

HARNEY COUNTY SCHOOL DISTRICT #3

RFP FOR LONG RANGE FACILITY PLANNING

CONSULTANTS

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REQUEST FOR PROPOSALS LONG RANGE PLANNING ASSESSMENT

The Harney County School District #3 (“District”), Burns, Oregon, is seeking proposals from qualified firms to provide the District with a Long Range Facility Assessment on the districts school buildings.

Proposals will be accepted until April 28th, 2026 at 3:30 pm PST. Accepted proposers may begin work after award of Contract.

A copy of this Request for Proposal (RFP) may be obtained from District's website at www.hcsd3.org or by e-mailing Executive Assistant/Financial Specialist Paula Toney at paulatoney@hcsd3.org.

The District reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services. The successful vendor must comply with the District's equal opportunity requirements.

Publish: April 8th, 2026

Annotated Timeline:

- April 8th, 2026 Request for Proposal Issued
- April 16th, 2026 Deadline for inquires and requests for clarification
- April 20th, 2026 Addendum Issued
- April 28TH, 2026 Proposal Due Date
- April 29th, 2026 District team RFP evaluation
- May 1st, 2026 Notification of Intent to Award
- May 8TH, 2026 Protest Period Ends
- May 12th, 2026 School Board Approval

I – INTRODUCTION

The Harney County School District #3 (“District”) is requesting sealed proposals from qualified firms for development of a Long-Range Facility Plan. The District will employ a consulting firm to evaluate existing school facilities, develop and prioritize options, prepare final documents, and present recommendations to the District.

1. District Overview

The School District is located in Burns Oregon and serves Harney County. The District provides educational services to approximately 700 students. The District has a District Office building, along with separate campuses for the Elementary, Middle, and High School. School.

The Long Range Plan will guide the District in effectively maintaining district assets and support the District’s educational goals.

2. Term of Contract

The District anticipates awarding a single contracts as a result of this RFP. The contract term will be up to, but not greater than 4 months. A timeline of contract deliverables is included in the Statement of Work.

3. Request for Proposal Calendar

April 8th, 2026	Request for Proposal Issued
April 16th, 2026	Deadline for inquires and requests for clarification
April 20th, 2026	Addendum Issued
April 28TH, 2026	Proposal Due Date
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II – PURPOSE AND SCOPE OF WORK REQUIRED

Long-Range Facility Plan

The Consultant will develop a District Long-Range Facility Plan (LRFP) to help inform the District of how its educational facilities will support the District’s educational vision in the next ten years. The LRFP will identify deficiencies in the current facilities that could impair the success of the District’s vision. The report will identify both short- and long-term actions for the District to take to solve the identified issues. The LRFP will take into account District budgetary constraints, as well as District educational priorities. All work will meet requirements identified in OAR 581-027-0040 and OAR 581-027-0043, and be conducted in consultation with the Superintendent, District staff and School Board members.

Vision

The Consultant will work with the Superintendent, School Board, staff and community members to help articulate the District’s vision for their facilities and their role in educating our students. They will develop charts, graphs, meeting minutes, and other materials to share the outcome of this work.

Facilitation

The Consultant will:

- Assist the District Facilities Committee in development of a facilities plan that can be used as the basis for a bond proposal;
- Develop a communications plan for sharing information, exchanging ideas and gathering feedback on all aspects of the facilities plan;
- Create a calendar for site visits, meetings, and events;
- Facilitate community and district meetings;
- Develop feedback loops from community and staff on the facilities plan and the priorities set by the Committee;
- Assist the District Facilities Committee in creating a plan that is consistent with the financial resources available to the District as well as a plan to determine a future school improvement bond.

Long-Range Facility Plan content (OAR 581-027-0040)

1. Population and enrollment
 - Compile 10-year population projections by school-age cohorts using accepted demographic sources (e.g., PSU, state demographer, local data).
 - Translate population projections into enrollment forecasts by school and grade bands for at least 10 years.
2. Existing facilities inventory
 - List every school facility and site in the district, with age, size (building area, site area), and primary program use.
 - Document current condition and capacity of each facility (building systems summary, site, structural/seismic, code, accessibility).
3. Capacity and utilization analysis
 - Calculate functional and instructional capacity of each school using a consistent methodology.
 - Analyze current and projected utilization (enrollment vs capacity) to identify over- and under-utilized schools.
4. Alignment with land use / local government plans
 - Describe coordination with cities/counties per ORS 195.110, including how the LRFP aligns with local comprehensive plans and UGB assumptions.
 - Summarize feedback from local governments on growth areas, planned developments, and infrastructure that affect school siting.
5. Community and stakeholder involvement
 - Describe the public process used to develop the LRFP (advisory committee, public meetings, surveys, board work sessions).
 - Summarize major community priorities and themes that influenced the recommended capital strategies.
6. Facility needs and gap analysis
 - Identify deficiencies in capacity, condition, safety/seismic, educational adequacy, and regulatory compliance across the portfolio.
 - Map needs against enrollment forecasts to show where and when new capacity, modernization, or replacement is required.

