

**REQUEST FOR PROPOSAL  
FOR  
CONSTRUCTION MANAGER /  
GENERAL CONTRACTOR [CMGC]  
RFP 2018 - 0225**

**Multi-School CM/GC Services at:  
Glencoe HS, Hillsboro HS, Miller Big Picture (West),  
Brown MS, Evergreen MS, Poynter MS,  
Eastwood ES, Mooberry ES**



Issued: July 11, 2018

Proposal Closing Date:

**August 2, 2018, 2:00 p.m. PT**

**Single Point of Contact [SPC]:**

Label for Proposal:

Address:

Phone:

Email:

Adam Stewart  
RFP 2018 - 0225  
Construction Manager/General Contractor [CMGC]  
4901 SE Witch Hazel Road  
Hillsboro, OR 97123  
503-844-1340  
stewart@hsd.k12.or.us

## **Request for Proposal**

### **TABLE OF CONTENTS**

Section 1	General Information
Section 2	Authority, Overview and Scope of Work
Section 3	Procurement Requirements and Evaluation
Section 4	Award and Negotiation
Section 5	Apparent Successful Proposer Submission Requirements
Attachment A	Proposer Certification
Attachment B	Cost Proposal Requirements
Attachment C	CMGC Scope of Work
Attachment D	CMGC CONTRACT -Terms & Conditions (will be distributed at Pre-Proposal meeting)
Attachment E	CMGC CONTRACT – General Conditions (will be distributed at Pre-Proposal meeting)
Attachment F	Insurance Requirements
Attachment G	Affidavit of Trade Secrets Form

**SECTION 1  
GENERAL INFORMATION**

**1.1 INTRODUCTION**

The District passed a bond measure by its patrons on November 8, 2017. The bond measure will pay for \$408 million worth of projects spread across district facilities and two new elementary schools. The District will receive additional funds from grants and other sources.

The District is seeking to hire an experienced CM/GC Firm for the construction of the replacement / demolition and the associated site work and off- site work.

**1.2 SCHEDULE OF EVENTS**

July 11, 2018	CM/GC RFP Advertised Daily Journal of Commerce
July 19, 2018	2:30 PM - Mandatory Pre-Proposal Meeting at the Construction Management Office, 4901 SE Witch Hazel Rd, Hillsboro OR 97123
July 26, 2018	Questions/Requests for Clarification Due Solicitation Protest Period Ends
<b>August 2, 2018</b>	<b>2:00 PM Closing (Proposals Due)</b>
TBD	Notification of Interview Schedule
TBD	Interviews
TBD	Issuance of Notice of Intent to Award (approximate)
TBD	Award Protest Period Ends
TBD	Board Approval

**1.3 PROPOSAL DELIVERY**

All proposals may be hand-delivered or mailed with the following label or subject heading: "RFP-2018-0225 Construction Manager/General Contractor [CMGC]" to the following address:

Hillsboro School District  
4901 SE Witch Hazel Rd  
Hillsboro, OR 97123

#### **1.4 DISTRICT SINGLE POINT OF CONTACT (SPC)**

The single point of contact (SPC) during this procurement process for questions concerning the procurement process, change, clarification, award process and any other questions is Adam Stewart 4901 SE Witch Hazel Rd, Hillsboro, OR 97123. [stewart@hsd.k12.or.us](mailto:stewart@hsd.k12.or.us) or 503-844-1340.

**End of Section 1**

**SECTION 2**  
**AUTHORITY, OVERVIEW, AND SCOPE OF WORK**

**2.1 AUTHORITY AND METHOD**

The Hillsboro School District (District) is issuing this RFP in accordance with ORS 279C.337.

**2.2 PROJECT OVERVIEW AND BACKGROUND**

The Hillsboro School District passed a general obligation bond in the amount of \$408 million for renovations and repairs district-wide. The District has hired Cornerstone Management Group Inc. as their Owner's Representative and DLR Architects for design services for this project. Planning and design is currently underway on this project.

**2.3 PROJECT SUMMARY**

1. Building Improvements / Seismic Upgrades / Site Improvements / Additions / Mechanical and Electrical

See Attachment C / Scope of Work, which describes the project and estimated construction cost. Project will be funded by the 2017 Bond and other funds.

