



GRANT SCHOOL DISTRICT #3

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

BOARD MEETING

DISTRICT OFFICE

ZOOM IN BY USING THE FOLLOWING INSTRUCTIONS:

<https://us02web.zoom.us/j/84282324813>

Meeting ID: 842 8232 4813

Passcode: d6v9zw

WEDNESDAY, December 14, 2022

7:00 P.M.

DOCKET OF BUSINESS

1.0 PRELIMINARY BUSINESS

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Agenda Review
- 1.4 Public Comment

2.0 NEW BUSINESS

2.1 Public Hearing before the Local Contract Review Board to review the findings and receive public comment In The Matter of Exemption Request of Grant School District#3 Humbolt Elementary School Phase 2 Seismic Retrofit.

3.0 EXECUTIVE SESSION

3.1 ORS192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

4.0 CONSENT AGENDA

- 4.1 Approve November 16 Board Meeting Minutes

7.0 FUTURE AGENDA AND CALENDAR ITEMS

- Jan. 18.....Board Meeting
- Feb. 15Board Meeting
- March 15.....Board Meeting
- April 19.....Board Meeting
- May 3.....Budget Meeting
- May 17.....Board Meeting
- May 17.....Budget Meeting (Optional)
- June 14.....Budget Hearing/Board Meeting

June 15Last Day of School

8.0 GOOD OF THE ORDER

9.0 ADJOURN

Board Packet posted on district web site at: <https://grantsd3.schoolinsites.com/>

Grant School District 3 does not discriminate in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at 541-575-1280, 401 N. Canyon City Blvd., Canyon City, OR 97820. For telecommunications relay services for the deaf, hearing or speech impaired call 1-800-735-2900.

NOTICE OF PUBLIC HEARING

The Grant School District #3 Board of Directors will conduct a public hearing before the Local Contract Review Board at their next regularly scheduled Board meeting. The intent of this hearing is to review the findings and receive public comment.

In the Matter of Exemption)	FINDINGS OF FACT
Request of)	
Grant School District #3)	
Humbolt Elementary School Phase 2 Seismic Retrofit)	

ORS 279C.335(1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335(2) permits the Local Contract Review Board, as the Grant School District contract review authority, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings.

OAR 137-049-0620, division 249 allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statutes. The written findings report is available for review at the School District prior to the public hearing; please contact Louis Dix at 541-575-1280 for a copy of the findings.

The hearing for review of these findings will be held at **7:00 PM on Wednesday, December 14, 2022** at the Grant School District Office, 401 N. Canyon City Blvd, Canyon City, OR 97820, as published in the public notice section in the Blue Mountain Eagle on November 23, 2022 and the Daily Journal of Commerce on November 23, 2022.

Grant School District
Humbolt Elementary School Phase 2 Seismic Retrofit

PROPOSED FINDINGS SUPPORTING AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS AND USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR METHOD OF PROCUREMENT

Before the Local Contract Review Board,

In the Matter of Exemption) FINDINGS OF FACT
Request of)
Grant School District)
Humbolt Elementary School Phase 2 Seismic Retrofit)

ORS 279C.335 (1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335(2) permits the Local Contract Review Board, which in this case is the **Grant School District**, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings.

OAR 137-049-0620(1), allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statute.

The hearing for review of these findings will be held at 7:00 PM on December 14th, 2022, at the District Office located at 401 N. Canyon City Blvd, Canyon City, Oregon 97820, as published in the public notice section in the Daily Journal of Commerce on Wednesday November 23, 2022 and the Blue Mountain Eagle on Wednesday, November 23, 2022.

Article I. BACKGROUND

Grant School District received a grant through Oregon’s Seismic Rehabilitation Grant program for a total value of **\$1,445,205.00**. The purpose of the grant is to seismically retrofit the **Humbolt Elementary School** buildings to meet or exceed the code requirements outlined in ASCE 41-17. It was determined during the initial grant application that the building would be renovated during the rehabilitation work as permitted by budget. All renovated areas will increase Life and Safety elements.

This Project is limited to the funding outlined in the grant package, additional funding is not available. The current budget does not reflect a contingency typically allotted for a project of this size and scope. It is the recommendation of the **Grant School District** to procure the Project using the CM/GC contracting methodology. ORS 279C.332(3) identifies the CM/GC methodology as an alternative contracting method under ORS 279C.335, which allows a contracting agency to procure construction related services that include, among other things listed in ORS 279C.332(3), a construction manager/general contractor (a) functioning as a member of a project team that includes the **Grant School District**, the Project Architect or Engineer and other consultants, (b) reviewing and analyzing the project design in order to

Grant School District
Humbolt Elementary School Phase 2 Seismic Retrofit

suggest changes to minimize potential errors, delays, unexpected costs and other problems during construction, (c) estimating construction, materials, labor and other costs for the Project, (d) establishing a fixed price, a guaranteed price or other maximum price for the Project, (e) constructing portions of the Project and subcontracting portions to other contractors, and (f) coordinating and overseeing the construction process. In this Project, the CM/GC contract allows the **Grant School District** to bring the General Contractor on board during the initial design phase providing value engineering services and a Guaranteed Maximum Price during the design phase in lieu of during the bid phase after full design documents have been established.

The **Grant School District** proposes utilizing the Construction Manager/General Contractor contract delivery methodology to obtain proposals for the **Humbolt Elementary School Phase 2 Seismic Retrofit**.

The exempted procurement process for this Project includes the following:

- 1) A Request for Proposals (RFP) process pursuant to OAR 137-049-0640 to procure a CM/GC contract with a general contractor.

Article II. FINDINGS REGARDING PROCUREMENT OF CM/GC SERVICES

ORS 279C.335(2) requires that an agency make certain findings as part of exempting public improvement contracts or classes of public improvement contracts from competitive bidding, as is the case with the procurement of CM/GC services. Pursuant to ORS 279C.330(2), the term “findings” as used in ORS 279C.335(2) means “the justification for a conclusion that a contracting agency, in seeking an exemption from the competitive bidding requirement of ORS 279C.335(1), reaches based on the considerations set forth in ORS 279C.335(2). Those required findings, generally defined as “findings regarding competition” and “findings regarding significant cost savings”, are addressed below.

A. Findings Regarding Competition

ORS 279C.335(2) (a) requires an agency to find that: *“It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contractors or substantially diminish competition for public improvement contracts.”*

The **Grant School District** finds that selecting the contractor through an exempted competitive proposal selection process in accordance with OAR 125-249-0620 and 125-249-0630 will not inhibit competition or encourage favoritism. This finding is supported by the following facts:

- 1) The proposed CM/GC alternative contract delivery methodology is a competitive proposal process that allows the **Grant School District** to select a firm to Seismically Rehabilitate **Humbolt Elementary School** at the best possible value. Simple price competition is not feasible due to technical complexity associated with a seismic rehabilitation Project of this nature. The technical complexity of the installation of

Grant School District
Humbolt Elementary School Phase 2 Seismic Retrofit

certain structural systems within the rehabilitation plan lends it to specialized contractors with knowledge of these systems.

- 2) The CM/GC contractor will be selected through an open and competitive proposal process as prescribed by ORS 279C.400 to 410 and related administrative rules, including but not limited to formal public advertising of the solicitation, an award made based upon identified selection criteria described in the RFP, and an opportunity to protest any such award.

B. Findings Regarding Significant Cost Savings

ORS 279C.335(2)(b) requires an agency to find that *“Awarding a public improvement contract under the exemption will result in substantial cost savings to the public contracting agency.”*

This finding is supported by the following facts:

- 1) How many persons are available to bid: There are limited qualified specialized contractors to perform the scope of work associated with this Project.
- 2) The construction budget and the projected operating costs for the completed public improvement: Limited or no additional funding is available for the **Humbolt Elementary School Phase 2 Seismic Retrofit** project above and beyond the awarded grant funding source.
- 3) Public benefits that may result from granting the exemption: Utilization of the CM/GC contract delivery process will allow the **Grant School District** to deliver the most comprehensive project for the allotted funding.
- 4) Whether value engineering techniques may decrease the cost of the public improvement: This work integrates specialized equipment and personnel to properly install certain items of the rehabilitation. A requirement to competitively bid this type of work would create additional expenses and lead to uncertainty regarding the installation of said items.
- 5) The cost and availability of specialized expertise that is necessary for the public improvement: An exemption from competitive bidding will allow the **Grant School District** to take advantage of specialized general contractors knowledgeable in the rehabilitation of existing structures and value engineering the Project during the design phase. This will allow the **Grant School District** to be provided the best value and potentially eliminate costly change orders resulting from unknowns in the field.
- 6) Any likely increases in public safety: There are currently concerns with public safety during the scheduled work as **Humbolt Elementary School** will remain functional during the proposed work. The CM/GC will assist with the development of a safety plan.

Grant School District
Humbolt Elementary School Phase 2 Seismic Retrofit

- 7) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement: Risks associated with contract overruns, schedule increases and unqualified contracts are greatly reduced with the granting of the exemption to competitive bidding.
- 8) Whether granting the exemption will affect the sources of funding for the public improvement: Granting the exemption will not affect funding sources for **Humbolt Elementary School Phase 2 Seismic Retrofit**.
- 9) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement: The specialty products, services and supplies needed under this contract are not particularly impacted by market conditions.
- 10) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement: Implementation of this Project involves a number of issues of technical complexity. Special skills and expertise are needed for optimizing the related foundation strengthening and the seismic strengthening and element installation.
- 11) Whether the public improvement involves new construction or renovates or remodels an existing structure: The public improvement of **Humbolt Elementary School Phase 2 Seismic Retrofit** will renovate and seismically rehabilitate the building.
- 12) Whether the public improvement will be occupied or unoccupied during construction: The public improvement will occur while the building is occupied by summer staff. Parts of the Project may occur during normal school hours while students are in classes.
- 13) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions: It is the intent of **Grant School District** to construct the Project under a single phase of the Project.
- 14) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract: **Grant School District** will enlist the assistance of **ZCS Engineering and Architecture** as the Project Manager to assist with the enforcement of the terms of the scope of work associated with the public improvement contract. **Grant School District** will enlist **Garrett Hermann Robertson** to assist the District with legal counsel and legal enforcement of the public improvement contract.

