

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

STANFIELD SCHOOL DISTRICT



**STANFIELD SCHOOL
DISTRICT
1120 N. MAIN STREET
STANFIELD, OR 97824**

Beth Burton, Superintendent
beth.burton@stanfieldsd.org

Issued: October 25, 2018

Due: November 15, 2018

Stanfield School District

RFP Architect/Engineering Services Stanfield School District Improvements & Additions

Table of Contents

Introduction and Background.....	1
Notice to Proposers.....	1
Project Budget and Funding.....	2
Bid and Award Timeline.....	2
Scope of Services.....	2-4
Proposal Content for Evaluation.....	4-5
Evaluation and Selection Process.....	5
Proposal Requirements and Contents.....	6-15
Certification of Compliance.....	16
Bidders/Proposers Residency Statement.....	17
Certificate of Non-Discrimination.....	17
Vendor Checklist.....	18
Exhibit A: Sample Architectural Proposal Evaluation Score Sheet.....	19

INTRODUCTION AND BACKGROUND

Stanfield School District invites written sealed proposals for architectural services for improvements and additions to the existing Stanfield School District facilities. The Stanfield School District currently serves approximately 470 students.

The intended scope is a Middle School addition (4 classrooms, restrooms, storage and corridor connection) including Music Room and Gymnasium to the existing building, secure entryways at the elementary and secondary school, remodel of the office suites in both buildings, expansion of CTE space, update of secondary school kitchen, along with miscellaneous renovations as funding allows. The contract period is expected to begin immediately upon selection and extend through completion and close-out of the projects in Summer of 2022. It is anticipated that the traditional design-bid-build delivery method will be utilized for this project.

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.

NOTICE TO PROPOSERS ALL SOLICITATIONS SHALL BE:

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

Stanfield School District
Attn: Beth Burton, Superintendent
1120 N. Main Street
Stanfield, OR 97875

- Sealed proposals will be received until: November 15, 2018 @ 4:00 PM Pacific Time
- The outside of the envelope shall be clearly marked:
“RFP Architectural Services for Stanfield School District”
- All proposals shall be 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 proposal or a confirmed authorized representative.
 - If a response is not legible, Stanfield School District may determine that the proposal is non-responsive.
- All proposals shall be in the format requested and/or furnished by Stanfield 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:

1. Schedule, Scope of Work and Specifications	3. Proposal Forms and Attachments
2. Proposal Terms and Conditions	4. Vendor Checklist
- Proposal documents may be obtained via email request to Beth Burton, Superintendent, beth.burton@stanfieldsd.org or on the District’s website <https://stanfield.k12.or.us/>
- Interested firms shall have no unauthorized contact with District staff or Board Members during the selection process. All questions shall be directed via email to the District’s Superintendent, Beth Burton at beth.burton@stanfieldsd.org.

PROJECT BUDGET AND FUNDING

The anticipated total budget for the work is approximately \$18 million including “soft costs”. This includes \$14 million from bond proceeds and a \$4 million match from the State of Oregon.

BID AND AWARD TIMELINE:	
October 25, 2018	RFP issued
November 8, 2018	Last Day for submittal of questions
November 15, 2018	Proposals due by 4:00 PM Pacific Time
November 19, 2018	Finalists invited to interview (if necessary)
November 26-30, 2018	Evaluation Committee’s interview panel (if necessary)
December 12, 2018	Recommendation of Award to the Board
December 17, 2018	Intent to Award Published
December 27, 2018	Notice to Proceed

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.

SCOPE OF SERVICES

It is anticipated the selected firm will provide a comprehensive menu of project management, planning, design and construction administration services throughout the lifespan of the project. The Scope of Services listed herein is provided to establish a general understanding of the project requirements. The actual scope of service will be finalized during fee/contract negotiations.

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. The successful proposer will be required to produce complete construction documents in accordance with the project timeline.

1. **Project Management/Construction Administration** – *Work may include but is not limited to the following:*
 - 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. Attend public meetings as a representative of the District.
 - d. Provide centralized management of documentation associated with the projects, including maintenance of related records, documentation, design data, drawings, correspondence, etc., pertaining to the construction program.
 - e. Provide management to ensure compliance with all public entity rules and regulations.
 - f. Develop material specification criteria consistent with District facilities management standards.
 - g. Provide periodic presentations/tours as directed by the District.

2. **Project Assessment/ Preliminary Design Phase** - *Work may include but is not limited to the following:*
 - a. Meet with District Staff and Representatives, including but not limited to the assigned District Point of Contact and school site staff to review specific facility and program needs at a particular school.
 - b. Meet with various District departments including but not limited to: Superintendent, Building Administration, and Facilities Staff.
 - c. Review Scope of Work requirements at each school.
 - d. Investigate and review applicable federal, state, local, and District standards, codes, and regulations pertaining to the proposed Project and identify design issues relating to functional opportunities, needs, directives and constraints imposed thereby. Such investigations shall include, but not be limited to, energy, historic, and others who may have jurisdiction over or impact on the projects.