**2.4 SCOPE OF WORK**

Refer to Attachment C for a detailed outline of Scope of Work, current schedule and budget.

**End of Section**

**SECTION 3  
PROCUREMENT REQUIREMENTS AND EVALUATION**

**3.1 MINIMUM PROPOSER REQUIREMENTS**

The District reserves the right to disqualify proposals failing to meet minimum requirements. To be considered for evaluation, each Proposal must demonstrate how the Proposer meets all requirements of this section:

1. Experience with successful completion of K-12 school projects within the last ten (10) years.
2. Successful experience of your proposed staff on occupied educational sites of K-12 schools.
3. Demonstrated understanding of effective project communications, cooperation and services required to successfully prepare documents for similar projects.
4. Knowledge and understanding of the required services as shown by approach to staffing and scheduling needs.
5. Availability to provide cost estimates, bid strategies, cost control and management of the construction phase. The ability to provide prompt responses to District inquiries and concerns.
6. Proven ability to obtain competitive sub-contractor bids/quotes in the Portland metro area.

**3.2 MINIMUM SUBMISSION REQUIREMENTS**

**A. Proposal Format**

Proposer shall submit its Proposal without extensive art work, unusual printing or other materials not essential to the utility and clarity of the Proposal.

Proposer shall submit a **one (1) original Proposal on white 8 1/2" by 11" paper, bearing the Proposer's authorized representative's signature; six (6) paper copies; and one (1) electronic copy** of the Proposal by USB drive, and must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx).

In addition, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.410 through 192.505), proposer shall complete and submit the Affidavit of Trade Secret (Attachment G) and a version of its Proposal with redactions clearly shown and the redacted Proposal clearly identified.

Proposer shall submit its Proposal in a sealed package addressed as provided in Section 1.3 of this RFP.

**B. Authorized Representative**

The Proposer Certification Form (Attachment A) shall be signed with ink as follows or the bid will be rejected.

- In the case of an individual Proposer, by the individual Proposer.
- In the case of a partnership, the name of the partnership must be listed, and the proposal shall be signed in the name of the partnership by at least one general partner. In addition, the names of all general and limited partners must be listed.
- In the case of a corporation, the corporate name shall be subscribed by the president or other

managing officer and, under the signature of such officer, the name of the office such individual holds or the capacity in which he or she acts for the corporation.

### **3.3 PROCUREMENT PROCESS**

#### **A. Public Notice**

Notice of the RFP has been advertised in the *Daily Journal of Commerce*. The RFP, including all Addenda and attachments, are available by contacting Sharon McCarty at [mccartys@hsd.k12.or.us](mailto:mccartys@hsd.k12.or.us).

#### **B. Questions / Requests for Clarification**

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email, mailed or hand-delivered in writing
- Reference the RFP name
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule of Events in subsection 1.2 above.

Inquiries requiring clarification or modification from the District will be sent to all Proposers in the Form of an addendum to this RFP.

#### **C. Pre-Proposal Conference**

**A mandatory pre-proposal conference has been scheduled as noted in Section 1.2 of this RFP.**

#### **D. Solicitation Protests**

Prospective Proposers may submit a written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the terms and conditions of the proposed Contract/Price Agreement. This is a prospective Proposer's only opportunity to protest the provisions of the RFP, except for protests of Addenda or the terms and conditions of the proposed Contract/Price Agreement, as provided below.

Protests to Addenda: A Prospective Proposer may submit a written protest of anything contained in the respective Addendum. Protests of matters not added or modified by the respective Addendum will not be considered.

Protests must:

- Be delivered to the SPC via email, facsimile, hard copy.
- Reference the RFP name.
- Identify prospective Proposer's name and contact information.
- Be sent by an authorized representative.
- State the reason for the protest, including: the grounds that demonstrate how the Procurement Process is contrary to law, unnecessarily restrictive, legally flawed, or improperly specifies a brand name; and evidence or documentation that supports the grounds on which the protest is based.
- State the proposed changes to the RFP provisions or other relief sought.
- Protests to the RFP must be received by the due date and time identified in the Schedule of Events in subsection 1.2 above.
- Protests to Addenda must be received by the due date identified in the respective Addendum.

The District will respond timely to all protests submitted by the due date and time listed per the Schedule in Section 1.2. Protests that are not received timely or do not include the required information will not be considered.