Grant School District
Humbolt Elementary School Phase 2 Seismic Retrofit

Article III. SUMMARY

Use of the CM/GC method of contracting for the **Humbolt Elementary School Phase 2 Seismic Retrofit** is an appropriate use of the alternative contracting method under OAR 137-049-0620. Additionally, an exemption from competitive bidding requirements is justified under the criteria outlined in ORS 279C.330, findings have been developed in compliance with ORS 279C.335(2), and the **Grant School District** will perform the post project evaluation required by ORS 279C.355. Based upon previously listed findings, the **Grant School District** specifically concludes that:

- 1) It is unlikely the exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
- 2) The exemption will result in substantial cost savings to the affected **Grant School District** for the services provided.

The **Grant School District** submits that this Request meets all of the criteria above and requests approval of this Exemption. If you have any questions, please call **Louis Dix** at (541) 575-1280.

Grant School District
Louis Dix
School District Superintendent

Date

Reviewed by **Grant School District Attorney:**

Reviewed by Legal Counsel

Date



GRANT SCHOOL DISTRICT #3

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Grant School District #3
Humbolt Elementary School Phase 2 Seismic Retrofit

REQUEST FOR PROPOSALS

Owner: Grant School District #3
401 N Canyon City Blvd.
Canyon City, OR, 97820
(541) 575-1280

Engineer: ZCS Engineering & Architecture
524 Main Street, Suite 2
Oregon City, OR 97045
(503) 659-2205

Grant School District #3 (Owner) solicits proposals for a construction firm interested in providing Construction Manager/General Contractor (CM/GC) services for the Humbolt Elementary School Phase 2 Seismic Retrofit.

Project Description:

The seismic retrofit of Humbolt Elementary School Phase 2 Seismic Retrofit includes the rehabilitation to the existing lateral system components in order to meet the requirements for "Immediate Occupancy" for the Activity Room building and "Life Safety" for the Classroom Wing building as outlined in ASCE 41-17. This will be accomplished by adding to or altering the existing structure and lateral load path to the building foundation.

Attached please find the project RFP and a set of drawings that shall act as a representative sample of the work to be completed, and a sample contract that is subject to change prior to signing by the winning Proposer. The Owner will serve as the contracting agency for the project.

Submission: Respondents must submit one (1) original, five (5) complete copies, and one (1) USB flash drive of their proposal to:

Grant School District #3
Louis Dix – Superintendent
401 N Canyon City Blvd.
Canyon City, OR 97820

Proposals must be received no later than **4:00 PM on January 17th, 2023.**

All proposals that are not time-stamped by the deadline will be considered late and will be returned to the proposer unopened.

REQUEST FOR PROPOSAL

Construction Manager/General Contractor

Section 1.00 SECTION I: GENERAL INFORMATION

Grant School District #3 (Owner) solicits proposals for a construction firm interested in providing Construction Manager/General Contractor (CM/GC) services for the **Humbolt Elementary School Phase 2 Seismic Retrofit**. The proposals will be received per the following:

1 **PROPOSALS DUE:**

Deadline: **4:00 PM – January 17, 2023**
To: **Louis Dix, Superintendent**
Location: **401 N Canyon City Blvd.**
 Canyon City, OR 97820

2 **PRE-PROPOSAL CONFERENCE:** A non-mandatory pre-proposal conference will be held at **10:00 AM, on January 4th, 2023 at 401 N Canyon City Blvd. Canyon City, OR 97820.**

3 **CM/GC APPROACH:** The Owner has chosen the Construction Manager / General Contractor (CM/GC) project approach over the more traditional design-bid-build in order to obtain the earliest occupancy of the **329 N Humbolt St. Canyon City, OR 97820** at a Guaranteed Maximum Price (GMP). In addition, the project sequencing, scheduling and logistics required to complete the work within the earliest reasonable time can best be achieved by the CM/GC approach. It is the intent of the Owner to enter into a contract with the selected CM/GC which will include pre-construction services with a GMP for the entire scope of work.

4 **MINIMUM PRE-QUALIFICATIONS FOR CM/GC FIRMS:** Certain minimum qualifications have been established in order for the proposers to be considered for the contracts described in the RFP.

4.1 Proposers shall have five or more years continuous experience as a current construction firm that has completed at least two other projects of comparable size, cost and complexity during that time.

4.2 Proposers shall be capable of providing a 100% performance bond and 100% labor and material bond for the project.

4.3 Proposers shall have key personnel available for the time and magnitude of the project throughout its duration. Key personnel assigned to the project shall maintain their assigned position throughout the project unless requested to be removed by the Owner or unless otherwise approved by the Owner.

4.4 Due to the fast paced timeline associated with this RFP, proposers may self-certify that they meet these requirements by filling out the enclosed prequalification statement. Prequalification is mandatory. Proposals that do not contain the signed Prequalification Statement will be deemed nonresponsive to this RFP and will be

disqualified from further consideration.

- 5 **RFP METHOD:** The Owner will use the Request for Proposal (RFP) competitive procurement method. The process has several major components, including but not limited to:
 - 1) RFP Notice;
 - 2) Walk-through of the Site;
 - 3) Question / Answer Period;
 - 4) Receipt of Proposal Response;
 - 5) Proposal Evaluation, Scoring and Short List;
 - 6) Reference Checks;
 - 7) Interviews and Scoring;
 - 8) Recommendation to the Board and Board Approval;
 - 9) Contract Negotiation.

- 6 **EVALUATION FACTORS:** CM/GC's responding to this request will be evaluated on several factors as set forth in the RFP, including but not limited to fee, qualifications, prior experience, proposed cost control approach, proposed schedule, and overall project approach for the complete work.

- 7 **RFP CONTACT:** The primary contact person for this solicitation is **Louis Dix, Superintendent**. Between the period of time that the RFP is issued and the time when the Intent of Award is posted, please direct all contact regarding the solicitation and the CM/GC process or the evaluation process for this project to this individual, unless specially re-directed by RFP Contact.

- 8 **RFP DOCUMENTS:** A copy of the RFP specifications and documents are on file and may be obtained for review at the Information of Record address below. Request may also be made by contacting the RFP Contact.

- 9 **INFORMATION OF RECORD:** The official source of information for this project until the Intent of Award is located at **ZCS Engineering & Architecture – 524 Main Street Ste 2 Oregon City, OR 97045**.

- 10 **INTERESTED PARTIES LIST:** As a courtesy, the Owner will provide copies of Addenda items (official changes / revisions / updates to the process or documentation) via email to CM/GC firms who register on the Interested Parties List, but it is important for all CM/GC firms to understand that it is their responsibility to check with the RFP Contact for regular updates. Please contact the RFP Contact, **Louis Dix**, to ensure your firm is on the Interested Parties List, if you have not already been informed that you are.

- 11 **OWNER'S RIGHT TO CANCEL PROCESS OR REJECT PROPOSALS:** The Owner may cancel a solicitation process, or reject any proposal in whole or in part when it is in the Owner's best interest as determined by the Owner. This may include rejecting any

proposal not in compliance with all prescribed public contracting procedures and requirements, and for good cause, rejection of all proposals upon a finding that it is in public interest to do so. If the Owner chooses to reject the proposal in part, it may in certain instances provide notice of any correction or modifications to prospective CM/GC firms who originally submitted proposals, solicit supplemental information from them, and set an expedited deadline for their supplemental submissions.

Section 2.00 OVERVIEW OF PROJECT

The Grant School District #3 is proposing to remodel the existing Humbolt Elementary School located at 329 N Humbolt St, Canyon City, OR 97820. The seismic retrofit of 329 N Humbolt St, Canyon City, OR 97820 includes the rehabilitation to the existing lateral system components in order to meet the requirements for "Immediate Occupancy" for the Activity Room building and "Life Safety" for the Classroom Wing building as outlined in ASCE 41-17. This will be accomplished by adding to or altering the existing structure and lateral load path to the building foundation.

The following project components are intended to be an outline of the work to be performed; however, the list is not an all-inclusive list.

1 PROJECT COMPONENTS: In general, the Humbolt Elementary School Phase 2 Seismic Retrofit project may include the following components:

- Strengthen existing roof diaphragms
- New interior & exterior shear walls
- New lateral load path connection hardware
- New interior and exterior finishes at impacted areas
- Bracing of non-structural components

2 CONSTRUCTION BUDGET: The construction budget will not exceed \$1,178,405.

Section 3.00 OVERVIEW OF SERVICES NEEDED:

1 CM/GC FUNCTION: The CM/GC will advise the Owner and the Design Team in the completion of design process and will coordinate and manage the construction process as a member of the Project Team with the Owner and Design Team. The CM/GC shall be skilled in developing schedules, preparing construction cost estimates at the schematic design, design development and construction stages, performing value engineering, analyzing alternative designs, costs and constructability issues, studying labor conditions, understanding construction methods and techniques, and coordinating and communicating these activities through the design and construction phases to all members of the Project Team. In addition, the CM/GC shall be familiar with the local labor and subcontracting market.

The CM/GC shall serve as the general contractor for the Project.

For clarification, the CM/GC will act as the Owner representative for purposes of executing sub-contractors, but the Owner does reserve the right to deny award of any sub-contract.

- 2 **PRE-CONSTRUCTION PHASE:** During the Pre-construction Phase, the CM/GC shall work with the Design Team to analyze the design and recommend modifications for improving the constructability of the facility and providing the Owner with the highest quality facility within the specified time frames and budget.
- 3 **CONSTRUCTION PHASE:** During the Construction Phase, the CM/GC shall manage the construction, provide and pay for all materials, tools, equipment, labor, professional and non-professional services, and shall perform all other acts and supply all other items necessary to fully and properly perform and complete the work defined in the sample contract attached to this RFP, as well as those services defined in “CM/GC Scope of Services” of this RFP and other services as may be contractually agreed upon between the CM/GC and the Owner. All other work will be competitively bid and awarded by the CM/GC.

The Grant School District #3 will serve as the contracting agency for the project. The Local Contract Review Board has approved this procurement process.

