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SOLICITATION NUMBER: 2020-001  
REQUEST FOR PROPOSAL

Project Management Services for 2020 Bond Projects

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**ENTERPRISE SCHOOL DISTRICT #21**



**Due Date & Time**

**Wednesday, December 2, 2020 at 2:00 PM PST**

**Issuing Office**

**Enterprise School District #21  
201 SE 4<sup>th</sup> St.  
Enterprise, OR 97828**

**Contact**

**Erika Pinkerton, Superintendent  
(541) 426-3812  
Epinkerton@enterprise.k12.or.us**

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## ANNOUNCEMENT

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### **REQUEST FOR PROPSALS**

#### **Enterprise School District #21**

#### **Project Management Services for 2020 Bond Projects**

The Enterprise School District #21 is seeking written sealed proposals from qualified firms for post-bond construction project management services, related to the \$8 million bond proposal approved by District voters on November 3, 2020.

Request for proposal documents may be obtained from the Enterprise School District's website at: [www.enterpriseschool.org](http://www.enterpriseschool.org)

Sealed proposals will be received until 2:00 PM PST, Tuesday, December 2, 2020 at:

Enterprise School District #21

Attn: Erika Pinkerton, Superintendent

201 SE 4<sup>th</sup> St

Enterprise, OR 97828

The Enterprise School District reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and reject for good cause any or all bids that are not in the best interest of the District

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## INTRODUCTION AND BACKGROUND

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The Enterprise School District #21 (“District”) is seeking written sealed proposals from qualified firms for post-bond construction project management services, related to the \$8 million bond proposal approved by District voters on November 3, 2020.

The District currently serves approximately 382 students in one primary building, one elementary and middle schools, and one high school. There are approximately 179 elementary students (grades K-6), 65 middle school students (grades 7-8) and 135 high school students (grades 9-12). It is the largest school district in Wallowa County.

The intended scope of the 2020 bond campaign addresses replacement of membrane roof, address stormwater runoff, install hydronic piping for new HVAC system, abate asbestos, install energy efficient windows, remove/replace damaged asphalt and sidewalks, remodel restrooms to ADA standards, install elevators in junior high and senior high, install lift from gym foyer to gym floor level, install ramps in junior high, build secure entry vestibules in elementary/junior high and senior high, install key card system to control access to buildings, add security cameras, add sensors on key doors, remodel and update science classrooms in the junior high and high school, remodel the junior high locker rooms and build a covered area for the elementary playground area. The contract period is expected to begin immediately upon selection and extend through completion and close-out of all projects (approximately June 30, 2022).

All proposals shall be:

- Submitted to Enterprise School District in a sealed envelope and delivered to:

**ENTERPRISE SCHOOL DISTRICT #21  
ATTN: ERIKA PINKERTON, SUPERINTENDENT  
201 SE 4<sup>TH</sup> ST  
ENTERPRISE, OR 97828**

- Received prior to **December 2, 2020 at 2:00 PM PST**
- The outside of the envelope shall be clearly marked:

### **PROJECT MANAGEMENT SERVICES FOR 2020 BOND PROJECTS**

- Clearly and distinctly typed or written with ink. No erasures are permitted.
- Mistakes shall be crossed out and correction typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposals or a confirmed authorized representative.
- If a response is not legible, Enterprise School District may determine that the proposal is non-responsive.
- All proposals shall be in the format requested and/or furnished by Enterprise School District, herein after referred to as District, or they may be rejected by the District.

- It shall be the proposer’s responsibility to ensure that the proposal is delivered to the District at the specified address above before the time and date set for proposal closing as noted in the solicitation.
- District will not be responsible for proposals delivered to any location other than the address listed above. Proposals delivered to another address will be considered non-responsive.
- Each proposal package will consist of:
  - Schedule, Scope of Work and Specifications
  - Proposal Terms and Conditions
  - Proposal Forms and Attachments
  - Vendor Checklist
- Proposal documents may be obtained via the District’s website at [www.enterpriseschool.org](http://www.enterpriseschool.org)

*The District may, for good cause, reject any or all proposals upon a finding it is in the public interest to do so, and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.*

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## **PROJECT BUDGET AND FUNDING**

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The anticipated total budget for the 2020 Bond projects is approximately \$4 million in bond proceeds and approximately \$4 million in state matching grant funds.

