

Bret Uptmor
Superintendent



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

GRANT SCHOOL DISTRICT #3

REQUEST FOR PROPOSALS -PROJECT MANAGER, GRANT ADMINISTRATION AND RELATED SERVICES

Long Range Planning Feasibility Study

CONTRACT ADMINISTRATOR:

Grant School District #3

Bret Uptmor

Superintendent

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<https://www.grantschooldistrict.org/>

ISSUE DATE: May 10, 2022

RFP CLOSING (DUE) DATE May 31, 2022 4:00 PM PST

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Grant School District #3

Attention: Bret Uptmor

401 N. Canyon City Blvd.

Canyon City, OR 97820

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Grant School District

Request for Proposals – Project Management, Grant Administration and Related Services
May 10, 2022

Grant School District 3 (“District”) is soliciting proposals (“Proposal(s)”) from firms and consultants to provide certain project planning, grant administration and related services for and on behalf of District, all as described in this Request for Proposals (this “RFP”).

BACKGROUND

In 2020, District completed a Long Range Facility Plan (the “Plan”) for all District properties per OAR 581-027-0040. Grant Union Jr/Sr High School (the “School”) was constructed in 1936 and was identified in the Plan as having a 31.2% Facility Condition Index (FCI) rating, with a repair cost of \$14 million and a replacement cost of \$45 million. Replacement was recommended by the local review committee in lieu of repair due to a number of complicating factors, including School’s location in the Special Flood Hazard Area. As a result, the 2022 Oregon General Legislative Assembly appropriated capital project funds for repair of critical equipment at the School and to conduct a feasibility study to begin planning for School’s eventual replacement.

INTRODUCTION AND FUNDING

District is issuing this RFP to select a consultant to provide certain project management, grant administration and related services concerning District’s Feasibility Study, Site Selection, Area Plan and Preliminary Site Design Review for a new Jr./Sr. High School (collectively, the “Project”). These services arise out of funding from the 2022 House Bill 5002 grant program and a pending Department of Administrative Services (“DAS”) grant agreement (the “Agreement”).

District anticipates working closely with relevant public agency stakeholders, including the City of John Day, Town of Canyon City, City of Seneca, the John Day/Canyon City Parks and Recreation District, Grant County Transportation District and Grant County Court in the execution of this study (collectively, the “Agencies”). Notwithstanding anything contained in this RFP to the contrary, (a) District’s award of a contract under this RFP is contingent upon District’s receipt of grant funds, and (b) the Services (as defined herein) will be performed subject to and in accordance with applicable granting agency requirements.

The selected consultant will meet with District’s Superintendent and board of directors prior to the commencement of Services to discuss the planned approach to the Services needed, including, without limitation, specific deliverables. The consultant will work with, and report directly to, the Superintendent. The Services will commence upon District’s execution of a grant Agreement concerning the grant funds and will be completed on or before June 30, 2024.

SCOPE OF SERVICES

The selected consultant will provide the following Grant Administration Services (as defined below) and Project Management (as defined below) for and on behalf of the District (collectively, the “Services”):

A. Grant Administration Services. The selected consultant will provide the following grant administration and related services associated with the DAS grants for and on behalf of

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District and as delineated in the appropriate grant handbook and other agency specified publications (collectively, the “Grant Administration Services”):

1. Coordinate the Following Grant Administration Activities:

- Serve as central contact for local, state, and federal people involved in the Project.
- Possess knowledge of state and federal laws/requirements affecting the Project.
- Coordinate all grant activities and administer all grant related contracts.
- Monitor Project progress against the Scope of Work and Budget, providing the results to District and granting agencies.
- Ensure grant recipient(s) meets all conditions of the grant contract and that contractors fulfill contractual obligations.
- Procure (or coordinate with the procurement of) architect/engineering services and construction contractors:
 - Possess knowledge of state law for procurement of materials and services.
 - Comply with state and local procurement laws and ordinances.
 - Prepare Requests for Proposals and/or Requests for Qualifications.
 - Coordinate drafting and reviewing of contracts to ensure compliance with federal requirements.
 - Prepare scope of services for each contract and obtain approval by appropriate regulatory authorities.
 - Ensure state review of all Project-related contracts.
 - Prepare contract amendments or requests to state for grant contract amendments, when needed.
- Ensure that all the exhibits and conditions of the grant Agreement are fulfilled.
- Label all correspondence and other required documents with the appropriate project ID number(s).
- Obtain copies of all project contracts and agreements and provide copies to granting agencies.
- Prepare budgets, schedules, and amendments as needed.
- Establish and maintain grant files during the Projects, which upon project completion will be given to District for District’s records.
- Prepare cash requests, progress reports and other documents on an “as needed basis”.
- Participate in visits from the various State and Federal agencies to monitor the Projects. Prepare any responses to “Findings” of these visits after consulting with the District.
- Prepare and (after review by District) submit reports as needed, including the Project Completion Report.
- Provide financial information on the grants for any audits performed to include the District’s Annual Audit.
- Other duties as assigned/needed.

District Responsibilities. The following services will be the responsibility of District (and not the selected consultant):

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1. Initial procurement of grant administration services which includes, without limitation, legal review of contract and agreements, and monitoring the performance of the selected consultant and provide support.
2. Initial procurement of the architect/engineering services which includes, without limitation, coordinating with selected consultant to procure these services, reviewing and approving procurement documents, selecting the contractor for these services, and legal review of contracts and agreements
3. District will be the fiscal agent for these grants, receiving and dispersing the grant funds after the selected consultant has reviewed and approved the requests.