Section 4.00 CM/GC SCOPE OF WORK

The CM/GC shall provide the services described in the sample contract document, CM/GC Sample Agreement between Owner and Construction Manager as Constructor where basis for payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price, as well as the following:

1 INTEGRATED APPROACH:

- 1.1 An integrated project team approach shall be required. This includes:
 - Participating in design meetings led by ZCS to help establish project budgeting and best value considerations.

Note: ZCS has completed schematic level planning documents. It is anticipated that the CM/GC will be joining the project team as the Design Development Phase commences.

2 PRECONSTRUCTION SERVICES:

- 2.1 Upon authorization to proceed, provide preliminary evaluation of the budget, program and other documents prepared by ZCS and their consultants.
- 2.2 During the course of the design, consult with the Owner and the Design Team regarding design and construction planning for rehabilitation work, selection of materials and systems, construction feasibility, materials and labor availability, time requirements, costs, Alternative designs and materials, budgets and economics. Attend meetings with the Owner and Design Team to be held at ZCS's office.

- 2.3 Prepare scheduling, cost estimates, value-engineering recommendations, review Design Team's documents for constructability, and provide different options for sequencing of the work.
- 2.4 Provide estimating and cost control services. Provide recommendations to the Owner for keeping costs within the project budget. Prepare estimates and estimate reconciliations at major design milestones. Develop a project budget and reporting system and provide monthly cost status reporting, including cash flow projections.
- 2.5 Review and provide advice on the Design Team's documents for completeness, adequate detailing, compliance with program and adherence to codes or applicable agency requirements.
- 2.6 Implement a cost-loaded scheduling system for use during the preconstruction and construction phases.
- 2.7 Implement all long-lead procurement items and recommend and implement an early purchase phase project approach if warranted.
- 2.8 The project will be built under the jurisdiction of the **Grant County Planning Department**. The CM/GC will submit for and obtain all required permits and retain copies for the Owner's permanent files. All plan check and building permit fees and any required System Development Charges will be paid by the Owner. All other permit fees will be applied for and paid for by the CM/GC.
- 2.9 Perform labor, vendor and supplies analysis. Develop bid packaging strategy that encourages maximum participation by Minority and Women Owned Emerging Small Businesses Enterprises; local contractors, subcontractors, vendors and labor resources as well as diversity of workforce. Implement bid process that conforms to the Owner's requirements.
- 2.10 Plan for construction; work with the Design Team to prepare early bid packages for specific portions of the Project, such as asbestos abatement, demolition, foundation and structural framing, or other portions of work.
- 2.11 It is anticipated that the work of the Project shall be divided into bid packages consisting of separate trade contracts, with the CM/GC acting as the general contractor to these separate subcontractors. Recommend bid package strategy to the Design team. Perform subcontractor, supplier and labor analysis. Develop interest in the project and provide lists of possible subcontractors and suppliers. Encourage maximum participation by local contractors, suppliers, vendors, and labor resources. Develop a bidder prequalification process.
- 2.12 Develop a Guaranteed Maximum Price proposal for the entire project based on at least 75% completed Construction Documents prepared by the Design Team.
- 2.13 Publicly advertise and competitively bid all the work of the Project to the subcontractors, as stated in the Special Provisions of this RFP and per public

bidding requirements. The subcontracts will be between the CM/GC and the subcontractors. The schedule for the Project will be guaranteed by the contract between the Owner and the CM/GC. The contract and/or subcontracts will contain liquidated damages provisions, in the event of late completion.

- 2.14 Distribute bid documents and addenda prepared by the Design Team. Include subcontract and bidding conditions particular to the CM/GC's operations and in keeping with public contracting requirements. Facilitate bidder questions and responses. Conduct Pre-Bid Conferences and site visits.
- 2.15 Prepare final construction estimates for each bid package before it goes to bid. Review and report on all bids comparing these to final estimates.
- 2.16 Receive and publicly open all bids and conduct bid analysis. Award contracts. Conduct Pre-Construction Conferences. These bid packages shall be bid and awarded in conformance with State of Oregon Public Contracting Code and Model Public Contracting Rules.

3 CONSTRUCTION PHASE SERVICES:

The CM/GC shall manage the construction, specially including, but not limited to the following:

- 3.1 Provide all construction supervision, coordination, inspection, labor, materials, tools, construction equipment and subcontracted items necessary for the Project.
- 3.2 Establish procedures for submittals, requests for information, payment requests, change orders and other procedures. Maintain logs, files and other documentation.
- 3.3 Maintain and update the Master Schedule.
- 3.4 Conduct regular site progress meetings with the Owner and Design Team representatives, at least monthly. Promptly produce and distribute minutes of all such meetings.
- 3.5 Coordinate the work of subcontractors and vendors. Provide regular and on-going quality inspection, ensuring that the work complies with the contract documents and all applicable codes and regulations.
- 3.6 Establish a change order processing system. The Owner expects a Guaranteed Maximum Price to include any contingency for the CM/GC's use to cover cost considered reimbursable as cost of the work under the CM/GC contract, and no change orders for that work would be necessary. Any change orders may include such things as changes in scope of work, systems, kinds and quality of materials, finishes or equipment at the request or upon approval of the Owner. No other changes orders will be issued.
- 3.7 Establish and implement a cost reporting system that tracks and reports status of Subcontractor, vendor and supplier payments, change orders, contingency and

overall project budget status.

- 3.8 Report progress of the work and recommend such action as may be necessary to keep the project on schedule and within budget. Review all subcontractor requests for time extensions and make recommendations to the Owner.
- 3.9 Establish a subcontractor payment process. Inspect the work to verify the status of work performed and materials stored, and certify all subcontractor payment requests. Use cost-loaded CPM schedule for calculating subcontractor payments. Verify compliance with prevailing wage rate requirements.
- 3.10 Provide comprehensive Monthly Payment reports, including cost status, quality control reports, RFI, submittal and potential change order status and status of outstanding issues.
- 3.11 Establish and maintain Quality Control (QC) program.
- 3.12 Establish tracking of and participation of local subcontractors, vendors, suppliers and local labor force. Provide monthly summary report in a format agreeable to the Owner.
- 3.13 Establish and implement Drug Testing and Safety Plans in accordance with State Law 279C.505(2).
- 3.14 Provide training to the Owner's operational and maintenance staff. Prepare Operations and Maintenance Manuals and As-Built Documentation on marked up copies of the contract documents including drawings and specifications, as defined in the contract documents.
- 3.15 Upon completion of the project, provide the Owner with a Final Report and Final GMP Reconciliation.
- 3.16 Prior to the end of 30 days after a certificate of occupancy is provided to the Owner conduct a review meeting with the Owner and Design Team to review whether it was actually in the best interest of the Owner to use the Alternate Contracting Method (CM/GC) for the project.
- 3.17 Prior to completion of the one year warranty period conduct a review of the project with the Owner and the Design Team to identify any issues that are covered by the warranty and in need of correction, repair, or replacement.

4 COORDINATION OF CONTRACTS

The above is considered as a general overview of the scope of services expected from the CM/GC, but is not intended to relieve the CM/GC of professional responsibility to perform services in all areas necessary for the Owner to have a completed, fully operational **Humbolt Elementary School**, meeting or exceeding its current condition, on schedule and within budget, at the end of the contract term.

Section 5.00 PROJECT SCHEDULE:

Preliminary Humbolt Elementary School Phase 2 Seismic Retrofit Schedule:

RFP Proposals and Selection:	January 2023
Design Finalization and GMP Determination:	April 2023
Construction:	June – August 2023

Section 6.00 SPECIAL REQUIREMENTS

Any firm proposing should note the following special requirements concerning the management of the Project:

- 1** GMP DETERMINATION: It is the intent of the Owner to enter into a contract with the selected CM/GC where the basis of payment is Cost of the Work Plus a Fee with a Guaranteed Maximum Price (GMP) for the entire scope of the work. Prior to the award of the construction contract, the CM/GC shall provide the Owner with a GMP, which will include estimated construction costs, CM/GC fees, and contingency costs. A full description of items that make up the GMP, including all details, will be required, consistent with the provisions of the contract. If the Owner determines that the project is to be completed in phases, it will notify the Contractor if it wishes the GMP to be set for each discrete phase.

The final construction cost shall be the GMP less any contingency costs that were **NOT** used. The CM/GC will also provide the Owner with a Public Works Bond, Performance and Payment bonds for the amount of the initial pre-construction services, as well as insurance certificate (s) upon execution of the CM/GC contract. As the project progresses, the Performance and Payment bonds will be adjusted to reflect the full value of the contract. Any amount that exceeds the GMP determination will not be paid by the Owner, unless the increase is a request of material change or scope of work change as agreed upon in writing.

Once GMP is established any cost savings the CM/GC realizes in performing the work will accrue to the Owner.

- 2** CONTRACTOR PROVIDED OPPORTUNITIES: The selected CM/GC will be required to develop a plan demonstrating good faith efforts to provide opportunities for local sub-contractors, Minority and Women Owned Businesses and Emerging Small Enterprise. The plan shall also include the CM/GC's approach encouraging a diverse work force. Local contractors are defined as contractors, subcontractors, vendors, and material suppliers residing and doing business within **Grant County, Oregon** for at least the last 12 months. The CM/GC will be expected to provide a monthly status report.

- 3** SUB-CONTRACTOR PROCESS: The process used to award construction contracts by the CM/GC will be monitored by the Owner and the CM/GC will issue status reports on a monthly basis. The CM/GC will be required to follow these procedures:

- 3.1** The CM/GC must publicly advertise for all sub bid packages at least ten (10) days in advance of the bid closing date in publications of record.

- 3.2 The CM/GC must publicly solicit, receive and open bids, and award contracts. The bid opening will be attended by the Owner personnel and so must be held within five (5) mile radius of the project site.
- 3.3 All bids will be required to be written and submitted to a specific location at a specific time.
- 3.4 The CM/GC must make good faith effort to obtain at least three (3) bids for all sub bid packages.
- 3.5 The CM/GC must adhere to all public bidding requirements. The CM/GC's sub-contracting records are considered public records, unless exempt. The CM/GC must award the work of each sub bid package to the lowest responsible bidder.
- 3.6 If the CM/GC cannot obtain three (3) acceptable bids, the CM/GC will be required to provide written explanation to the Owner and a recommendation for how the CM/GC desires to proceed with awarding the work. The CM/GC will be required to obtain written approval from the Owner to proceed with award of a contract under these circumstances.
- 3.7 If the CM/GC elects to perform any of the construction of the identified sub bid packages with its own forces, the work must still be competitively bid as described above and the CM/GC must submit the lowest price in order to be awarded a contract for this work. For these sub bid packages, where the CM/GC wishes to submit a competitive bid, bids will be delivered directly to the Owner's project manager, and the Owner will administer and open these bids.
- 3.8 The CM/GC will resolve any and all sub-contractor protests.
- 3.9 While the Owner has a strong desire to encourage opportunities for local contractors, suppliers, and labor resources, all work must be awarded under the competitive bidding requirements described above.