7. Project recommendations and phasing

- Develop a prioritized list of capital projects (new schools, additions, modernizations, major systems replacements, site work).
- Assign preliminary phasing (near-, mid-, and long-term) tied to growth, building age, and risk (e.g., seismic, life safety).

8. Financial strategy

- Provide a high-level cost model for recommended projects and identify potential funding sources (local GO bonds, OSCIM match, grants).
- Demonstrate how proposed bond programs integrate with and implement the LRFP (a required element for OSCIM).

9. Compliance statement

- Explicitly state that the LRFP has been prepared to meet OAR 581-027-0040 and supports eligibility for OSCIM and related programs.
- Include a summary section or checklist showing where each required element of OAR 581-027-0040 appears in the report.

Educational Adequacy Review content (OAR 581-027-0043)

10. District-adopted adequacy standards

- Define the district's own educational adequacy standards (room sizes, adjacencies, specialized spaces, support spaces, technology, site features).
- Explain how these standards were developed (e.g., board policy, educational specifications, stakeholder input).

11. Educational adequacy assessment of facilities

- For each school, evaluate how well existing spaces meet the district's educational adequacy standards (by program area: classrooms, CTE, SPED, commons, gyms, etc.).
- Identify qualitative gaps (e.g., undersized classrooms, missing collaboration areas, inadequate support for SPED, insufficient technology infrastructure).

12. Learning environment quality

- Describe factors affecting a healthy, comfortable learning environment (lighting, acoustics, HVAC/air quality, daylighting, safety/security features).
- Summarize how existing buildings perform relative to these qualitative measures and where improvements are needed.

13. Integration into LRFP recommendations

- Tie educational adequacy findings directly to your recommended project list (e.g., modernizations prioritized where adequacy gaps are largest).
- Show that proposed new or modernized facilities are designed to meet or exceed district adequacy standards.

14. Documentation for ODE / OSCIM

- Prepare a concise Educational Adequacy Review section or appendix that clearly responds to OAR 581-027-0043 language.
- Confirm in the report that the adequacy review standards have been applied and used to facilitate capital planning decisions, as required by the rule.

Project Milestones/Consultant Deliverables:

The following will be developed with District staff input and direction, and produced at relevant project milestones:

- 1) Long-Range Facility Plan
 - Completion Timeframe: 3 months from start
 - Coordinate the efforts to develop a LRFP, including community involvement.
 - Final report that will address needs identified in existing Facilities Assessment and a ten-year plan for addressing these issues as well as the district's foreseeable future needs.
 - Availability to present the LRFP to the Board and other stakeholders.
 - Provide 10 printed copies of the report, in addition to a digital file.

III – PROPOSAL FEES, EVALUATION AND AWARD

Fees

Long-range Facility Plan – Proposers are asked to provide a lump sum cost for the District Plan.

Proposal Requirements

The proposal shall conform to the following requirements;

1. Limit the proposal to (10) pages maximum. Page count DOES NOT include 'Appendix A' nor front and back covers.
2. Proposal shall be emailed in a single file PDF format as per section IV of this RFP. No Hardcopies are required.
3. Include completed and signed 'Appendix A - PROPOSER'S CERTIFICATIONS AND REPRESENTATIONS' (located at the end of this RFP) as part of your proposal.

Evaluation Criteria and Scoring Process

The Evaluation Committee will consist of 3-5 members comprised of District staff and/or Board Members.

The Evaluation Committee shall review all documents submitted. It may also, at its discretion, conduct in person interviews with the Proposers submitting the highest scoring proposal(s). The District also reserves the right to select from proposals alone. The Board will make the final decision regarding the selection of the firm.

The following scoring will be used to evaluate the proposals (100 points maximum):

1. Relevant Oregon experience with school facility projects (30 pts)
2. Experience with facility planning, communications and campaign facilitation services (15 pts)
3. Fee Structure (10 pts)
4. Experience and expertise of key staff. (15 pts)
5. References from previous projects. (15 pts)
6. Ability to work within the compact time period (15 pts)

After consideration of the proposals, the contract award offer will be made to the Proposer that provides the best overall proposal in the opinion of the Board.

IV – PROPOSAL SUBMISSION

Proposers must email the proposal in PDF format in a single file attachment to: Superintendent Robert Medley at robertmedley@hcsd3.org no **later than 3:30 PM (PST) on April 28th, 2026.**

Failure to respond to any or all of the requested information may result in disqualification of the proposal by the District.

Cost of Preparation of Response

Costs incurred by any Proposer in preparation of a response to this Request for Proposal shall be the responsibility of the Proposer.

