

**Prospect School District
REQUEST FOR PROPOSAL
CONSTRUCTION PROJECT MANAGER
March 5, 2019**

SUMMARY The Prospect School District is requesting proposals for a Construction Project Manager for an upcoming Seismic Retrofit Project. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

PROPOSAL This is an open and competitive process.

Proposals received after 12 PM, Wednesday, March 13, 2019, will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of subcontractors you must clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be define. In your proposal please provide the name, address, and EIN of the sub-contractor. The Prospect School District will not refuse a proposal based upon the use of subcontractors; however we retain the right to refuse the subcontractors you have selected.

Provision of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

DESCRIPTION This position will oversee construction activity from April 2019 to September 2019, and ensure projects are completed in a timely and cost-effective manner. The project will need to be managed from conception to project close out, interfacing with designers, engineers, contractors, governing agencies, and district administration. This position will oversee project budgets and ensure project quality is managed.

TIMELINE This RFP is dated March 5, 2019. Proposals are due no later than 12PM, Wednesday, March 13, 2019. Proposals will be evaluated immediately thereafter. The name of the contractor who has been selected will be decided on or about March 14, 2019. All candidates will be notified by March 21, 2019.

BUDGET Please provide a cost proposal that encompasses all costs associated with materials and labor.

EVALUATION The following criteria will form the basis upon which the Prospect School District will evaluate proposals. The mandatory criteria must be met and include:

A copy of your proposal must be received not later than 12 PM, Wednesday, March 13, 2019. Your proposal must include a cost proposal as described above. All costs associated with the completed project should be presented in their entirety.

Deliver proposals to the attention of:

Doug Jantzi
Prospect School District
PO Box 40
160 Mill Creek Drive
Prospect, OR 97536
dougj@prospect.k12.or.us

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Pricing (45%)-the price is commensurate with the value of the project and is within the budget of the District.
- Suitability of the Proposal (25%)-the proposed solution meets the needs and criteria set forth in the RFP.
- Experience (20%)-the contractor has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Proposal Presentation (10%)-the information is presented in a clear, logical manner and is well organized.