Section 7.00 LEGAL INFORMATION

- 1 **CONTRACT FORMAT:** The Owner will negotiate with the CM/GC using a standard contract. The contract terms which may be negotiated include the details of contract performance, methods of construction, timing assignments of risk, fee and costs, and other matters that affect cost or quality
- 2 **COMPLIANCE WITH LAW:** All CM/GC firms must be "Equal Opportunity Employers" and comply with the appropriate provisions of state and federal law. All firms shall be required to comply with ORS 656.017 regarding Worker's Compensation. Firms are required to be registered with the State of Oregon Construction Contractors Board or the proposal will not be received or considered. The project requires that a contractor or subcontractor to be licensed under ORS 468A.720 for asbestos abatement. No proposal will be received or considered by the Owner unless the proposal contains a statement as to whether the firm is a resident Proposer as defined in ORS 279A.120.

- 3 **PREVAILING WAGE RATES:** Prevailing wage rates for public works contracts in Oregon are required for this Project. No proposal will be received or considered by the Owner unless the proposal contains a statement that the firm will comply with the provisions of ORS 279C.800 – 279C.870 or 40U.S.C. 276a.
- 4 **OWNERSHIP OF DOCUMENTS:** All documents, reports, proposal submittals, working papers or other material submitted to the Owner from the CM/GC firm shall become the sole and exclusive property of the Owner, the public domain (except for materials deemed to be excluded as trade secrets), and not the property of the CM/GC firm. The CM/GC firm shall not copyright, or cause to be copyrighted, any portion of any said documents submitted to the Owner as a result of this solicitation.
- 5 **PUBLIC RECORDS:** Notwithstanding any requirements to make Proposals open to public inspection, the Owner may withhold information exempt or conditionally exempt from disclosure under Oregon Public Records law on the following conditions: 1) If the proposer reasonably believes there are any grounds for exempting information for disclosure under such law, they shall mark the information accordingly; 2) Many exemptions are conditioned upon official or judicial determinations. It shall be the Proposer's obligation to establish that the information is exempt from disclosure; 3) The proposer shall defend, indemnify, and hold the Owner harmless from any claim or administrative appeal, including costs, expenses and any attorney's fees, related to a request to disclose information which Proposer has labeled as confidential. The Owner will not keep confidential information about cost, price, and delivery, which may be open to public inspection. Generally any resulting contract is a public record. The Owner shall be entitled to use information which the Proposer has labeled as confidential, in whole or in part, for proposal evaluation and may make copies for this purpose. Any restrictions related to the information marked confidential do not apply, if the Owner has the right to or has obtained the information from another source.
- 6 **NO GUARANTEE OF CONTRACT:** This request for CM/GC does not commit the Owner to award a contract and to pay any cost incurred by companies responding to the proposal. Any and all costs incurred by a prospective CM/GC firm associated with the submission of a Proposal, interview, contract negotiation, and related expenses are solely the responsibility of that firm.
- 7 **MECHANICS LIENS OR STOP NOTICES:** The resultant contract shall at all times indemnify and hold the Owner harmless from all claims, losses, demands, damages, cost, expenses or liability costs for labor or materials in connection with construction, repair, alteration or installation of structures, improvements, equipment or facilities, and from the cost of defending against such claims, including attorney's fees and costs.

Section 8.00 PROTEST PROCESS

- 1 **PROTEST OR PROCESS AND SOLICITATION:** For public improvement contracts, a prospective Proposer may protest specifications or contract terms and conditions pursuant to OAR 137-049-0260(3), (4) and (5). Unless otherwise specified in the invitation to propose, the protest shall be filed with the RFP Contact no later than 10 days before the proposal opening.

- 1.1 **PROPOSER'S WRITTEN PROTEST SHALL INCLUDE:**
 - A detailed statement of the legal and factual grounds for the protest;
 - A description of the resulting prejudice to the Proposer; and
 - A statement of the desired changes to the Contract terms and conditions, including any specifications.

- 1.2 **A PROPOSER SHALL MARK ITS PROTEST AS FOLLOWS:**
 - "Contract Provision Protest"; and
 - RFP Document number (or other information as specified in the RFP document).

- 1.3 **OWNER RESPONSE:** The Owner is not required to consider a Proposer's request for change or protest after the deadline established for submitting such request or protest. The Owner shall provide notice to the applicable Person if it entirely rejects a project. If the Owner agrees with the Proposer's request or protest, in whole or in part, the Owner shall either issue an Addendum reflecting its determination under OAR 137-049-0260 or cancel the solicitation under OAR 137-049-270.

- 1.4 **EXTENSION OF CLOSING:** If the Owner receives a Written request for change or protest from a Proposer in accordance with this rule, the Owner may extend the RFP due date if the Owner determines an extension is necessary to consider the request or protest and issue an Addendum, if any, to the RFP Document.

- 2 **PROTEST OF INTENT TO AWARD:** Anyone responding to the Request for Proposal who is not recommended for award by the evaluation committee may protest the recommendation, which is also the Intent to Award, to the **School Board**, in accordance with 137-049-450(4)(50(6)(7)).
 - 2.1 **FORMAT:** Any protest must be made in writing, be received before the contract is awarded by the Owner, clearly state the grounds for the protest, and indicate what condition(s) resulted in the proposal not being recommended for award. Any protest which does not comply with the applicable procedures may be rejected.

 - 2.2 **TIMING:** Any protest must be received by the Owner no later than seven (7) calendar days after notice of the Owner's decision was mailed. Upon receipt of the protest, the Owner shall notify the proposer recommended for award of the protest and the evaluation committee. The Proposer and the evaluation committee shall have three (3) calendar days from the date the protest was filed to respond to the protest in writing, if they so desire.

 - 2.3 **OWNER RESPONSE:** When a protest is filed, the Owner shall prepare written analysis of the protest, and make a recommendation to the **School Board** as to appropriate action to be taken.

 - 2.4 **THE GROUNDS FOR PROTEST ARE:**
 - The evaluation committee has failed to conduct the evaluation of

proposals in accordance with the criteria or processes described in the solicitation materials.

- Different criteria were used to evaluate different proposals.
- The evaluation committee unfairly applied the evaluation criteria to a proposal.
- A member or members of the evaluation committee had a relationship with a proposer that represented a conflict of interest.
- The criteria used to evaluate the proposals did not pertain to the services or products requested.
- A member or members of the evaluation committee demonstrated bias toward a proposal or proposer.
- The Owner abused its discretion in rejecting the protester's proposal as nonresponsive.
- The evaluation of the proposals is otherwise in violation of any provisions of ORS 279A or ORS 279b of 279C.
- All higher ranked proposals are nonresponsive.

- 2.5 **REVIEW OF PROTEST CRITERIA AND DECISION:** The Owner shall present the issues orally or in writing at a public meeting. The appellant shall then have ten (10) minutes to specifically address the protest criteria, and the evaluations committee's recommendation and the recommended proposer(s) shall have a total of ten (10) minutes to respond, divided between them as they wish. If a protest is timely filed, the **School Board** shall consider the evaluation committees recommendation and the allegations of the protest before rendering a final decision and shall state the conclusions reached and reasons, either in writing or on record in a public meeting of the **School Board**. Any decision to overturn the recommendation shall be based on a finding that one of the criteria above occurred to the substantial prejudice of the appellant.

Section 9.00 RFP PROCESS

- 1 **RFP POSTED:** Public notice of the RFP will be published in appropriate publications.
- 2 **PRE-PROPOSAL CONFERENCE:** A non-mandatory pre-proposal conference will be held at **10:00 AM on January 4th, 2023 at 401 N Canyon City Blvd. Canyon City, OR 97820.** Following the conference, a voluntary tour of the site and existing facility will be held for those parties interested in attending. A representative from each CM/GC firm is advised to attend. The Pre-Proposal Conference will be the opportunity to discuss the project with the Owner and the Design Team. A written addendum will be issued no later than **January 11th, 2023** to formalize any Owner responses to oral questions raised by the firms at this Conference.
- 3 **WRITTEN QUESTIONS AND ADDENDA**
 - 3.1 Questions regarding the information contained in the RFP must be submitted to the RFP Contact no later than **4:00 PM PST, January 9th, 2023.** All questions must be **RECEIVED** by the specified date and time. No oral questions will be

accepted other than at the Pre-proposal Conference. E-mail questions to the addresses below.

- For technical questions / clarifications:
Shaun Wilson, ZCS Engineering & Architecture
shaunw@zcsea.com
- For Questions regarding the RFP process:
Louis Dix, Grant School District #3
dixl@grantesd.k12.or.us

3.2 All questions received by the parties listed above that require clarification or modifications to the terms and conditions of the RFP will be answered by addenda to this RFP. Addenda will be emailed to those on the Interested Parties List no later than **January 11th, 2023**. Anonymity of the source of the specific questions will be maintained in the written response.

- 4 **ADDENDA:** If in the Owner's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an addendum. Addenda shall have the same binding effect as though contained in the main body of the RFP. Any oral instructions or information concerning the specifications or other information given out by the Owner or Design Team to prospective firms shall not bind the Owner. All addenda shall be issued by the RFP Contact.
- 5 **PROTEST OF SOLICITATION PROCESS:** Protest of the specifications or contract terms and conditions pertaining to the RFP must be submitted in writing to the RFP Contact no less than ten (10) days before the proposal opening. All responses will be made in the form of addendum and sent to all firms on the Interested Parties List. (See Section VIII: Protest Process subsection 1).
- 6 **RFP PROPOSAL DUE AND OPENED:** Interested CM/GC firms' proposals must be received no later than **4:00 PM January 17th, 2023**. Submittals shall be mailed or delivered to:

Grant School District #3
Louis Dix
401 N Canyon City Blvd.
Canyon City, OR 97820

RFP's will be opened at the **School District** office by the RFP Contact. Since this process involves an RFP and not a straight Bid, the names of participants submitting proposals may be announced, but their cost proposals will not. Information is available and all proposals may be reviewed at the **Grant School District #3, 401 N Canyon City Blvd., Canyon City, OR 97820** by appointment only, once the Intent of Award is announced.