- e. Thoroughly research and document existing conditions the site.
 - f. Arrive at an “Agreed-upon” prioritized Scope of Work.
 - g. Submit the Project Assessment package in a report form that will include schematic level drawings and outline specifications.
 - h. Reconcile each Construction Cost Estimate with District’s Construction Cost Budget. Where the Cost Estimate exceeds the Construction Cost Budget, Consultant shall at its sole expense provide design scenarios with associated costs that will bring the Construction Cost Estimate within the Budget.
- 3. Schematic Design Development through Construction Documents Phase - *Work may include but is not limited to the following:***
- a. Provide life-cycle cost analysis and other pertinent information as required for the Owner to make critical decisions on major building systems.
 - b. Facilitate a collaborative process to gain design input and feedback from project stakeholders.
 - c. Prepare design phase documents (SD, DD, CD) for submittal and District review in accordance with agreed schedule.
 - d. Work in close coordination with District Point of Contact to keep project within agreed budget.
 - e. The CD design package submitted to BDS shall be a fully coordinated and complete set of contract documents.
 - f. Closely coordinate with the Energy Trust of Oregon, Oregon Department of Energy, and any other party as necessary to maximize energy incentives.
 - g. Participate in review of contract documents with the School District, local Fire Marshall, facilities permit inspector and representatives of other State or Local agencies as needed.
 - h. Develop the Scope of Work for the District to initiate surveys and geotechnical work as required.
- 4. Construction Phase - *Work may include but is not limited to the following:***
- a. Participate in construction administration, including review of submittals, attendance at Weekly on-site meetings, preparation and implementation of District approved change orders, with drawings if applicable, respond to requests for information (RFIs), review of contractor payment requests, and attend construction meetings, as required.
 - b. Perform the project close-out tasks, which will include the preparation of punch lists, the review of warranties and guarantees, and the review and approval of final contractor payments.
- 5. Post Construction and Close Out Phase - *Work may include but is not limited to the following:***
- a. Facilitate an efficient and thorough punch list process.
 - b. Assist as necessary for timely resolution to any warranty issues.
 - c. Submit to the District a “Record” set of documents. This will include incorporation of the Construction.
 - d. Contractor’s marked up documents showing changes made through the course of construction.
- 6. Energy Incentives Coordination - *Work may include but is not limited to the following:***
- 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, through the Oregon Department of Energy (ODOE), and energy incentives available through the Energy Trust of Oregon (ETO).
 - b. Consultant’s responsibilities shall include, but are not limited to: determining requirements for available incentives through cooperation with ODOE, the local utility, and ETO; completing all required documentation for submission; and ensuring that all required documentation is submitted in the required timeline.
 - c. Consultant shall coordinate with District to resolve any potential issues to ensure that documentation is submitted when required.

7. **Other Services** - *Work may include but is not limited to the following:*
 - 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.

PROPOSAL CONTENT FOR EVALUATION

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 architectural services, and length of time in the industry, financial stability, and availability to the project locale. Provide evidence that the firm is licensed to provide design services in the state of Oregon.
2. **Local Involvement** (15 points)
Describe your understanding of the locality of the project site, geographic proximity to the project site, and the unique design/construction considerations of the Eastern Oregon and Stanfield geographic area.
3. **K-12 Experience and Past Performance** (25 points)
Provide experience over the past five (5) years in similar K-12 facilities, clearly noting work performed solely and directly by proposing firm and work performed by staff while employed at a previous firm. Provide a record of past performance on Public Educational Facility Projects, demonstrating your ability to meet schedules, control costs and effectively administer the project. For each project example provided, include the following data: year completed, grades served, and total cost of construction. Also provide reference contact person and telephone number for these projects.
4. **Staffing Plan** (15 Points)
This section should contain a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resume and other relevant biographical information as deemed necessary. Describe your plan to effectively provide services on several concurrent projects as described in the attached project phasing schedule. Provide an estimate of the percentage of time each team member will devote to the project during the design and construction phase.
5. **Approach** (15 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. Provide specific examples of your methods to ensure high quality and pragmatic design solutions utilizing inclusive, team- oriented processes.
6. **Justification** (10 points)
Provide a demonstrated reason why your firm wants to assist Stanfield School District and why the District should place their trust in your firm.

7. Sustainable Design Alternative and Renewable Energy Experience (10 points)

Provide experience over the past five (5) years detailing work performed to incorporate sustainable design systems and features which may qualify for utility incentives. Provide experience over the past five (5) years noting work performed that enabled construction projects to access available utility and energy incentives through local utilities, and other State or private funding opportunities. Describe your firm's plan on determining requirements and available incentives/funding opportunities and providing the proper documentation within the required timeline. Provide reference contact person(s) and telephone number(s) for these projects.

8. Certification and Licensure (Yes/No)

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

9. Hourly Rate Schedule (Information Only)

Provide an hourly rate schedule for each team member proposed; the intent is to proceed on a time and materials basis while sub-consultants are selected and prior to a formal agreement being in place. The hourly rate schedule provided in the proposal will be the basis for the time and materials approach.

EVALUATION AND SELECTION PROCESS

The proposals shall be subjectively evaluated by the Evaluation 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 Evaluation Committee shall include a complete review of all documents submitted. The selection committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. The Evaluation Committee, at its sole discretion may forego the interview process.