Clarification or Protest of Specifications

Any Proposer requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing or Email to:

Executive Assistant/Financial Specialist Paula Toney - paulatoney@hcsd3.org

The deadline for submitting questions is **April 16th, 2026.** If the District determines that additional information or interpretation is necessary, such information or interpretation will be supplied in Addenda that will be emailed to all persons or firms that have received this Request for Proposal. All such Addenda shall have the same binding effect as though contained in the main body of the Request for Proposal. Oral instructions or information concerning the specifications of the project from District managers, employees, or agents to prospective Proposers shall not bind the District. The Accounting Manager shall issue all addenda not less than five (5) working days prior to the proposal deadline.

Reservation of District Rights

District reserves all rights regarding this RFP, including, without limitation, the following:

- The right to amend, delay or cancel this RFP at any time if deemed to be in District's best interest. In no event shall the District have any liability for any amendment, delay, or cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- The right to accept or reject any or all responses to this Request for Proposal, and to waive any informalities and/or irregularities in such proposals.
- The right to request clarification of any item in a firm's proposal or to request additional information necessary to properly evaluate a particular proposal. All requests for clarification and responses shall be in writing. Except for requests and responses related to a clarification necessary to evaluate whether a proposal has met minimum requirements, all requests for clarification and responses shall be provided to each evaluation committee member.
- The right to negotiate a Statement of Services based on the Scope of Services described in the RFP and to negotiate separately in any manner necessary to serve the best interest of the District.
- The right to amend any Contracts that are a result of the RFP.
- The right to engage consultants by selection or procurement independent of the RFP process or any Contracts or agreements under it to perform the same or similar services.
- The right to extend any Contracts that result from the RFP without an additional RFP process.
- Although price is a consideration in determining the apparent successful Proposer, the intent of the RFP is to identify a Proposer that has a level of specialized skill, knowledge, and resources to perform the Services as described in the RFP. The Proposer with the lowest Price proposal may not necessarily be awarded a Contract. The District reserves the sole right to determine the best Proposal.

Disputes

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the District shall be final and binding upon all parties.

References

District reserves the right to investigate references including customers other than those listed in proposer's submission. Investigation may include past performance of any proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

Collusion

A Proposer submitting a Proposal hereby certifies that no officer, agent or employee of District has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

Confidentiality

The District is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires the District to disclose all records generated or received in the transaction of District business, except as expressly exempted in ORS 192.501, 192.502, or other applicable law. Examples of exemptions that could be relevant include trade secrets (ORS 192.501 (2)) and computer programs (ORS 192.501915)). The District will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law.

In general, all submittals in response to this RFP are public records and available for inspection upon request. Proposers who desire that information included as part of their submittal be treated as confidential must mark those pages as “confidential”, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. *The entire RFP cannot be marked confidential, nor, shall any pricing. Should an RFP be submitted in this manner, no portion of it can be held as confidential unless that portion is segregated in the above manner and meets the above criteria.*

Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will notify the Proposer. If the Proposer disagrees with the District’s decision, the District may, but is not required to enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney’s fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

Withdrawal of Proposal; Proposal Validity Period

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Tyler Johnson, School Superintendent. Proposals that are not so withdrawn shall remain valid for a period of ninety (90) days following the deadline set for receiving proposals.

Submitted Materials Property of District

All material submitted for any portion of this solicitation shall become the property of the District, and will not be returned to proposers.

APPENDIX A – PROPOSER’S CERTIFICATIONS AND REPRESENTATIONS

The undersigned hereby certifies that Proposer:

1. Has the authority and/or responsibility to submit a proposal and to represent the organization in all phases of this RFP process.
2. The information is true and accurate to the best of their knowledge.
3. Shall furnish, within the time specified, the Proposer’s Submittal, the items/services as indicated in the RFP and the Resultant Contract.
4. Is a Resident Proposer, Non-Resident Proposer, as defined in ORS 279A.120, of the State of Oregon, and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

ORS 279A.120 (2) states "For the purposes of awarding a public contract, a contracting agency shall:

- (a) Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and
- (b) Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides."

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b)) "Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120 (a))

5. Understands any false statement may disqualify this proposal from further consideration or be cause for contract termination.
6. Understands by submitting this RFP Proposal, the undersigned certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.
7. Has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the Proposer is not in violation of any discrimination laws
8. Certification Regarding Debarment, Suspension and Other Responsibility Matters.

The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
- (b) Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph 2 of this certification;
- (d) Have, within a five-year period preceding the date of this certification had a judgment entered against proposer or its principals arising out of the performance of a public or private contract;
- (e) Have pending in any state or federal court any litigation in which there is a claim against proposer or any of its principals arising out of the performance of a public or private contract; and
- (f) Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Proposer from award of a contract under this procurement.

9. Acknowledges Receipt of Addenda No's. 0 through 0 inclusive.

Proposer's Federal Tax ID # (EIN): _____ or _____ Social Security #: FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR PROPOSAL REJECTION

Signature: _____ **Date:** _____

Name (Printed): _____

Title: _____

Company Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____