- 7 **LATE SUBMISSIONS:** A proposal shall be considered late if received at any time after **4:00 PM PST, on January 17th, 2023**. Proposals received after the specified date and time

will be rejected and returned unopened.

8 **INITIAL EVALUATION:** Proposals submitted in response to this solicitation will be reviewed and scored by the Evaluation Committee of at least three (3) members selected from the following staff/groups:

- TBD
- TBD
- TBD

9 **SHORTLIST:** The top three (3) finalists will be invited to an interview by the Committee. The Owner will provide the top three (3) finalists with written notice. A Proposer not included in the shortlist may protest. For information regarding the Protest process see Section VIII: of this RFP.

10 **REFERENCES:** References for the finalists will be checked by members of the Committee. Response information will be provided to all members of the Committee.

11 **INTERVIEWS:** Interviews are optional. Should interviews be held, the shortlisted firms will all be asked the same questions in regards to:

- Project understanding
- Project approach
- Project innovation
- Project communication philosophy
- GMP protection philosophy
- Understanding of the CMGC delivery methods

Interviews to be held at the District Office located at 401 N Canyon City Blvd, Canyon City OR 97820. Dates available for interviews with the top finalists will be approximately January 23-25, 2023. All CM/GC firms should ensure these dates are kept available for potential scheduling.

12 **INTERVIEW QUESTION SCORING:** Interview questions will be scored based on the following criteria:

90-100% - The candidate demonstrates a complete understanding of the question subject matter and significantly exceeds response expectations.

70-89% - The candidate demonstrates a strong understanding of the question subject matter and meets or exceeds response expectations.

40-69% - The candidate demonstrates a general understanding of the question subject matter, but answers may contain some weaknesses and deficiencies.

20-39% - The candidate demonstrates a vague understanding of the question subject matter and communicates a below average response.

0-19% - The candidate demonstrates an insufficient understanding of the question subject matter.

- 13 **FINAL EVALUATION:** The results of the proposal evaluations, interviews and reference checks shall be used to determine a final ranking for the finalists.
- 14 **SELECTION:** The evaluation committee will provide a recommendation to the **School Board** for their consideration and approval. This is currently scheduled for **January 26th, 2023**. For information regarding the Protest of Intent of Award, refer to Section VIII [2] of this RFP.
- 15 **NON-SELECTED PROPOSERS:** If proposers that are not-selected wish to follow up with the Owner, they may request a meeting within 10 days of announcement of Notice of Intent to Award.
- 16 **CONTRACT NEGOTIATIONS:** Upon **School Board** approval of the Evaluation Committee’s recommendation, the Owner will proceed to negotiate a contract with the approved CM/GC firm. If negotiations are not successful, the Owner may break off negotiations and begin negotiations with the number two ranked CM/GC firm, and so forth until a contract is negotiated. The **School Board** must approve and make final award of Contract.
- 17 **CONTRACT BASED ON GMP AGREEMENT:** It is the intention of the Owner to enter into a contract with the selected CM/GC which will include a Fixed Fee for the Pre-Construction activities up through submittal of a GMP and a fixed fee for remaining CM/GC services as part of the total GMP. If the Owner is unable to successfully agree upon a GMP for the project with the selected CM/GC, the Owner reserves the right to terminate the Contract and commence negotiations with the next ranked finalist. Upon termination of the Contract the Owner will accept assignment of long-lead subcontracts previously agreed to and awarded. The Owner reserves the right to reject any and all proposals.
- 18 **CONTRACTOR WITHDRAWAL FROM PROCESS:** Once submitted, any firm proposing may withdraw the proposal at any time prior to the day of opening. However, all proposals shall be irrevocable for a period of sixty (60) days from the day of the opening.

Section 10.00 RFP SCHEDULE:

The milestones for the selection process are defined below. **The dates are approximate and SUBJECT TO CHANGE.**

Activity	Date
1. Request for proposals announcement	December 21 st , 2022
2. Pre-proposal conference	January 4 th , 2023 - Time 10:00 AM
3. Last day to submit questions for clarification	January 9 th , 2023 - Time 4 PM

4. Addendum issued	January 11 th , 2023 - Time 4 PM
5. Last day to submit proposals	January 17 th , 2023 - Time 4 PM
6. Evaluation Committee meets	January 18 th , 2023
7. Evaluation Committee interviews min. top three proposers	January 23-25, 2023
8. Notice of Intent to Award	January 26 th , 2023
9. Award Contract	January 27 th , 2023
10. Begin CM/GC Design-Construction	February 6 th , 2023

Section 11.00 EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following areas and points assigned:

<u>Evaluation Criteria</u>	<u>Maximum Possible Points</u>
Cover Letter	0 points
Firm Experience	15 points
CM/GC and Related Experience	15 points
Key Personnel Experience	20 points
Overall Project Understanding / Approach	15 points
Scheduling Approach	5 points
Cost Control	15 points
Fee	10 points
References	5 points
Maximum Possible Points	100 points

Section 12.00 SUBMISSION REQUIREMENTS

- 1 RESPONSE FORMAT:** The responses shall be organized in the manner and shall be presented in the same sequence as indicated below. Any deviation from the format may result in the Evaluation Committee being unable to locate specific information which may result in a loss of points.

Proposals shall be limited to twenty-five (25) 8-1/2 x 11 pages total, including all exhibits and/or attachments. 11x17 sheets and fold-outs should not be used. All pages shall be numbered. The following pages are exempt from the 25 page limit: cover and back of submittals, a one page cover letter, a one page table of contents, resumes of key personnel, tab and blank divider pages, certified letter from bond and surety company, and the non-collusion and proposal forms.

The Proposals shall be tabulated in separate sections in response to the detailed proposal requirements. All material shall be in 8-1/2 x 11 format, bound vertically on the 11" side. No other material shall be submitted.

- 2 **DOCUMENTS REQUIRED:** Proposal Packages must include the following:
 - Response documents and all requested additional related items such as resumes, schedules, bonding certificates etc.
 - Statement of Prequalification (Attachment A)
 - Statement of Assurance (Attachment B)
 - Demonstrated Drug Testing Program (Attachment C)
- 3 **NUMBER OF RESPONSES REQUIRED:** Proposers shall submit ONE ORIGINAL AND FIVE (5) COPIES of the total proposal and attachments. In addition, Proposers shall submit one USB flash drive with a copy of the complete RFP in PDF file format.

Section 13.00 CONTRACTOR'S RESPONSE DOCUMENT:

Proposals must reply to each of the following items. Responses must appear in the same order listed below. Concise and direct answers are encouraged.

- 1 **COVER LETTER:** A letter of introduction stating that the applicant wishes to be considered for the project. Include full name of firm or joint venture, RFP contact person, email address, mailing address, telephone and facsimile numbers. If joint venture, the relationship of the two parties shall be indicated in terms of percentage participation in the work and in the fee.
- 2 **FIRM EXPERIENCE:**
 - 2.1 **Firm Description:** Provide a brief description of your firm's history, the type of work you have performed and your capabilities. Include an Annual Volume of Figures for the past five years and current bonding capacity. Provide a certified letter from your bonding or surety company that certifies your firm's bond history, existing bonded contracts and current, total bonding capacity. If a joint venture, provide the information for each of the firms involved. List the sub-consulting firms that will be part of your team during the Pre-Construction phase of the work.
 - 2.2 **Project Experience:** Describe overall firm experience, and provide a listing, in chronological order, in chart format, of your firm's last (2-5) completed projects of a similar nature performed within the last 5 years. Include completion date; name of owner; contact person; and current phone number; name of Architect, contact person and current phone number; name of contractor and construction manager; and contact person name and telephone number for each; location of job; description of job (i.e., remodel or new construction, County's, Seismic Rehabilitation, etc.); final construction contract amount; total dollar amount of change orders;
 - **Specific Facility Experience:** Describe specific experience, and provide a listing as indicated above of your firm's experience in the following types

of facilities, including all information indicated above:

- a *Public Agencies and Public Contracting: Describe your firm's experience on projects for public agencies and performed under public contracting statutes and requirements.*
- b *Remodeling: Describe your firm's experience on projects where interior and exterior remodeling was done to existing timber framed structures.*

3 CM/GC AND RELATED EXPERIENCE: Describe firm experience with CM/GC-GMP projects for the public sector. The listing should follow the format described above in the previous item, but should include both the original GMP and the final cost of the Work. (If the firm's public sector CM/GC-GMP experience is limited, experience with pure CM, General Contractor, Design/Build or CM/GC-GMP for the private sector may be discussed.).

4 KEY PERSONNEL EXPERIENCE:

- 4.1 **Organization of Team:** Provide a project organization chart showing your proposed staff for this job, including all professional staff in the following areas; project management; estimating; pre-construction and construction phase services. Identify your Project Manager, Project Executive, and Site Superintendent.
- 4.2 **Team Member Resumes:** Include resumes for all individuals listed in the chart. Indicate the proposed percentage or full time equivalent (FTE) that each person will work on this project during the 1) Phase I – Pre-Construction Services, and 2) Phase II – Construction Phase Services. (100% = 1.0 FTE). The resumes shall include each individual's education, work history, length of tenure with your firm, and relevant, prior experience.
- 4.3 **Additional Team Members:** For those individuals that are not full time, describe how they will work on the project. If your proposal involves individuals from more than one firm, describe prior experience, if any, of the firms and individuals work with each other, and how the proposed team will work for this project. By listing the individuals in the proposal, the firm assures that these individuals will work on the project at an approximate minimum of the percentages shown. The Owner reserves the right to request a substitution of personnel if deemed to be in the best interest of the Owner.
Should the firm be invited to an interview, the key personnel listed above will need to be in attendance and questions may be directed solely to them. At a minimum, the Project Manager, Superintendent and Project Executive dedicated to the project shall be in attendance at any interview.