B. Project Management Services. The selected consultant will provide the following project management and related services for and on behalf of District (collectively, the “Project Management Services”):

1. Work with District to identify all areas of potential effect.
2. Prepare the Project Management Plan(s).
 - Analyze project conditions and potential project impacts for District.
 - Assist District with consults with relevant State and Federal cross-cutters, including, without limitation, the following: DAS, NOAA/NMS and SHPO/THPO.
 - Work with District’s selected engineer and/or general contractors to provide project details to relevant agencies for review.
3. Ensure District’s projects comply with relevant grantor requirements.

District Responsibilities. The following services will be the responsibility of District (and not the selected consultant):

1. Designating a Certifying Officer who will attest to the District’s compliance with environmental procedures.
2. Fulfilling the roles designated to government grant recipients as it relates to Environmental Review and any tasks that must be completed by the government.
3. Completing any historic (State or Tribal) preservation requirements which must be completed by the government.
4. Providing public access to the completed project records and other requirements of the public involvement process, which may involve hosting public hearing(s) and/or producing public records. Consultant shall not be the custodian of any public records related to the Projects.

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5. Submitting the final drafts and/or deliverables for the Projects to the granting agencies.

C. Feasibility Study, Site Selection, Area Plan and Preliminary Site Design Review.

The selected consultant will provide the following related services for and on behalf of District (collectively, the “Feasibility Study Services”):

1. Work with District to identify potential locations for a new Jr./Sr. High School capable of hosting between 500 and 2500 students.
2. Prepare the Feasibility Study(s).
 - Analyze relocation feasibility, project conditions and potential project impacts for District.
 - Assess environmental factors including floodplain mitigation, geo-hazard, etc.
 - Identify transportation system improvements and other infrastructure considerations.
 - Provide benefit-cost analysis or market analysis, as appropriate, for the proposed educational facilities
3. Site Selection.
 - Develop location strategy.
 - Perform due diligence assessment for proposed site location(s).
 - Prepare funding opportunity assessment for proposed site location(s).
 - Stakeholder Agency coordination for proposed site location(s).
4. Area Master Plan.
 - Creation Project visioning document.
 - Create a community integration plan including mixed use residential, commercial and public spaces opportunities adjacent to the proposed location.
 - Develop Area Master Plan document.
 - Stakeholder Agency coordination for Area Master Plan.
4. Preliminary Site Design Review.
 - Develop preliminary design documents based on approved area plan.
 - Assess public infrastructure and infrastructure financing options for horizontal improvements.
 - Develop land acquisition and/or entitlement plan for the proposed location.
 - Assist District with contracts and negotiations for land acquisition.
 - Prepare Land Use Development documents for the Area Master Plan, including needed transportation system improvement updates, zoning changes, annexation agreements, etc.

PROPOSAL FORMAT

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The following minimum requirements as to the form and manner of submitting Proposals must be strictly observed; variance from these requirements may result in rejection of the Proposal as unresponsive. A consultant interested in performing the Services must submit a signed and dated written proposal to District containing the following information:

1. Contact Information. Consultant's name, address, contact information, and the name of the primary contact in reference to the proposal.
2. Firm Information; Availability. Brief information concerning the consultant (e.g., background, size, types of services provided, experience, and types of similar governmental engagements). Please also identify no less than two references. Please also identify availability to perform the Services.
3. Specific Experience; Key Staff. Identification of the consultant's experience administering State and Federal grant funds. Identification of the person(s) who will be assigned and responsible to perform the Services and who will serve as the project manager.
4. Rates. Identification of the proposed hourly rate(s) the consultant desires to receive for performance of the Services. Identify the respective not-to-exceed amounts for the Grant Administration Services and Project Management Services.
5. Insurance. Sufficient evidence to demonstrate the consultant's compliance with the insurance required under the Agreement.

PROPOSAL SUBMISSION

To be considered, please submit your Proposal to Bret Uptmor, superintendent, via email at uptmorb@grantesd.k12.or.us, or by mail or hand delivery to Grant School District 3, 401 N Canyon City Blvd, Canyon City, OR 97820.

Please clearly label the outside of the envelope (or fill in the email subject line with) "John Day Grant Administration Services Proposal." Proposals must be received by District on or before **Tuesday, May 31, 2022 at 4:00 p.m., Pacific Time**. Proposals received after the deadline date/time will not be considered. District will make a decision to award the contract for the Services after District's grant award announcement. Notwithstanding anything contained in this RFP to the contrary, if in District's best interest, District reserves the right to, in accordance with applicable law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and errors in such Proposals, and/or (e) reject all Proposals for any reason and/or without indicating reasons for rejection. Further, District reserves the right to seek clarification(s) from any consultant and/or require supplemental information from any consultant. This RFP does not obligate District to award a contract and/or to procure the Services described herein. Without otherwise limiting the generality of the immediately preceding sentence, District will not award a contract (and/or procure the Services) if District is not awarded grant funding through the DAS grant program.

AWARD OF CONTRACT

If a contract is awarded, District will award the contract to the consultant whose Proposal will best serve District's interests, taking into consideration factors, including, without limitation,

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price, experience, specific expertise, key staff and personnel, availability, and consultant capabilities. Consultants responding to this RFP do so at their own expense; District is not responsible for any costs and/or expenses associated with the preparation and/or submission of any Proposal. District reserves the right to enter into one or more contracts concerning the Services.

If a contract is awarded, District and the selected consultant will enter into District's form professional services agreement. The Agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to District. Without otherwise limiting the generality of the immediately preceding sentence, the Agreement will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, representations and warranties, and District's right to terminate the Agreement.

If you have any questions regarding this RFP, please contact Bret Uptmor via email or telephone 541-575-1280.

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