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## **PROPOSAL AND AWARD TIMELINE**

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Thursday, November 5, 2020	RFP issued
Monday, November 23, 2020	Last day for submittal of questions
Tuesday, November 24, 2020	Last day for issuance of addenda, if any
Wednesday, December 2, 2020	Proposals due by 2:00 PM PST
Wednesday, December 9, 2020	Selection Committee interviews, if needed
Monday, December 14, 2020	Notice of Intent to Award issued
Thursday, December 17, 2019	Notice to Proceed issued

The District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response schedule will be made via addendum.

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## SCOPE OF SERVICES

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The project management firm, partnership or individual will provide, under the direction of the Director of Business Services, management services for the projects included in the “List of Bond Projects” section of this proposal request. The firm or individual will represent the District’s interests throughout all phases of the work. The District expects that representative(s) of the management firm, partnership, or individual will develop and maintain a cooperative team approach with all other parties associated with the projects throughout all phases of the work, including definition of project packages, and selection of design teams.

### **1. Services Required**

- a. Act as District’s representative during all designated phases of the capital projects.
- b. Provide and distribute, throughout all phases, management reports detailing project progress, schedule and financial status.
- c. Assist the District in creation and implementation of format(s) to disseminate this information to the public at large.
- d. Attend public meetings as a representative of the District.
- e. Establish an in-District capital construction office, including maintenance of related records, documentation, design data, drawings, correspondence, etc., pertaining to the construction program.
- f. Provide management to ensure compliance with all public entity rules and regulations.
- g. Develop material specifications consistent with District facilities management standards.
- h. Provide periodic presentations/tours as directed by the District.

### **2. Conceptual Planning Phase**

- a. Develop an overall management plan for all projects to include a preliminary master schedule, critical dates, preliminary contracting strategy for all projects, and other pertinent issues.
- b. Assist District and/or project architects in the development of educational specifications for each project and convert program information into design criteria to be used by the consultants.
- c. Verify projects and program master budget including cost projections for each project. Provide a financial management system including a cost model to maximize value within available funding through all phases of the work. Study and report on financial feasibility.
- d. Develop a project reporting, communications, and documentation system to include progress, schedule, financial, and other information to be distributed to appropriate parties throughout all phases of the work.
- e. Develop procedures for administration of the projects.
- f. Develop and negotiate consultant contracts in conjunction with District’s staff when requested.
- g. Obtain required survey and soil tests.

### **3. Schematic Design Phase**

- a. Provide general direction to the project consultants and architects. Monitor their activities, and review all consultant products. Review and recommend the payment of consultant billings.
- b. Provide a detailed design schedule. Monitor the design process by reviewing design documents for thoroughness, code compliance. Review cost estimates for each project in each phase of the design process.
- c. Assist with value engineering and energy efficiency design protocols. Assist with constructability analysis.
- d. Coordinate the design process with the master schedule.
- e. Work with the District and other consultants on the development of the Division 1 (Front End) Specifications for the administration of work during the construction process.
- f. Assist with bid package format (designation of additive and deductive alternates, etc.).
- g. Identify long lead items and collaborate on processes to insure timely delivery in alignment with the master project schedules.
- h. Begin permitting processes.
- i. Prepare local Planning or Zoning Board applications.
- j. Update master construction schedule.

### **4. Design Development Phase**

- a. Confirm final selection of components and systems.
- b. Assist with establishment of bidding schedule.
- c. Establish general conditions planning.
- d. Coordinate with governmental agencies and utilities.
- e. Refine project budgets.
- f. Evaluate and identify prospective responsible general contractors available to bid on projects.

### **5. Contract Document Review**

- a. Conduct final pre-bid review of project manual(s), plans, and specifications.
- b. Assist in preparation of instructions to bidders.
- c. Prepare cash flow schedule based on updated master project schedule.

### **6. Bidding and Contract Award Phase**

- a. Consult with the District and its consultants regarding bid document preparation, bidding strategies, evaluation of bids, and notification of qualified bidders.
- b. Take part in pre-bid conferences.
- c. Assist District in evaluation of bid responses and bid award in alignment with project master budgets.
- d. Set disbursement schedules with contractor(s).