5 OVERALL PROJECT UNDERSTANDING / APPROACH:

- 5.1 **Organizing the Project:** Describe your firm's overall CM/GC plan for completing the project. Discuss your approach to reviewing the program, and services to be provided during design and managing construction. Within the parameters described in this RFP, how would you organize and monitor the work

to ensure quality, function, timely completion and cost within or under budget? What will be done by your firm to guarantee the GMP will be achieved with the Owner's budget as required?

- 5.2 **Phasing and Packaging:** Given the available project information, describe how your firm will develop phasing and bid packaging for the project.
 - 5.3 **Project Management:** Describe how your firm will approach the project management and construction management aspects of this project. How will your firm ensure that the Owner's needs are met?
 - 5.4 **Organizational Tools:** Discuss your firm's approach to providing the successful CM/GC services, including cost, schedule and quality effectiveness. Include specific examples of actual products, such as estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.
 - 5.5 **Problem Solving:** Describe your approach to problem solving for this project. Describe the largest challenge your firm faced within the last five years in working on similar projects, and how you resolved that challenge.
- 6 **SCHEDULING APPROACH:** Describe how your firm will ensure the schedule requirements are met. Specifically, how will your firm organize your work, staffing, and coordination of team members in order to ensure that all schedule milestones are achieved? How will your firm report progress and mitigate delays? Describe prior experience and approach with fast-track phased construction bid packages. What has been your recent experience on fast-track phased construction in terms of completion of bid packages?
- 7 **COST CONTROL:** Give a description of how your firm will manage the work to control costs and optimize savings during the pre-construction and construction phases.
- 8 **FEE:** Provide a proposal of fees and costs as follows:
- 8.1 State the total Construction Phase fee as a percentage of the cost of the work for services described in the RFP and attachments.
 - 8.2 Provide a "Not to Exceed Cost" as described in the Pre-Construction Services for the services described in the RFP and attachments.
- Please note: Estimates for fees and costs shall be accompanied with a detailed breakdown. This fee information, while a critical element of the evaluation/selection process, will also be used in the negotiation of the final agreement.
- 8.3 Provide a detailed estimate of construction phase staffing costs consistent with the preliminary project schedule, your proposed staffing plan and the CMGC Cost Matrix. Include assumed durations and proposed hourly rates, including labor burden. Also provide estimated travel, housing and per diem costs as separate line items. See Attachment D for CMGC Cost Matrix.
 - 8.4 Provide the cost of the 100% payment and Performance Bond as a percent of the

direct construction cost plus fee.

- Provide a brief explanation of your firm's policy on subcontractor bonding.
- Provide the cost of the "Sub-guard" bond, if applicable, as a percent of the direct construction cost plus fee.
- Provide a letter from you bonding company confirming their ability to provide 100% payment and performance bond for the project.
- Provide the cost of General Liability Insurance as a percent of the direct construction cost plus fee. See Article 19 of the attached draft CMGC Contract for Insurance requirements.

The Fee criteria will be evaluated based on clarity of the cost breakdown, the cost itself, and what is included or excluded in the breakdown of cost.

- 9 **REFERENCES:** Provide at least two (2) references for projects of similar size and scope including client name, key contact's name, address, email, and phone number.

**ATTACHMENT A
PREQUALIFICATION STATEMENT**

PROJECT TITLE: Humbolt Elementary School Phase 2 Seismic Retrofit
Construction Manager / General Contractor

PROJECT LOCATION: Canyon City, OR

Proposers must meet certain minimum Prequalification Criteria in order to be eligible to submit proposals. In the interest of expediting the contract awards and reducing preparation expense to potential Proposers, the Owner will allow Proposers to self-certify that they meet the following pass/fail Prequalification Criteria and are therefore eligible to propose on this procurement:

Bonding Capacity: The Proposer must be capable of providing, for the full term of the project and one year after completion, a 100% Performance Bond and 100% Payment Bond for a project valued up to 100% of the construction costs, estimated to be up to \$1,178,408 for this CM/GC Contract.

Do you meet these criteria () Yes or () No ?

Specialized Experience: The Proposer must have completed at least two projects of similar or greater scope, which have been contracted in the Northwest United States (Alaska, Washington, Oregon, Idaho, Montana, Northern California) within the last five years.

Do you meet these criteria () Yes or () No ?

Availability: The Proposer's anticipated work in terms of time and magnitude for the time period **January 2023 through September 2023**, must accommodate this project, including availability of key personnel for this project.

Do you meet these criteria () Yes or () No ?

Licenses: The Proposing firm and its subcontractors must be licensed to do business in the State of Oregon. This means that the firms must have current Oregon Construction Contractors Board registration.

Do you meet these criteria () Yes or () No ?

If not, how do you propose conforming to this requirement?

Signature of authorized person

Title of authorized person

END OF DOCUMENT

**ATTACHMENT B
STATEMENT OF ASSURANCES**

PROJECT TITLE: Humbolt Elementary School Phase 2 Seismic Retrofit
Construction Manager / General Contractor

PROJECT LOCATION: Canyon City, OR

- 1) The undersigned attests that he/she has the authority and/or responsibility to represent the organization submitting this Proposal in all phases of the Request for Proposal (RFP) process and in this Statement of Assurances.
- 2) The Firm understands that this RFP is considered an integral part of the RFP process, and RFP terms shall be binding on the Firms. Failure of the successful Firm to accept these obligations in a Contract as authorized by the Statement of Assurances may result in cancellation of an award.
- 3) The proposer accepts all terms and conditions contained in this RFP and the RFP and Proposal Response, and any modifications will be made part of the contract documents. It is understood that all proposals become part of the public file on this matter, unless limited and specific information is identified and exempt under Oregon Public Records Law.
- 4) The undersigned understands that any false or substantially incorrect statement in the RFP or Statement of Assurances may disqualify this Proposal from further consideration or any further Contract.
- 5) Firm understands that in responding to the RFP, Firm agrees to comply with all applicable federal, state, and local laws, regulations and requirements related to the RFP and performance of any resulting Contract, including but not limited to those referenced in this RFP.
- 6) The undersigned acknowledges receipt of and agrees to be bound by addenda numbered _ through _____, inclusive and any additional addenda issued until intent of Award has been posted.
- 7) The Firm certifies that the Contractor can meet the insurance requirements outlined in the proposed Contract (Insurance Coverage Required) and that the Firm understands that such coverage must be kept active during the entire term of the Contract, if selected. Contractor shall commence no work under this contract until the Contractor and every subcontractor has a public works bond filed with the Construction Contractors Board in accordance with ORS 279C.830 and all other bonding and insurance requirements have been met and a Notice to Proceed has been issued.
- 8) Non-Collusion: The undersigned certifies that:
 - a) This bid has been arrived at independently and is being submitted without collusion with any other vendor of materials, supplies, equipment or services to limit independent bidding or competition, and
 - b) The contents of this bid have not been communicated by the undersigned or its employees or agents to any person not an employee or agent of the undersigned or its surety on any bond furnished with the bid, and will not be communicated to such person prior to the official opening of the bid.

- 9) The Contractor is a resident Contractor _____ or nonresident Contractor _____ of the State of Oregon as defined in ORS 279A.120.
- 10) The Undersigned certifies that they are in compliance with requirements for construction contractors or landscape contractors and are registered and bonded with the State of Oregon Construction Contractors Board as follows:
- (a) Registration NO. _____ Expiration Date: _____
- 11) The Undersigned agrees, if awarded a contract, that they will comply with the provisions of ORS 279C.800 – 279C.870 or Davis-Bacon 40 U.S.C 3141 et seq as applicable, pertaining to the payment of the prevailing wage rates. By signing below the Undersigned agrees that he/she affirmatively acknowledges the following:
- (a) Compliance with ORS 279C.838 and 40 USC 3141 et seq (if both state and federal Davis-Bacon applies. IF the state rate is higher, the contractor and every sub-contractor shall pay at least the state rate); or compliance with ORS 279C.840 (Davis-Bacon does not apply, and only the state prevailing rate of wage is to be paid); or compliance with 40 USC 3141 et seq (only Davis-Bacon rate of wage applies, or is the highest one for all of the job categories).
- 12) In the event the Proposer is awarded the contract and fails to complete the work within the time frame specified, including extensions granted, liquidated damages shall be paid to the Owner as outlined in the General Conditions attached in the Contract.
- 13) By signing this page Contractor hereby certifies that s/he has not discriminated against minority, women or emerging small business enterprises in obtaining any required sub-contracts, and Contractor hereby certifies that to the best of Contractor's knowledge, s/he is in compliance with all Oregon Tax laws described in ORS 305.380(4).

I, the undersigned, have read and thoroughly understand the requirements, special provisions, Proposal Instructions and all other Conditions of the RFP issued by **Grant School District #3** for the **Humbolt Elementary School Phase 2 Seismic Retrofit**. I have read and understand the entire contract provisions included in the RFP and agree to abide by and fulfill the requirements thereof if awarded the Contract as a result of this RFP.

Firm Name: _____

Address: _____

Phone: _____ **Fax:** _____

Authorized Representative's Signature: _____

Type or Print Name: _____

Representative's Title: _____

Date: _____

Federal Business I.D. No. _____

NOTARY:

ZCS Document

Grant School District #3
Humbolt Elementary School Phase 2 Seismic Retrofit

Subscribed and sworn before me this _____ day of _____, 20_____.

_____ **Notary Public for the State of _____.**

My commission expires _____.

END OF DOCUMENT

**ATTACHMENT C
DEMONSTRATED DRUG TESTING PROGRAM**

PROJECT TITLE: Humbolt Elementary School Phase 2 Seismic Retrofit
Construction Manager / General Contractor

PROJECT LOCATION: Canyon City, OR

ORS 279C.505 requires that all public contracts contain a provision requiring contractors to demonstrate that an employee drug-testing program is in place. Proposer is therefore required to certify that Proposer has an employee drug-testing program in place that applies to all employees, and will maintain a drug testing program at all times during the performance of the Contract awarded. Failure to maintain a program shall constitute a material breach of contract.

