



**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**



## 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,

- o 140,000 sf new replacement middle school on same site as existing middle school
- o Designed for a capacity of 1,000 students
- o Existing site of 16 acres will include new sports fields and track, covered play area, parking for 100 vehicles
- o Two story classroom wings with classrooms arranged in 8 pods. Each pod consists of 3 general classrooms and 1 science classroom.
- o 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:

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

Required preconstruction phase services of the CM/GC will include, as a fully,





PROTECTIONS OF STUDENTS, STAFF AND THE LEARNING ENVIRONMENT: The Site is the only  
middle school within the t h e

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**

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 statement TD .0021 Tc (Board)Tj /

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 Ow(the)urJ/TT3last

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.

6. How will the project team address sustainable construction?

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

#### 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 from





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.

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- 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 to
- 5/23/12