Criteria: Proposals will be awarded based upon the evaluation criteria in the Request for Proposal.

Delivery: Significant delays in delivery may be considered in determining award if early delivery is required.

Cash Discount: Cash discounts will not be considered for award purposes unless stated in the proposal documents.

Payment: Proposals which require payment in less than 30 days after receipt of invoice or delivery of services, whichever is later, may be rejected.

Proposal Rejection: The District reserves the right to reject any and all proposals.

PROPOSAL RESULTS

The successful proposer will be notified of the results of the proposal evaluation. The scores of unsuccessful proposers will remain confidential, but each proposer may be provided a debrief session at the discretion of the Superintendent. Due to the nature of this Request for Proposal, no proposal tabulations will be provided.

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.

CONTRACT COORDINATION

After award, all coordination for services required shall be with the Business Manager. The successful firm shall designate, in writing, a contact person, and all coordination between the District and the successful firm shall be the responsibility of the two respective coordinators.

PERIOD OF CONTRACT

The term of the contract with the selected firm shall be negotiated prior to award of the contract.

TERMS AND CONDITIONS

The District reserves the right to reject any irregularities or informalities in any proposal or to accept or reject any or all proposals if it is in the public interest to do so. In the event that a contract is not executed within forty-five (45) days after the award has been made, the District may give notice to said firm of the District's intent to award the contract to the next best proposal, or to call for new proposals. The District will not be responsible for any costs incurred while submitting proposals. All proposers who respond to this solicitation do so solely at their own expense.

Any property or work to be provided by the Proposer under this contract will remain at the Proposer's risk until written acceptance by the District; and the Proposer will replace, at the Proposer's expense, all property or work damaged or destroyed by any cause whatsoever.

Exceptions: The selected Proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications. Failure to furnish the statement will mean that the Proposer agrees to meet all requirements of the terms, conditions, and specifications. The District may accept or reject proposed exceptions, at the District's discretion.

Termination for Convenience: The District may terminate a contract, in whole or in part, whenever the District determines that such termination is in the best interest of the District, without showing cause, upon giving 30 day written notice to the contractor. The District shall pay all reasonable costs incurred by the contractor up to the date of termination. However, in no event shall the contractor be paid an amount which exceeds the price proposed for the work performed. The contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: If the Proposer has not performed or has unsatisfactorily performed the contract, the District may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the District. Failure on the part of a Proposer to fulfill the contractual obligations shall be considered just cause for termination of the contract. The Proposer will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the District in re-bidding and completing the work.

END OF REQUEST FOR PROPOSALS