Proposer states that the Proposer:

CHECK ONE: () Does () Does not Comply with the following:

Proposer has a drug-testing program in place and in compliance with ORS 279C.505(2) which applies to all employees. Proposer shall maintain a drug-testing program at all times during the performance of the Contract awarded. Failure to maintain such a program shall constitute a material breach of contract.

I, the undersigned, a duly authorized representative of the Proposer, hereby certify that the answers to the foregoing questions and all statements therein contained are true and correct.

Signature of the authorized Representative

Printed Name: _____

Firm: _____

Representative's Title or Position: _____

Telephone No: _____

END OF DOCUMENT

**ATTACHMENT D
CMGC COST MATRIX**

	Direct Cost of Work	General Conditions	CM/GC Fee	Owner Cost
Project Superintendent		X		
Senior Project Manager (for project specific time only)		X		
Project Manager		X		
Assistant Project Manager		X		
Field Foremen		X		
On Site Clerical support		X		
Scheduler (for project specific time only)		X		
MEP Coordinator (for project specific time only)		X		
Safety Coordinator (for project specific time only)		X		
Employee fringes, vacation and sick leave		X		
Project related travel, lodging, meals, per diem, etc.		X		
Jobsite office and storage trailer rental		X		
Job office furniture, equipment and expendables		X		
Job office security and cleaning		X		
Costs for project based vehicles		X		
Postage and Shipping		X		
Project photos		X		
Computers, copiers, Printers, Fax Machines		X		
Document printing		X		
Warranty and correction of non-conforming work	X			
Commissioning coordination		X		
Cost estimating		X		
Value engineering		X		
Temporary toilets		X		
Drinking water		X		
Contractor signage		X		
Safety equipment for CM/GC personnel		X		
First aid supplies & Fire Extinguishers		X		
Substance abuse testing/monitoring		X		
CM/GC mobilization/demobilization		X		
Jobsite security		X		
CM/GC parking/shuttles		X		
Phone & Internet installation & line charges		X		
Telephones, cell phones, radios, pagers		X		
Small tools for CM/GC usage		X		

General Superintendents			X	
Project Executive			X	
CM/GC principal(s) in charge			X	
Payroll/Accounting/ Data Processing			X	
Bonuses			X	
Corporate safety officer			X	
Home office administration			X	
Corporate IT support			X	
Computer Software			X	
Home office payroll costs, fringes, bonuses, etc.			X	
Soils report				X
Initial site survey				X
Special inspections and testing				X
Planning and building permits and fees				X
Developments fees				X
Performance/ payment bond		X		
Subcontractor bonds	X			
Builder's risk insurance				X
General liability insurance		X		
Subcontractor Default Insurance		X		
Contractor Controlled Insurance Program (CCIP)		X		
Construction surveying/building layout	X			
Subcontracts	X			
Wages for trade labor	X			
Labor burden for trade labor	X			
Materials and equipment for site logistics	X			
Rental equipment used on site	X			
Temporary fencing	X			
Barricades	X			
Temporary enclosures	X			
Temporary Stairs	X			
Opening protection	X			
Safety railings and falls protection	X			
Weather protection	X			
Temporary utilities hookup	X			
Temporary utility bills	X			
Periodic cleanup	X			
Dump fees	X			
Final cleanup	X			
Flagging/traffic control	X			
Dust control	X			
Trade permits (is not included in subcontracts)	X			

ZCS Document

Grant School District #3
Humbolt Elementary School Phase 2 Seismic Retrofit

END OF DOCUMENT

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2022-11-16 07:02pm

Board Meeting November 16, 2022

Alicia Griffin started the meeting at 7:00 pm.

In attendance: Aaron Lieuallen, Alicia Griffin, Jake Taylor, Chris Labhart, and Dr. Colleen Robertson.

Absent: Haley Walker and Kelly Stokes

No public comoment.

Agenda as is no changes.

Superintendent report:

2.1 Talend Ed Recruit & Hire.....no update. Missing a secretary. Encourage people to apply.

Board work session at Humbolt and Grant Union. Good opportunity to see the needs of our building and what we need to address and will be using ESSR funds and Covid funds. All three schools need fencing. Working on a bid. Split heating and air conditioning in High School Est. \$190,000 plus.

Any questions?? Survey? Two sheets are missing. Work session..two missing.

Alicia: Any other questions? Move on

2.2 Karen Shelton

EOU hired Ashley Armecardy for high school students. Housed at GU. Great to promote college offerings. Brainstorming how to share the words that we have advanced course offerings. Sharing schedule out this week with students. Lots of upcoming events. Payday potluck tomorrow. All things pie. 11:30am Thursday.

College of the month? What is that? Monthly college showcase. Student driven. Huge part of the AVID program to promote a post college plan/military/etc. Showing all the opportunities to show students their options.

Alicia: Any other questions?

2.2 Janine Attlesberger...nothing to add.

?? Thank you for the tour. Chris and Aaron.

Louis....kudos to Janine. She knows all their names.

Aaron? Younger kids are more involved with conferences. Far less participation in the high school.

Janine: Elem conf called and scheduled. High School is able to come or not.

Louis: hoping to up communication when communication asst is hired.

2.23 Lusco...as written. Curtain ordered to divide gym. 12 week process to get it approved. Arrives Dec 22nd. Brackets built by Mr Wilson. Will help Basketball a lot. Get students home earlier. Winter sports numbers are pretty good. Well over 50%. Boys bb 20 girls bb 15 dance ?? Wrestingling 30-35 total. Kids are excited and involved. Kids and coaches doing a great job.

Cindy Dougharity (zoom)...chime in....can't hear.

Andy: Blue Mtn Conference start up package for every new official. District will buy

their gear up to \$500 for start up. Other conferences do the same. Net zero cost for officials to get going. Help hire officials.

2.24 Seneca not much to add. Upcoming events PTA host family thanksgiving 22nd at 6pm. Food for family and student. Winter recital Dec 8 at 6pm. If you come it will be a hot mess. Come and enjoy.

Aaron: Stardom? Bre: Inflatable dome. Stars. Movie/Presentation. Talked about dinosaurs.

Alicia: ?s

2.2.5 Shanna...as presented. Questions?

Jake: Still not fully staffed. Shanna: close. Gain one. Lose one. New applicant today. Louis: How many openings? Shanna: 1 at Humbolt. Picked and pulled and split people. How could we not have so many splits if we hire one more Special Ed.

Karen: Natalie asked if anyone on the board is willing to serve Thanksgiving lunch? On agenda later. Moving on. Louis bringing food up to Seneca.

Alicia: Moving on to

2.2.6

Stacy: Budget update. I have included a budget summary for each school and the district as a whole. If you have any questions please feel free to ask them and I will research and reply with answers in the next few days. I am excited to be here and still in the process of figuring the iVisions system out.

Chris: Call the county for Owl help to download info for minutes.

Thanks to me for being here.

3.0 n/a

4.0

Child care committee update Elliot and Kit.

Thumb drive being plugged in for presentation. Start with power point and have excel sheet if need be. 400 pages. It is up and running.

Elliot Sky from Child Care Committee.

Who we are and why we are here?

Hospital board, city council, counselor

Kit: applied for child care coordinator. Many partners and working full time. She is here on a grant funded position and find a solution to child care in grant county.

Purpose: Vision: Improving child care: Potential partnership with the school district. Providing broad over view.

Giving intro picture.

Kit; lots of partnerships. 22 people. Get minutes. Come to meetings. Be involved.

Aaron: Is there a list that is easier to read? Yes. She will post. Committee focused on providing high quality child care. Why? It's vital component of a healthy community. Keeping families here. Supporting them. Creating stablized workforce.

Improve oppportunities. Improve quality. Serve many levels of importance. Kit: just not enough options in this area. Opening for more. Louis: 18 kids in Prairie.

\$13,000. 10 of kids are John Day kids. Elliot: Hard to make movement on creating a center. Challenges and barriers. Bring together many partners to help. Non Profits. Families First. Good representation of public and private. Feasibility grant. Where are discrepancies in our county. Model example created. What kind of center could be managed in our community? Huge holes. Little licensed care. 0-3 giant hole. Realized the issue and want to do something. Need more time and effort to really get it going. Grant funding to hire Kitman to take next steps of creating a final design

and partnerships. Getting to the place of ready to build. Vision: Build sustainable center. Improve continuity of care. Ability of a parent to put a child in care from 0--3 and then have that move and progress into preschool that moves into Kindergarten. Opens up parents options to stay in the community. Stay at jobs. Improves child's experience. Build into that kindie readiness. Ability to have cross communication on all those levels. Child Care excellence. Kit: Have applied for grants. Continue to apply as they appear. Mandate 4-8 toddler spots in the community. One grant will hold us to that in the next calendar year. Also looking at other comparable programs. What are the fees? Bend & Redmond have some pilot programs. Pendleton is just opening a new center. Looking at what others are doing. Develop a strategic plan. Next steps: with partnerships. Max 18 pre k slots 7=8 staff members. Start small and grow into something bigger. Option 10 hour days or 7 hour days. Overwhelming need for 10 hour days. Potential for federal partnerships. Concrete: 18...start with 10 and preschool promis and then 8 more private pay. Also looking at Baby Promise. 7 hours in middle of the day. Core of day and then pre and post as options 2 adults 18 students. Max is 1-10 in Oregon. Preschool Promise funding is 1-9. Infant/Toddler 1-4. Also would need a director to float between all three. Many scenarios. What are we most interested in learning about? Are we interested in partnership with their Committee and putting a center on school property. 0-3, preschool and do so within similar modeling. Resources: will be linked and will be given to us.

Chris: I know a Lady in town. Can't afford to work and pay child care. What about that?