## **7. Construction Phase**

- a. Attend construction meetings and on-site inspections as needed to monitor general and subcontractor's work to assure conformance to codes and project design specifications.
- b. Prepare and coordinate preparation of periodic progress and financial information reports required by the District; periodically brief District staff and the School Board on project status, progress, and financial aspects. Update construction schedule(s) as required.
- c. Confirm work completed and materials received and approve progress payments.
- d. Track RFI's and coordinate responses with A/E of Record.
- e. Communicate change orders and construction change directives to the Superintendent or designee for authorization.
- f. Work with general contractor to assure site safety and security during construction.
- g. Track and communicate the District occupancy schedule(s).
- h. Assist with punch list development. Confirm completion of identified punch list items.
- i. Confirm substantial completion, temporary occupancy, and final occupancy.
- j. Train District staff on building systems and coordinate turnover process.

## **8. Post Construction Phase**

- a. Participate in construction contract close-out activities including punch lists, final payment and release of retainage.
- b. Assist with documentation of warranty issues for ongoing administration by District staff.
- c. Provide final project close-out financial information with comparator(s) to master project budget(s).

## **9. Energy Incentives Coordination**

- a. Consultant shall provide analysis and documentation necessary for the District to obtain the maximum amount of energy incentives available through the State of Oregon, the Oregon Department of Energy (ODOE) and/or local utility incentives.
- b. Consultant's responsibilities shall include, but are not limited to: determining requirements for available incentives through cooperation with ODOE and the local utility; completing all required documentation for submission; and ensuring that all required timelines are met.
- c. Consultant shall coordinate with District to resolve any potential issues to ensure that documentation is submitted when required.

## **10. Other Services**

- a. Assist the District in coordination, research, report preparation, and other tasks required for project execution.
- b. Assist the District in communicating with its staff, community, and news media to enhance understanding and develop ongoing support for the projects.



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## **PROPOSAL CONTENT FOR EVALUATION**

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The Proposers shall provide the following information, clearly separated by tabs, in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum amount that can be given during evaluation.

**1. Firm Background** (10 points)

Describe your firm including ownership structure, service area, volume of project management services, and length of time in the industry, financial stability, and availability to the project locale.

**2. Local Involvement** (20 points)

Describe your firm's plan to help maximize the economic impact on the local community. Provide specific examples of your track record.

**3. K-12 Experience and Past Performance** (25 points)

Provide experience over the past five (5) years in similar K-12 facilities and locations (Eastern Oregon), clearly noting work performed coordinating multiple simultaneous projects solely and directly by proposing firm and work performed by staff while employed at a previous firm. Provide reference contact person and telephone number for these projects.

**4. Staffing Plan** (10 Points)

This section should contain a detailed and specific discussion of your firm's proposed staffing plan, clearly stating who your key staff will be and for how long. Include an organizational chart, staff roles, resume and other relevant biographical information as deemed necessary.

**5. Approach** (25 points)

Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of K-12 construction projects. Describe how you will manage and staff the job to ensure your understanding of local issues and outline your planned local availability throughout the project. Also describe how you, as the District's representative, will develop and maintain a cooperative team over multiple programs spanning several years. Provide specific examples of your methods to insure quality, budget and schedule controls utilizing an inclusive, team-oriented processes.

**6. Justification** (15 points)

Provide a demonstrated reason why your firm wants to assist Enterprise School District and why the District should place their trust in your firm. Discuss in detail your staff's ability to meet the requirements of the scope of services outlined in this RFP and include comments on any additional services your firm can provide beyond those specified.

**7. Energy Incentive Experience (5 points)**

Provide experience over the past five (5) years noting work performed that enabled K-12 construction projects to access available utility and energy incentives through local utilities and Oregon Department of Energy (ODOE). Describe your firms plan on determining requirements and available incentives and providing the proper documentation within the required timeline.

**8. Fees (20 points)**

Specify a guaranteed not-to-exceed compensation payable for the work outlined in this RFP. Discuss how you would prefer the frequency and amounts of periodic payments be determined. Include fees, as separate line items, for any additional services you have recommended. Proposal will be ranked based on the not-to-exceed amount with a four-point score spread between them.