#### **E. Proposal Submission Options**

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements. The District is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. A Proposal submitted by any means not authorized will be rejected.

The Proposal may be hand-delivered, or submitted through the mail or via parcel carrier, and must be clearly labeled as provided in Section 1.3 and submitted in a sealed envelope, package or box.

Proposals will be accepted during the District's normal Monday-Friday business hours of 8:00 am to 5:00 pm Pacific Time, except during District holidays and other times when the District office is closed.

#### **F. Proposal Modification or Withdrawal**

Any Proposer who wishes to make modifications to a Proposal already received by the District shall deliver its modification prior to closing and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing. The Proposer shall submit a written notice signed by an authorized representative of its intent to withdraw its Proposal. The notice must include the RFP name and be submitted to the SPC.

#### **G. Proposal Due**

The Proposal and all required submittal items, as well as any modification or withdrawal of a Proposal, must be received by the SPC on or before Closing. Original or modified Proposals received after Closing are considered late and non-responsive, and will be returned unopened or destroyed.



## H. Proposal Rejection

The District may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal in ink.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with other District employees or officials other than the SPC or those the SPC authorizes.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.

## I. Opening of Proposal

Proposals will be publicly opened immediately following the Closing, and the names of all Proposers will be disclosed at that time. However, Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued.

### 3.4 PROPOSAL CONTENT REQUIREMENTS

#### A. Proposal Content

Proposers must respond to the following request for information, and in the order listed. The Proposal must be separated with section dividers [TAB] as noted follows:

1. COVER LETTER:  
Include cover letter expressing the firm's interest and understanding of the District's request for proposal. The letter should name all of the persons authorized to make representations for the Proposer and be signed by an authorized representative.  
In addition, please provide the following:
2. PROPOSAL CERTIFICATION FORM (Attachment A):  
Include signature of authorized representative. A proposal certification shall bind the Proposer to perform the services for the fees stated in their proposal and to complete the project within the scheduled dates proposed. Failure to submit a signed proposal certification form will result in disqualification of the proposing firm.
3. TAB 1 - FIRM BACKGROUND:  
Please provide the following:
  - a. Construction Contractors Board License Number
  - b. Brief history of your firm
  - c. Current bonding capacity
  - d. General description of your safety program and drug and alcohol program
  - e. Description of process you use to ensure workers and subcontractors on the worksite have background security clearances
  - f. Most recent worker's compensation insurance experience modifier

4. TAB 2 – PROJECT APPROACH:

Provide your strategic project approach summary: discussion of your firm’s approach to the specific conditions of the proposed projects, the successful CM/GC services based on prior experience. Describe your firm’s approach for assisting the Project Team control scope, budget and schedule. Describe any value-added services your firm will provide. The District is committed to providing opportunities for local contractors. Describe in detail how you would provide outreach to keep local contractors informed of bidding opportunities.

5. TAB 3 – PRE-CONSTRUCTION SERVICES:

As described ATTACHMENT B

6. TAB 4 – EXPERIENCE ON EDUCATIONAL PROJECTS

Describe the relevant experience the CM/GC firm has as it relates to the planning, design, and construction of educational facilities. What other projects of similar size and complexity have the key individuals proposed completed.

Provide a listing, in chronological order and in chart format, recently completed projects that are similar in size and scope executed by the key individuals proposed for these projects.

Information should include the following:

- a. Name of Owner, contact person, and current phone number.
- b. The architect of record, contact person, and current phone number.
- c. Brief description and location of the project and role in the project
- d. Completion date
- e. Final contract amount.
- f. Project related claims going to litigation/arbitration

Provide ten (10) professional references from the listed projects, including the project name, the name of the design team members for whom this reference is relevant, a contact name and phone number. At least two (2) of these references must be subcontractors. At least two (2) of these references must be owners. Every key project team member must be represented in at least two (2) of the provided references.

7. TAB 5 – SCHEDULING/ EXPEDITING:

Describe how you will ensure the project schedule will be met, and identify key challenges, specific to these projects. Discuss any opportunities you see for expediting the work. Identify any incentive you feel would be required to realize this expedited schedule.

8. TAB 6 – KEY INDIVIDUAL EXPERIENCE:

List the key individuals who will make up the team for this work, identify their roles, and describe their relevant qualifications and experiences with the CM/GC or negotiated or cost plus fixed fee projects. This information is required in addition to any detailed resumes the proposer submits. The contract will require that the CM/GC commit these individuals to the project for its duration.