Kit: making it affordable for ERDC...federal subsidy. Employment related daycare costs. For every hour your child is enrolled it pays a portion of tuition. It has an income cap. This helps. Also preschool promise would pay completely for your child if you are under the income level. Trying really hard to find ways to make it affordable. Shanna: Is there a plan for finding staff? Kit: Two adults. One have certain credentials. One that needs no experience. Many options for qualification trainings. Chris: how old do adults have to be? Kit: Must be 18. Elliot: Staffing is a major barrier. Especially here in John Day. No clean answer until we decide on our solution. Aaron: Are you looking for a facility for all or are you looking at different locations? Must have at least separate rooms. Can be in separate buildings. It would be nice if they were in walking distance from each other. Aaron: 2-4 ratio Growing Tree...it's tough to do. Not lines of sight. Louis: Board..do you want to do this? it will be a deficit start. Preschool promise sounds good. Will cover some of the losses. We have some options. Don't want to go there until we get Board blessing to go ahead and do this. Kit: Correlation? Kids staying. Lacy would have more answers. Louis: have kids 0-18. Hospital is in desperate need in child care options for employees. Forest service is impacted. We have a real need in our community. Look at the budget in google drive. You can change the numbers. Kit: Higher than what is avail in town. Lower than many costs across the state. Salary calculators....not perfect but gives an idea and shows you. Start up year one deficit is approx \$20,000. Lots of funding streams that would cover that. Can't speak of the grant money as they are not secured yet. Potential options not included in the model. Kit: Data is condensed into sample budgets at the very end. Elliot: Ton of info. Give you a sense of what this means. Want to open it up to discussion. Questions? Aspects to look into? Louis: post a director position

in January. Hire someone to come in and work with the committees. Kit: study looked at child care deserts. Less than 1/3 number. Grant county is a severe desert. With that number with birth data (40 births a year at blue mtn hospital)there is a need. Elliot: committees represented by all different agencies. Agreed upon vision and mission. Way bigger participation with the school district involved. Deeper collaboration.....with Louis and school district....really could see the vision take place. Elliot: 501(c)(3) to qualify for funding.

Alicia: Sees the value in keeping our kids in our schools versus losing them to Prairie or moving out of our community all together.

Kit: Infant/toddler with preschool. Need preschool to fund.

Colleen: super excited to see it happen.

Aaron: What are we committing to?

Elliot: Child care is not a big profit maker. It's a service. Broad conversations. Need a model and plan and what are deficit is going to be. School is clearing one barrier. That helps to present other issues that community can help with.

Louis: Cam mentioned the hospital might have a way to help subsidize.

Lusco: High School grads....workforce. Early childhood classes.

Alicia: Huge benefit for our district. Fostering for high school for child care and early learning.

What age do individuals count ? Kindergarten.

Chris: where could it be funded. Any of our grants?

Louis: self sustained within a year (likely) . Our grants can't be used.

Kit: room specifications provided.

Jake: why haven't we already?

Kit: They are really hard to start

Grant county has no federal funding for 0-3. We need to get federal money here.

Elliot: Take a level of commitment and support. Been working on this for long time. Everyone is skeptical. Are you trying to get money out of me. Lots of work. All partners agree they need to do this.

Chris: What do you need from the board

Louis: approval from the board to hire a director and get the ball rolling. Mainly the director cost is \$73,000. They will be district employees.

Alicia: Motion to move forward with hiring a director. Colleen moved and Jake seconded. All in favor. Open for discussion? Jake...planning on having more kids. Needs somewhere to send them. Chris...needed. Need to keep our people here.

Colleen...we need to support kids. Aaron...yes there is pushing a ball forward with unknowns. Alicia...if you build it they will come. Alicia is on the Committee team.

All in favor: yes. Unanimous. 5 Aaron, Colleen, Chris, Alicia, Jake

4.9 Matt Humbolt Seismic . We are here tonight to approve cmgc process to select our contractor to build Seismic Phase II. Facts and findings. Transition to local contractor review board and open up for public hearing. Discuss the CMGC process. We would vote as the local review board so we can move forward in the RFP. Construction manager general contractor. Tonight switch to local contract review board. Have the public hearing. Vote on the facts and findings. It was issued in the paper 14 days ago to have this review board tonight.

Chris Motion to go into review board. Colleen 2nd it. All in favor. Unanimous.

Alicia: Close school board and move into local contractor review board.8:31pm.

Open for public hearing. Aaron: Facts and findings posted anywhere? Not in the board

packet.

Matt: We need to post packet of facts and findings on our website. We need to finalize

Alicia: need to call a special session in December.

Louis: Matt please send the packet to us again.

Aaron: is there a checklist so we do it right.

Louis: Wed Dec 7th. 7pm...set a meeting. Chris makes a motion to close public hearing. Closed 8:36. All in favor. Unanimous. Aaron 2nd. Alicia: Back to regular board meeting.

Alicia: Reopen the meeting. 8:38pm Back in session

4.12 Louis Classified union rep new line item for online virtual assistant. 5 hours of overtime weekly. Would like to create this line item. Alicia: Let's open it up for discussion. Aaron: new position rate that didn't exist before. Louis: state changed the rules so a classified person can do the same work as a certified teacher. Chris: Is there any training? Heather: yes three day 8 hours Alicia: motion to add online virtual assistant position to the classified. Moved by Aaron and 2nd by Chris. Discussion? No discussion Alicia :acknowledge Heather's hard work. All in favor? Unanimous. 5.

4.2 Board members to serve thanksgiving

Chris at GU for Thanksgiving & Christmas . Colleen for Christmas.

Tuesday 22 and Dec 15 for Christmas. 11:30 Humbolt 10:50

Jake at Humbolt at 10:45. For ChristmasThree lunch cycles. Aaron for Christmas

Alicia at Humbolt for Thanksgiving.

4.3 Audit for our PLC and MTSS systems...ESSR money. Splits in GU for fresh air production. Creates healthier rooms. 20% have to be spent on learning loss. Couple things Louis sees....baby stepping (Professional learning Committee) John Hattie has list of efficacies for education ...number one thing is PLCs. Audit is someone comes in \$40k talks to staff, listen, gives us a plan to do it effectively. MTSS ...our sped number is 23%. State average is 13%. Free and reduced lunch rate is way below state average. Our numbers are backwards. Old RTI to intervention. Look at our MTSS systems. Schools develop a plan of improvement to move forward. Game changer in other districts. We want it here. Over \$200,000 for learning loss....like summer school. Strong MTSS will help bring our numbers down. This will take a few years.

4.4 JDEA Notice. Year for teachers to bargain. Intent to bargain. This is our standard year. The whole thing is open again. The MOU was only for one year. Lots of language that needs to be updated just to be current. Louis: we will need two board members on the committee. Cindy: Feb...ground rules to be set and then go from there. Our union and school board set in a room and work it out together. We are not bringing anyone in to help us with this. We both refer back to our legal guidelines. It is all done locally. First meeting in February. Usually meet after school or an evening. This is cindy's 5th cycle. usually done by early spring.

4.5 District Mascot....Andy and Karen helped with Senior class and then going to Leadership next. Had student feedback and took notes back with them. 12 kids raised hands to liking where the new mascot was going. Who likes old? 4 kids raised their hands. Sports wanted new. Non sports liked the old. Chris: What about Alumni? Maybe let them have a say in this. Chris is on the committee. Cindy: Sonna, Cindy, Lunblom, Chris. Louis: Let Alumni. Cindy: explain what is being changed. We are still prospectors. Changing the image of the prospector. updating the image...not

changing the mascots

4.6 Dec 7th meeting set

4.7 Board Policy Updates: Alicia: landed on having time to review them. Colleen. Also minutes. Move this to Jan agenda. Last time was required OSBA. They all have to change. Must change due to state law.

4.8 Quarterly work session to look at buildings: Louis: Board member asked if we should have a three month check in. Safety, meeting kids needs. Chris: Humbolt floor is sagging and wall is getting further apart. Aaron. I don't think there is a need to walk the building every quarter. Quarterly :action plan meeting. Don't really need a walking tour. Work session if we can provide action. Louis: Trying to hire 1/2 time custodian . Waiting on funding approval. Aaron: volunteered to buy and install a door knob. Alicia: suggested lets have that person likes Dustin give an update on what has happened. Stacy: budget wait for.....

4.101 Chris motion for banking signers. Aaron 2nd. All in favor unanimous.

4.102 Moving visas from umpqua to first community. Motion to move visas Jake. Colleen 2nd. All in favor. Unanimous.

4.103 Specify permissions for who may sign loan documents. Change to Louis Dix and Stacy Durych. (Super and biz mgr)

Motion from Chris and Jake to 2nd. All in favor. Unanimous.

4.104 Setting Credit limits for cc and add secretaries for cc. Chris motions to set limits to (all on agenda) and district office visa not to exceed \$100k. Second Aaron. All in favor. Unanimous.

4.105 Add Super, Biz Mgr to all GU student body accounts at US Bank/Old West/other. Aaron motion to approve adding all to bank accounts and existing names removed.. Jake 2nd. All in favor? Unanimous.

4.11 Board approval for Prof development funds. \$3500 yer one \$2500 moving forward. Colleen motion 1, Aaron 2nd. All in favor. Unanimous.

5.0 Consent Agenda

5.1 move minutes approval to next meeting

No changes...approve the consent agenda with the exception of 5.1 Aaron 1st. CHRIS 2nd. All in favor. Unanimous.

6.0 Old business. Follow up conversation with Prairie City....next wed 4:30 on the 30th. Haley, Alicia, Louis, Casey, Board chair and vice chair. Talking about other programs that we can work together on. Louis:OSBA conference. How does it work if we blend programs? Split ADM with the other district. Even for just one program. Louis: We need block scheduling. 52 min period doesn't work. Karen:

Logistics...behavior..athletic eligibility. Alicia: Do we want to do this? Karen: lots of room for it to get messy. Must be very ironed out to make it happen.

Conflict in the past with athletic co-op. It can create difficult situations. Not as team friendly as we would need to work out. Shanna: maybe autos as they don't have it. Business as they don't have it. Is there a need. Alicia: I think we need to develop a relationship first. Positive communication. Chris: Are we renewing co-op? Alicia: really need to work on relationship first. We have time to decide. Karen: keep the priority on our students. Read the room.

7.0 Future agenda

Add the Dec 7th meeting. Public hearing/Executive session

8.0 Good of the order.

Sept to Nov gained 11 students. (Chris) Colleen lost an Alumn....take a moment to

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honor her. Donate to Venmo vs GoFundMe.

Alicia: Create a good village around our people. Love and support and hold up our people.

Cindy: Train staff for noticing. Figure out how to help older kids when they leave our school home. To have resources to help themselves and each other. Alicia: Teach red flags and give tools to take with them. Thank you. That is a great idea.

Chris: thanks for pizza

Alicia: close the meeting. 9:40 meeting closed.