**9. Certification (Yes/No)**

Provide fully executed copies of Certificate of Compliance, Bidder/Proposer Residency Statement and Certificate of Non-Discrimination.

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**EVALUATION AND SELECTION PROCESS**

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The proposals shall be subjectively evaluated by the Selection Committee with points assigned based upon the criteria in this RFP. Those proposals submitted that do not meet mandatory requirements outlined in the Instructions to Proposers will not be evaluated.

The role of the Selection Committee shall include a complete review of all documents and information submitted. The Selection Committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. If the Committee elects to interview finalists, the final recommendation will be based on the majority opinion of the interview panel. The Selection Committee, at its sole discretion may forego the interview process.

The Selection Committee will forward a recommendation for selection of one firm to the District's Board of Education for consideration of award. Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

Selection Committee members may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, with the exception of the facilitator in accordance with the directions herein.

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# PROPOSAL REQUIREMENTS AND CONTENTS

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Proposals shall comply with the following, and where the Proposer is asked to provide information there shall be a full discussion (and attachments where necessary):

## **1. Format**

Proposals, including attachments shall not exceed thirty (30) standard size (8½” x 11”) pages in length, single sided, minimum 11-point font. Proposers shall provide one (1) original and two (2) bound copies of the proposal plus one electronic copy on a USB drive. Divider sheets, void of specifics related to the proposal content and evaluation, are required. Divider sheets will not be included in the page count. Facsimile or e-mailed transmissions will not be accepted. The title page or cover letter must include the date, the solicitation name, the Proposer’s name, contact person, telephone number, email address and complete mailing and street address.

## **2. Acceptance of Proposal Specifications, Terms and Conditions**

The successful Proposer acknowledges and accepts that the specifications listed in this RFP and no others will control any contract awarded unless the successful Proposer expressly states, in whole or by reference, alternate terms or conditions which the successful Proposer wishes the District to consider. Any such alternate terms or conditions will constitute a variance and if found material, may subject the Proposal to rejection. Any referenced alternate terms or conditions shall be attached to the Proposal for consideration by the District.

## **3. Anti-Discrimination**

In connection with this RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.

## **4. Commitment to enter into Contract**

At the beginning of the Proposal there shall appear the following statement endorsed by a person authorized to bind the Proposer in contract: “If this Proposal is accepted by the District [insert name of Proposer], covenants to execute the contract documents for the work upon completion of negotiations.”

## **5. Compliance with Applicable Laws**

In connection with this RFP and the contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

## **6. Insurance Coverage**

The selected Project Manager shall furnish Certificates of Insurance meeting contract specifications.

## **7. Delayed Proposal Closing Time/Proposal Opening**

The time and date set for the proposal closing and proposal opening will advance to the same time on the District's next business day in the event that weather or other contingency causes the District to be officially closed at the time and date set for the proposal closing and proposal opening.

## **8. Investigation**

The Proposer shall make all investigations necessary to be informed regarding the service(s) to be furnished.

## **9. Late Proposals**

Proposals received after the time and date set for proposal closing will be returned to the proposer unopened.

## **10. Limitation of Liability**

The District will not accept a proposal that includes any attempt to limit a Proposer's liability for damages to the cost of services rendered. However, the District will consider a limit of liability if it is based upon the reasonable limits of Proposer's insurance policies for liability and malpractice. Each Proposal shall state the limits of applicable liability and malpractice coverage, and shall be accompanied with a certificate of such insurance or the declarations page of each policy providing the coverage; coverage limits shall not be less than that stated in the Section 10 of the attached Terms and Conditions for Personal Service Contract. Submitting a Proposal shall be conclusive acceptance that there shall be no negotiations on limitations of liability except to the extent that the parties negotiate as to the limits of the insurance coverage to be provided by the Proposer.

## **11. Mistakes, Errors and Omissions in Solicitation**

Any mistakes, errors and omissions in this solicitation must be reported immediately to the District.