9. TAB 7 – HISTORY OF CLAIMS:

List all Liens/Claims that have been placed on projects completed in the last five [5] years. Include date the Lien/Claim notification was received and date each was resolved. Provide background information related to why these occurred and how they were resolved, including who paid to clear the Lien/Claim. Describe the process your firm will apply to ensure that Lien/Claims will not occur on District projects.

**B. Public Record/Confidential or Proprietary Information**

All Proposals are public records and are subject to public inspection after the District issues the Notice of the Intent to Award. If a Proposer believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505), Proposer shall complete and submit an Affidavit of Trade Secrets (Attachment G) and a fully redacted version of its Proposal. [See section 3.2.A above.]

**3.5 EVALUATION PROCESS**

**A. Responsiveness and Responsibility Determination**

Proposals will be reviewed for Responsiveness to all RFP requirements, including timely submission, compliance with Minimum Requirements and Proposal Content Requirements. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, the District may waive mistakes in accordance with OAR 137-047-0470.

At any time prior to award, the District may reject a Proposer found to be not Responsible.

**C. Evaluation Criteria**

Proposals meeting Proposal Content Requirements will be evaluated by an Evaluation Committee using criteria and priorities as defined by the District. The Evaluation Committee will determine which Proposal or Proposals taken as a whole, and in the District sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below.

The SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

	<b>EVALUATION CRITERIA</b>	<b>Points</b>
<b>1</b>	<b>Firm Background</b>	<b>10</b>
<b>2</b>	<b>Project Approach</b>	<b>20</b>
<b>3</b>	<b>Project Support – Pre-Construction Phase Services</b>	<b>15</b>
<b>4</b>	<b>K-12 Experience on Major Educational Projects</b>	<b>15</b>
<b>5</b>	<b>Scheduling / Expediting Approach</b>	<b>10</b>
<b>6</b>	<b>Key Individual Experience / Team Availability</b>	<b>15</b>
<b>7</b>	<b>History of Claims</b>	<b>5</b>
<b>8</b>	<b>Cost Proposal</b>	<b>10</b>
	<b>TOTAL</b>	<b>100</b>

**D. Selection Process**

A determination by the District of how any of these projects may be grouped and proposed on by proposers will be discussed at the Pre-Proposal meeting.

The Evaluation Committee may invite the recommended finalist or finalists for an interview based solely upon its evaluation of the proposals and the evaluation criteria. If the Committee elects to interview finalists, the final recommendation will be based on the majority opinion of the interview panel. The Evaluation Committee at its sole discretion may forego the interview process.

After evaluation, and interviews if necessary, the Evaluation Committee will recommend one finalist to the District’s Board of Directors for consideration of award. The contract award will be entirely at the discretion of the District. The District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals and cancel this solicitation.

**End of Section 3**

**SECTION 4  
AWARD AND NEGOTIATION**

**4.1 AWARD NOTIFICATION PROCESS**

**A. Intent to Award Notice**

The District, if it awards a contract, shall award to the highest ranking Responsible Proposer based upon the evaluation criteria described in Section 3. The District may award less than the full scope defined in this RFP. The District will notify all Proposers in writing of its intent to award a contract to the selected Proposer subject to successful negotiation of any negotiable provisions.

**B. Protest of Notice of Intent to Award**

An affected Proposer shall have seven (7) calendar days from the date of the intent to award notice to file a written protest and specify the grounds for the protest as set forth in ORS 279B.410(1).

Protests must be delivered to the SPC via email or hardcopy, reference the RFP name, identify the Proposer's name and contact information, be signed by an authorized representative, and specify the grounds for the protest. The District will address all timely submitted protests within a reasonable time and will issue a written decision to the respective Proposer.

**4.2 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS**

**A. Insurance**

Prior to the execution of the Contract, the apparent successful Proposers shall secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFP or as otherwise negotiated.

**B. Taxpayer Identification Number**

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form. District will not make any payment until a properly completed W-9 form is received.

**C. Contract Negotiation**

After selection of a successful Proposer, the District will negotiate the statement of work, pricing, methods of payment, inclusive of additional services. If an agreement cannot be reached, the District may open negotiations with the next ranked Proposer.