The Evaluation 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.

Evaluation 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.

PROPOSAL REQUIREMENTS AND CONTENTS

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 five (35) standard size (8 1/2" x 11") pages in length, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, proposers may use up to two larger sheets of paper not to exceed 11" x 17". If such use is made, it must be for legibility purposes only and will be considered part of the page count.

Proposers shall provide **one (1) original and nine (9) bound copies** of the proposal. Proposer shall also provide one copy in PDF format on disk or USB storage device. 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. Contract and Insurance Coverage

Dependent upon District approval of the Architect selection, the District and selected firm will negotiate the Fixed Sum Agreement for Architectural Services, and the Architect shall furnish Certificates of Insurance meeting contract specifications. If the selected firm and the District cannot come to agreement within a reasonable time, the District, without penalty will release the selected firm and begin negotiation with the second ranked firm.

7. Contract detail

The Stanfield School District intends to use an amended AIA B101 form of contract.

Total contract price is not requested at this phase of the selection process. In fact, no total contract price figure shall be stated in the Response. Price will be negotiated with the first ranked Proposer pursuant to OAR 137-048-0210(3). If an agreement as to price or other detail cannot be reached, the District will open negotiations with the next ranked Proposers as provided for in said administrative rule. The District reserves the right within its sole discretion to terminate negotiations with any Proposer when it appears to the District that negotiations are not going to be fruitful.

If the proposing firm takes exception to anything contained in the agreement provided in Exhibit B, those exceptions and/or proposed changes shall be provided as an additional attachment to your proposal labeled "proposed contract modifications". This attachment will not be included in the allowable maximum page count.

8. 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.

9. Investigation

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

10. Late Proposals

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

11. Insurance

See the Insurance limits and requirements per the amended AIA B101 form of contract, Section 2.5.

12. Mistakes, errors and omissions in solicitation

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

13. 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:

**Stanfield School District
Attn: Beth Burton, Superintendent
1120 N. Main Street
Stanfield, OR 97875**

14. Modifications of Proposal Before Award

Proposals, once submitted, may be modified in writing if the modification is received in the Office of the Business Manager prior to the time and date set for proposal closing (see page 1). 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:

**Stanfield School District
Attn: Beth Burton, Superintendent
1120 N. Main Street
Stanfield, OR 97875**

15. 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.

16. 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. Schedule interviews with submitting firms/teams or waive interviews and select the firm/team with the highest proposal score.
- k. 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
- l. 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.

17. Proposal Validity

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

18. Protest of Proposal Specifications of Terms and Conditions*

Protests of proposal specifications or terms and conditions shall be presented to the Business Manager in writing 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:

**Stanfield School District
Attn: Beth Burton, Superintendent
1120 N. Main Street
Stanfield, OR 97875**

19. Protest of Proposal Award*

Protests of proposal award shall be presented to the Business Manager in writing no later than 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:

**Stanfield School District
Attn: Beth Burton, Superintendent
1120 N. Main Street
Stanfield, OR 97875**

** 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.

20. Publicity

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

21. Written Questions, Comments and Addenda, Rules of Contact

Questions and comments pertaining to this solicitation must be submitted in writing according to the Bid and Award Timeline to: Beth Burton, Superintendent, Stanfield School District via email at beth.burton@stanfieldsd.org.

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.

Certification of Compliance

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

Firm Name _____

Authorized Signature _____

Printed Name _____

Date _____

Addenda Received _____

Bidder/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:

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 Stanfield 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.

Bidder/proposer/Proposer hereby certifies that the information provided above 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:		

Vendor Checklist

Have you remembered to...?

- Review all instructions and scope of work to ensure your proposal response complies?
- Review all attachments and exhibits to ensure your proposal response complies?
- Format your response according to the proposal format?
- Reviewed your computations for omissions and errors?
- Did you fill out and sign Certification of Compliance?
- Did you fill out and sign Proposal/Proposer Residency Statement?
- Did you fill out and sign Certificate of Non-discrimination?
- Initial any/all changes and corrections?
- Mark the envelope as indicated with in the RFP?
- Address the envelope as indicated with in the RFP?

Exhibit A - Sample
Stanfield School District
Architect Proposal Evaluation Score Sheet

Firm Name: _____

Reviewer: _____

Date: _____

Required Submissions:

Proof of architect licensure in Oregon	Yes / No
Conformance with RFP Requirements	Yes / No
Certificate of non-discrimination	Yes / No
Certificate of Compliance	Yes / No
Residency statement	Yes / No

Notes:

Review criteria:

1. Firm Background (10 points maximum) _____

Comments: _____

2. Local Involvement (15 points maximum) _____

Comments: _____

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

Comments: _____

4. Staffing Plan (15 points maximum) _____

Comments: _____

5. Approach (15 points maximum) _____

Comments: _____

6. Justification (10 points maximum) _____

Comments: _____

7. Sustainable Design Alternative & Renewable Energy Experience (10 points maximum) _____

Comments: _____

TOTAL POINTS (100 possible) _____

Additional Notes:

Reviewer's Initials _____