## **12. Modification of Proposal After Award**

An offer to modify the proposal which is received from the successful proposer after award of contract which makes the terms of the proposal more favorable or advantageous to the District will be considered, and may thereafter be accepted. To be effective, every modification must be made in writing on company letterhead, signed by the party signing the proposal or a confirmed authorized representative and must thereafter be accepted by the District in writing. The envelope containing any modification to a proposal shall be marked as follows:

- "Proposal Modification"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Enterprise School District, Attn: Erika Pinkerton, Superintendent, 201 SE 4<sup>th</sup> St, OR 97828

### **13. Modifications of Proposal Before Award**

Proposals, once submitted, may be modified in writing if the modification is received in the office of the Director of Business Services prior to the time and date set for proposal closing. Any modifications shall be prepared on a company letterhead, signed by the party signing the proposal or a confirmed authorized representative and state that the new document supersedes the prior proposal. This modification document must thereafter be accepted by the District in writing. The envelope containing any modification to a proposal shall be marked as follows:

- "Proposal Modification"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Enterprise School District, Attn: Erika Pinkerton, Superintendent, 201 SE 4<sup>th</sup> St. Enterprise, Oregon 97828

### **14. Oregon Business Registration**

ORS 60.701 requires that foreign corporations be registered in the State of Oregon, through the Office of the Secretary of State, before conducting business in Oregon. A foreign corporation (see ORS 60.001) means a for-profit corporation incorporated under a law other than the laws of the state of Oregon. This registration must be accomplished prior to Contract execution. The current status of the Proposer in this regard shall be stated in the Proposal.

### **15. District's Rights**

The District may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFP.

The District reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- A. Reject any or all Proposals;
- B. Issue a new RFP;
- C. Cancel, modify, or withdraw the RFP;
- D. Issue addenda, supplements, and modifications to this RFP;
- E. Modify the RFP process (with appropriate notice to proposers);
- F. Appoint a selection committee and evaluation teams to review RFP's and seek the assistance of outside technical experts in the response evaluations;
- G. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- H. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses;
- I. Waive minor irregularities in responses;
- J. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- K. Refuse to issue a contract at all.

The District is not obligated to enter into any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFP or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFP, a Proposer disclaims any right to be paid for such costs by the District or anyone else.

## **16. Proposal Validity**

All proposals shall remain valid for a period of 90 days following the RFP deadline.

## **17. Protest of Proposal Specifications of Terms and Conditions\***

Protests of proposal specifications or terms and conditions shall be presented to the Director of Business Services in writing at least five (5) calendar days prior to proposal closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of the District, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- “Protest RFP”
- Proposal Number
- Proposal Title
- Letter must be addressed to: Enterprise School District, Attn: Erika Pinkerton, Superintendent, 201 4<sup>th</sup> St, Enterprise, Oregon 97828

## **18. Protest of Proposal Award\***

Protests of proposal award shall be presented to the Director of Business Services in writing within seven (7) calendar days after notice of Intent to Award is published. Such protest shall include the reason(s) and evidence for protest, alleged damages and remedial action requested. The District shall consider and respond in writing in a timely manner. If, in the opinion of the District, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- “Protest Award”
- Proposal Number
- Proposal Title
- Letter must be addressed to: Enterprise School District, Attn: Erika Pinkerton, Superintendent, 201 SE 4<sup>th</sup> St., Enterprise, Oregon 97828

*\*A written protest that is not specific enough to comply with the terms of this Section will not be considered. Any protest not set forth in writing within the time limits specified in this RFP shall not be considered. Except as otherwise stated above, Proposer’s are directed to OAR 137-048-0240 for additional protest procedures.*

## **19. Publicity**

New releases relating to this RFP will not be made without prior approval by, and in coordination with the District.

## **20. Written Questions, Comments and Addenda, Rules of Contact**

Questions and comments pertaining to this solicitation must be submitted in writing according to the Proposal and Award Timeline to: epinkerton@enterprise.k12.or.us

If, in the District's opinion, additional information or interpretation is necessary, such information will be supplied in the form of Addenda. Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. The successful Proposer shall acknowledge Receipt of all addenda issued, either with the proposal, or separately, in writing, prior to the time and date set for proposal closing. Addenda shall be sent within a reasonable time to allow prospective proposers to consider them in preparing their proposals.

**ORAL INSTRUCTION OR INFORMATION CONCERNING THE INVITATION FOR PROPOSALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF THE DISTRICT TO PROSPECTIVE PROPOSERS SHALL NOT BIND THE DISTRICT AND SHALL NOT BE RELIED UPON.**

Other District employees or agents, including the Selection Committee shall not be contacted once the RFP is issued and until a final selection and award is made.