By submitting a Proposal, the Proposer agrees to comply with the requirements of the RFP, including terms and conditions of the Sample Contract and General Conditions (Attachment D & E). Proposer shall review the attached Sample Contract and note exceptions. Unless Proposer notes exceptions in its Proposal, the District intends to enter into a Contract with the successful Proposer substantially in the form set forth in Sample Contract.

Pursuant to OAR 137-049-0640(3), at the District's discretion, terms that may be negotiated in the RFP consist of details of Contract performance, methods of construction, timing, assignment of risk in specified areas, fee, and other matters that could affect the cost or quality of the Work, as well as the specific scope of pre-construction services, the GC Work, any Early Work and other construction Work to be performed by the CM/GC.

In any case, the District reserves the right to negotiate with the highest-ranked Proposer regarding the:

- A. Statement of Work; and
- B. Cost for Pre-Construction Services, Bond, Liability Insurance and Fee & Overhead.

**End of Section 4**

**SECTION 5  
ADDITIONAL INFORMATION**

**5.1 GOVERNING LAWS AND REGULATIONS**

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Washington County for the State of Oregon.

**5.2 OWNERSHIP/PERMISSION TO USE MATERIALS**

All Proposals submitted in response to this RFP become the property of the District. By submitting a Proposal in response to this RFP, Proposer grants the District a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

**5.3 CANCELLATION OF RFP**

Pursuant to ORS 279C.395, the District may reject any or all Proposals in whole or in part or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the District. The District is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

**5.4 COST OF PROPOSAL**

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

**5.5 CONTRACT**

All specifications, terms and conditions contained in the Request for Proposal shall be incorporated by reference and made a part of a contract awarded to the successful bidder. A copy of the District's sample contract will be provided at the mandatory pre-proposal meeting.

**End Section 5**

**ATTACHMENT A  
PROPOSER CERTIFICATION SHEET**

The undersigned certifies that he/she has read, understands and agrees to abide by all terms and conditions of the Request for Proposal if awarded.

Acknowledgement of Addendum: None \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Proposer further certifies as follows:

1. Proposal is FIRM for 60 days following the Closing.
2. All contents of the Proposal [including any other forms or documentation, if required under the RFP and this Proposal Certification Sheet], are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud or other dishonesty.
3. The Proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability or other non-job-related factors as per ORS chapter 659 and 42 U.S.C. 2000e.
4. The Proposer certifies that it has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts. Failure to do so shall be grounds for disqualification.
5. If awarded a contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated contract and statement of work.
6. If awarded a contract, the Proposer agrees to be bound by and will comply with the provisions of ORS 279C.840 or 40 U.S.C. 276a.
7. The Proposer certifies that all subcontractors performing construction work described in ORS 701.005(2) will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 to 701.055 before the subcontractors commence work under the contract;

Company Name [DBA]: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Type of Organization [Circle One]: Sole Proprietor / Partnership / Corporation

If Corporation, State of Incorporation: \_\_\_\_\_

If Partnership, attach a list of the general and limited partners.



Is the Proposer an Oregon Resident Bidder as provided in ORS 279A.120 [i.e., paid unemployment taxes or income taxes in Oregon during the 12 calendar months immediately preceding submission of the proposal, and has a business address in Oregon]?: YES\_\_\_\_\_NO\_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Print / Type Name

CONTACT PERSON:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Attachment B**

**COST PROPOSAL REQUIREMENTS  
Multiple Sites**

**1.0 Pre-Construction Phase / August 2018 thru January 2019 for each site:**

- 1.1 Staff at 12 pre-construction meetings at HSD**
- 1.2 Staff at 4 site investigations**
- 1.3 Staff time and material to prepare 3 cost estimates (preliminary GMP's)**
- 1.4 Staff time and material to prepare 3 project schedules**
- 1.5 Staff time and materials for the Bid / Award Phase**
- 1.6 Staff time and materials to prepare approximately 30 Letters of Authorization**
- 1.7 Total for 1.0**

