

COMMUNITY SERVICES CONSORTIUM HEAD START REQUEST FOR PROPOSALS
FOR ARCHITECTURAL, ENGINEERING AND CONSTRUCTION SERVICES

ISSUE DATE: December 12, 2016

DUE DATE: January 12, 2017

PROPOSER'S CONFERENCE AND WALK THROUGH: December 20, 2016 at 10 a.m.(Mandatory)

Head Start in Lincoln County is one of five non-profit 501 (c) 3 organizations operated by the Community Services Consortium, the community action agency whose mission it is to overcome the causes and conditions of poverty in Linn, Benton and Lincoln counties. Head Start provides a free comprehensive preschool education to children ages three to five years old in a nurturing learning environment that includes parents as important resources for their children's learning. Head Start focuses on the "whole child". Our educational program is designed to foster intellectual, social, and emotional growth. We meet the needs of each child and are sensitive to the child's cultural identity, as well as any health challenges or obstacles to learning.

Invitation

Community Services Consortium is seeking proposals from Registered Architects to provide architectural and engineering services for the planning and design, and the construction of a building expansion project at their school site in Newport, Oregon, at 253 NE 1st Street, 97365. Inside construction may not start before **May 18, 2017** and **classroom areas must be completed for occupation no later than September 5, 2017.**

All proposals and copies must be received, completed, no later than January 12, 2017 at 5 p.m. Pacific Time. Proposals not received by that time will be returned unopened. Two hard copies of the proposal shall be submitted in sealed envelopes addressed to Dr. Suzanne Miller, Director, CSC Head Start at PO Box G, Lincoln City, Oregon 97367. Envelopes should be plainly marked on the outside as "Proposal for CSC Head Start Architectural, Engineering and Construction Services", and with the name of the Proposer. Two electronic copies must also be submitted by the deadline. One copy each should be transmitted to Debbie Jackson, CSC's CFO, at djackson@communityservices.us and to Dr. Miller at smiller@communityservices.us. ***CSC Head Start is an equal opportunity employer. Local, minority, and women-owned businesses are encouraged to submit a proposal.***

CSC will use this Request for Proposals to:

Select a firm that will provide services needed for the planning, design, and construction of an expansion of the Newport CSCHS school site.

Statement of Work

Manage and execute the design and construction of the expansion and remodel of the existing pre-school building at 253 NE 1st Street, Newport, Oregon 97365. The renovation and expansion work will include, but not be limited to: current kitchen expansion, new dry storage room, new storage/work room, expanded hallway, site work – walks at north end of the building, new classroom with bathroom facilities/ sinks(all plumbing), new hallway, site work – reconfigure/expand the parking lot.

Total Project Budget

The projected total project cost (including construction) is approximately \$675,000 to 725,085. ***Project may not exceed \$725,085.***

Specific Relevant Experience

Please include experience in providing design/engineering and construction services for:

1. Federal Head Start Schools;
2. Knowledge of Federal Rules for a federally funded Head Start Projects.
3. Knowledge and practice related to the Davis-Bacon and related acts, which apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works;
4. Other educational facilities;
5. Specific expansion projects of like complexity;

6. Projects with non-profit agencies; Experience with energy-efficient and sustainable design; and

7. Coastal Construction Design/Engineering Experience

This coastal location has corrosive salt air, and frequent occurrences of high winds and heavy rain. The coastal environment requires specialty design and construction skills that allow buildings withstand 100+ mph winds; prevent corrosion and condensation; incorporate appropriate detailing to prevent water intrusion and address prevention of mold growth in the construction and operation of the building. Finally, although not within the predicted tsunami zone, Newport is part of the Cascade Subduction Zone, and the Head Start facility must meet all state and federal guidelines regarding earthquake safety.

8. Proposal should include Proposer's experience in providing design/engineering services for a coastal environment; specifically, the Oregon central coast and include experience of any specific team members.

Accountability

9. Describe the methods used to keep your projects started and completed within time frames given.
 - a. Please provide examples of failures to complete projects on time and why.
10. Describe your cost control methods and change order process and cost.
 - b. Please provide examples when you went over budget and why.
11. Please provide your CCB number and/or any other bond or insurance you may have related to like projects, and describe the resolution of any claim made against your bond or your other insurance during the last 10 years.

Proposal Content

Please organize your proposal in the following format and limit your entire proposal including cover letter and Attachment A to no more than 25 single-sided or 13 double-sided 8-1/2" x 11" pages.

12. Cover letter which will also identify the project Name.
13. Provide a general description of your firm's approach and methodology demonstrating specialized experience, capabilities, and technical competence to meet the project requirements, including project management techniques.
14. Provide your responses to Specific Relevant Experience questions in the order listed above.
15. Provide a detailed scope of services you would include as part of your fee, as well as a fee schedule.
16. Provide a general firm description, representative project descriptions, and qualifications of key project personnel, including key sub-contractors to be utilized for this project.
17. Provide a copy of your Workforce Diversity Plan or a description of the practices you employ to promote equity, diversity and inclusion in your workplace .
18. Attach a Declaration of Present Insurance – Insurance should meet all minimum requirements determined by state and/or federal law relevant to a federally financed project.

References

Please provide written references from three related projects and contact information for each reference.

Selection Process

The following steps shall be taken to analyze and rank the proposals and finalize the selection process:

- a. Written Proposals submitted will be evaluated by a review committee.
- b. Proposals will be ranked by the review committee in order of their capabilities to perform the requested services, with an emphasis on experience with Head Start/educational facilities, coastal design and construction experience, and reputation.
- c. Interviews may or may not be conducted as determined by committee. The committee reserves the right to ask clarifying questions about any aspect of any proposal.