**ENTERPRISE SCHOOL DISTRICT**

**CERTIFICATION OF COMPLIANCE**

I/we have received and reviewed the RFP and any Addenda issued by the Enterprise School District and this submission is our entire proposal.

Firm Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Addenda Received \_\_\_\_\_



# ENTERPRISE SCHOOL DISTRICT

## PROPOSER RESIDENCY STATEMENT

Pursuant to ORS 279A.120, Oregon’s reciprocal Preference Law, public contracting agencies shall, for the purposes of determining the lowest responsible bidder/proposer and the awarding of a contract, add a percent increase on the bid of a non-resident bidder/proposer equal to the percent, if any, of the preference given to that bidder/proposer in the state in which the bidder/proposer resides.

As defined in ORS 279A.120, “Resident Bidder/proposer” means a bidder/proposer that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder/proposer is a “Resident Bidder/proposer”. A “non-resident Bidder/proposer” is a bidder/proposer who does not meet the definition of a “Resident Bidder/proposer” as stated above.

Bidder is Resident  or Non-Resident  and is a resident of \_\_\_\_\_ (State) as set forth above. If a Resident Bidder/proposer, enter your Oregon Business address below:

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Bidder/proposer/Proposer hereby certifies that the information provided is true and accurate.

Bidder Company Name:		
Street Address:		
City:	State:	Zip Code:
Toll Free Telephone:	Telephone:	Fax:
Federal I.D. or Social Security No.:	E-Mail:	
Type or Print Name of Person Signing:	Title:	
Authorized Signature:		

**ENTERPRISE SCHOOL DISTRICT**  
**CERTIFICATE OF NON-DISCRIMINATION**

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women or emerging small business enterprises in the awarding of contracts.

By signature of the authorize representative of the bidder/proposer/proposer, the bidder/proposer/proposer hereby certifies to Enterprise School District that this bidder/proposer/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Name of Firm \_\_\_\_\_

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# EXHIBIT A - SAMPLE EVALUATION SCORE SHEET

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## ENTERPRISE SCHOOL DISTRICT PROJECT MANAGEMENT PROPOSAL EVALUATION SCORE SHEET

Firm Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

### Required Submissions:

Conformance with RFP Requirements	Yes / No
Certificate of non-discrimination	Yes / No
Certificate of Compliance	Yes / No
Residency statement	Yes / No

Notes:

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Review criteria:

**1. Background** (10 points maximum) \_\_\_\_\_

Comments:

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**2. Local Involvement** (20 points maximum) \_\_\_\_\_

Comments:

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**3. K-12 Experience & Past Performance/References** (25 points maximum) \_\_\_\_\_

Comments:

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**4. Staffing Plan** (10 points maximum) \_\_\_\_\_

Comments:

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**5. Approach** (25 points maximum) \_\_\_\_\_

Comments:

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**6. Justification** (15 points maximum) \_\_\_\_\_

Comments:

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**7. Energy Incentive Experience** (5 points maximum) \_\_\_\_\_

Comments:

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**8. Fees** (20 points maximum) \_\_\_\_\_

Comments:

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**9. Certifications – (yes or no)**

**TOTAL POINTS** (130 points possible) \_\_\_\_\_

Additional Notes:

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Reviewer's Initials \_\_\_\_\_

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## EXHIBIT B – APPROVED BOND PROJECTS

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### ENTERPRISE SCHOOL DISTRICT

#### Approved Bond Projects

- Replacement of membrane roof
- Address storm water runoff
- Install hydronic piping for new HVAC system
- Abate asbestos
- Install energy efficient windows
- Remove/replace damaged asphalt and sidewalks
- Remodel restrooms to ADA standards
- Install elevators in junior high and senior high
- Install lift from gym foyer to gym floor level
- Install ramps in junior high
- Build secure entry vestibules in elementary/junior high and senior high
- Install key card system to control access to buildings
- Add security cameras
- Add sensors on key doors
- Remodel and update science classrooms in the junior high and high school
- Remodel the junior high locker rooms
- Build a covered area for the elementary playground