**2.0 Percentage for Profit added to the cost of work (Included in Cost Proposal)**

**3.0 Percentage for Overhead added to the cost of work (Included in Cost Proposal)**

**4.0 Percentage for Insurance added to the cost of work (Included in Cost Proposal)**

**5.0 Percentage for Performance and Payment Bond added to the cost of work (Included in Cost Proposal)**

**6.0 Construction Phase**

- 6.1 Cost to be negotiated after CM/GC selection**

**7.0 Hourly rates for additional services requested by HSD or Cornerstone**

- 7.1 Cost to be negotiated after CM/GC selection**

## ATTACHMENT C

### SCOPE OF WORK

#### **Building Improvements / Seismic Upgrades / Site Improvements / Additions / Mechanical and Electrical At Multiple School Sites**

#### **CONSTRUCTION MANAGER / GENERAL CONTRACTOR [CM / GC]**

1. Hillsboro School District is seeking Construction Manager/General Contractor [CM/GC] firm to coordinate and manage the building process as a member of a team with the Owner, Architect, Owner's Representative, and other project consultants. The CM/GC firm must be skilled in developing schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, monitoring and documenting costs, and coordinating and communicating the activities of the team through the design and construction phases to all team members. In addition, the CM/GC firm must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives. Finally, the CM/GC firm must be experienced in the construction of educational facilities.
2. The CM/GC firm will be required to use the project control documents developed by the District Owner's Representative and to complete bid awards within thirty (30) days of the bid date unless written approval is obtained from the owner. If advantageous to the project, bidding may be structured into multiple bid packages, which will be developed with the CM/GC firm, DLR Architects and the Owner's Representative.
3. The CM/GC firm will provide, along with cost estimating, written constructability review of project documents during the preconstruction phase. These may include construction review of construction assemblies, materials, lead time, architectural details, schedule impacts, sequencing and site limitations and will be completed as described on Attachment B
4. The CM/GC firm may be requested to provide additional services/scopes of work identified by the District prior to the start of the construction period.
5. **IMPROVEMENT PROJECTS**
  - A. **Glencoe HS (Architect: BLRB)**
    - a. Scope: Career Technical Education (CTE) Improvements, Roofing, Seismic Upgrade, HVAC upgrades, an Addition, new bus loop, demolition.
    - b. Current Construction Budget is approximately \$18.3 Million
    - c. The CTE scope will need to be kept separate from the other Improvements scope. District will need separate pay applications and Schedule of Values as there are two separate funding sources for this work.
  - B. **Hillsboro HS (Architect: BLRB)**
    - a. Scope: Career Technical Education (CTE) Improvements, Roofing, Seismic Upgrade, Electrical upgrades, HVAC Upgrades.
    - b. Current Construction Budget is approximately \$15.1 Million
    - c. The CTE scope will need to be kept separate from the other Improvements scope. District will need separate pay applications and Schedule of Values as there are two separate funding sources for this work.

- C. Miller Big Picture (West, also Formerly David Hill) (Architect: BLRB)
  - a. Scope: Roofing, Seismic Upgrade, DDC, Domestic Water pipe replacement, Boiler Replacement, HVAC Upgrades.
  - b. Current Construction Budget is approximately \$4.0 Million
  
- D. Brown MS (Architect: Soderstrom)
  - a. Scope: Roofing, Seismic Upgrade, HVAC Upgrades, Domestic Water pipe replacement, DDC
  - b. Current Construction Budget is approximately \$5.1 Million
  
- E. Evergreen MS (Architect: Soderstrom)
  - a. Scope: Roofing, Seismic Upgrade, HVAC Upgrades, an Addition
  - b. Current Construction Budget is approximately \$14.2 Million
  
- F. Poynter MS (Architect: Soderstrom)
  - a. Scope: Roofing, Seismic Upgrade, HVAC Upgrades, Boiler replacement, DDC, freezer, electrical upgrade, Domestic Water pipe replacement
  - b. Current Construction Budget is approximately \$11.4 Million
  
- G. Eastwood ES (Architect: Mahlum)
  - a. Scope: Roofing, Seismic Upgrade, HVAC Upgrades, new Gym
  - b. Current Construction Budget is approximately \$3.4 Million
  
- H. Mooberry ES (Architect: Mahlum)
  - a. Scope: Roofing, Seismic Upgrade, HVAC Upgrades, Domestic Water pipe replacement, new Gym
  - b. Current Construction Budget is approximately \$3.7 Million

**Multi-School Improvements**

<b>ESTIMATED PROJECT SCHEDULE</b>	<b>Start</b>	<b>Finish</b>
Pre-Construction Phase	8/2018	9/2018
Construction Documents	10/2018	12/2018
Permit Submittal	TBD	TBD
Site Construction Bid/Award	TBD	TBD
Building Construction Bid/Award	TBD	TBD
Const. Period, Majority during Summer 2019	TBD	TBD
Substantial Completion / Building		8/23/2019
Substantial Completion / Site		8/23/2019

**Attachment F**

**Insurance Requirements**

**Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below:**

**Workers Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage in accordance with ORS Chapter 656 for all subject workers. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under **ORS 656.027**.

**THIS COVERAGE IS REQUIRED.** Attach Certificate of Insurance. If Contractor does not have coverage and claims to be exempt, attach Exhibit 4 in lieu of Certificate.

**Professional Liability / Errors & Omissions (E&O)** insurance with a combined single limit of not less than:

\$500,000,  \$1,000,000,  \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of

\$500,000,  \$1,000,000,  \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after this Contract is completed.

Required by District  Not required by District By:

Date:

**Commercial General Liability** insurance, on an occurrence basis, with a combined single limit of not less than:

\$100,000,  \$500,000,  \$1,000,000,  \$2,000,000 each occurrence for Bodily/Personal Injury and Property Damage, with an annual aggregate limit of  \$500,000,  \$1,000,000,  \$4,000,000. This insurance must include contractual liability coverage.

Required by District  Not required by District

**Commercial Automobile Liability** insurance with a combined single limit, or the equivalent of not less than:

\$500,000,  \$1,000,000,  \$2,000,000 each occurrence for Bodily Injury / Personal Injury, and Property Damage, including coverage for owned, hired or non-owned vehicles.

Required by District  Not required by District By:

Date:

**Builders All-Risk** The District will provide this insurance

**Additional Requirements.** Coverage must be provided by an insurance company admitted to do business in Oregon or rated A- or better by Best's Insurance Rating. Contractor shall pay all deductibles and retentions. A cross-liability clause or separation of insured's condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

**Certificate(s) of Insurance Required.** Contractor shall furnish a current Certificate(s) of Insurance to the District prior to contract execution. The Certificate(s) shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days written notice from the Contractor's insurer to the District. The Certificate(s) shall also state the deductible or retention level. **For commercial general liability, the Certificate and by this Contract, shall also provide that the District, its agents, officers, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract.** Complete copies of insurance policies shall be provided to the District.

**ATTACHMENT G**  
**AFFIDAVIT OF TRADE SECRET FORM**

\_\_\_\_\_ (Affiant), being first duly sworn under oath, and representing  
\_\_\_\_\_ [insert Proposer Name] (hereafter "Proposer"), hereby deposes and swears or affirms under penalty of perjury that:

1. I am the Proposer, I have knowledge of the Request for Proposals referenced herein, and I have full authority to submit this affidavit and accept the responsibilities stated herein.
2. I am aware that the Proposer has submitted a Proposal, dated on or about \_\_\_\_\_ [insert date], to the Sherwood School District in response to Request for Proposal [RFP] \_\_\_\_\_ [insert proposal number], for and I am familiar with the contents of the RFP and Proposal.
3. I have read and am familiar with the provisions of Oregon's Public Records Law, Oregon Revised Statutes ("ORS") 192.410 through 192.505, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Proposal is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.
4. I have reviewed the information contained in the Proposal. The Proposer believes the information listed in Exhibit A is exempt from public disclosure (collectively, the "Exempt Information"), which is incorporated herein by this reference. It is my opinion that the Exempt Information constitutes "Trade Secrets" under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:
  - A. A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
    - i. is not patented,
    - ii. is known only to certain individuals within the Proposer's organization and that is used in a business the Proposer conducts,
    - iii. has actual or potential commercial value, and
    - iv. gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

or

  - B. Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:
    - i. Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and
    - ii. Is the subject of efforts by the Proposer that are reasonable under the circumstances to maintain its secrecy.
5. I understand that disclosure of the information referenced in Exhibit A may depend on official or judicial determinations made in accordance with the Public Records Law.

\_\_\_\_\_  
Affiant's Signature

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

County of \_\_\_\_\_

Exhibit A – Attached YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ (date) by \_\_\_\_\_

(Affiant's name) \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_