



**SEASIDE SCHOOL DISTRICT
REQUEST FOR PROPOSALS**

**Professional Moving Services
Issued May 6, 2020**

Proposals Due:	May 29th, 2020 at 2:00 pm (PT) Late proposals will not be accepted or considered. Only electronic responses will be accepted.
Mandatory Prebid Conference and tour:	May 21st, 2020 at 1:00 pm (PT) Meeting 2:00 PM (PT) Tour Meet at Gearhart Elementary School
Written Questions, Protests, and Request for Change Due:	May 26th, 2020 at 2:00 pm (PT) Questions shall be presented via email.
Last Day to Issue Addenda:	May 27th, 2020 at 2:00 pm (PT) Addenda shall be issued via email, posted on ORPIN, and District website.
Submit Proposals to:	Stephanie Rodriguez, DAY CPM (Owner's Representative) stephanie.rodriquez@otak.com
Direct Questions to:	Single Point of Contact: Stephanie Rodriguez, DAY CPM stephanie.rodriquez@otak.com

A. INTRODUCTION

Seaside School District No. 10 (“The District”) is a public-school district of the State of Oregon. The District consists of Seaside High & MS and Seaside Heights ES. The District is in the process of building a new HS and MS building combination. The District is also adding additional classrooms and a new gym at Seaside Heights ES which will consolidate the students currently located at Gearhart ES to Seaside Heights ES and will become Pacific Ridge ES. All these new and added facilities will be available for student occupancy in September 2020.

Current Seaside School District Relocation

- Seaside HS will move to New HS/MS
- Broadway MS will move to New HS/MS
- Gearhart ES will move to Seaside Heights
- Seaside Heights will have internal furniture relocation
- District Office will move to New HS/MS

Seaside School District at Completion

- Seaside HS/ MS/ District Administration (consolidation of Seaside High/Broadway Middle/District Office).
- Seaside Heights Elementary (Gearhart Elementary will be consolidated with Heights).
- The District is seeking to establish a single moving company to assist in the planning, administration, and move of multiple school buildings. The District intends to hire one company for the entirety of the work.

RFP Availability

This RFP is available electronically through the Oregon Procurement Information Network (ORPIN) website at <http://orpin.oregon.gov>. Interested parties must be registered with ORPIN to obtain and download documents. Registration is at no cost. Future notices regarding this solicitation, including solicitation addenda, will be posted to ORPIN. It is also available electronically on The District website at <http://www.seaside.k12.or.us/> under Seaside Schools Construction Project Documents. This RFP is posted in the DJC.

RFP Attachments

This Request for Proposals (“RFP”) includes the following attachments:

Attachment A:	Existing school building floor plans to be moved and consolidated. Respective administrative offices floor plans.
Attachment B:	New school building and administrative offices floor plans. Consolidation of Seaside HS/ MS/ District Administration office. Consolidation of Gearhart Elementary with Seaside Heights Elementary.
Attachment C:	Proposer Certifications.
Attachment D:	Proposer References.
Attachment E:	Acknowledgement of receipt of RFP Addenda.

B. SCOPE OF WORK

The District is seeking move services to consolidate Seaside HS, Broadway MS, and The District Administration Offices into the newly constructed school building located at 2600 Spruce Street, Seaside, OR 97138. Existing Seaside HS, Broadway MS, and District Office floor plans and new floor plans are included in attachment A and B below.

The District is also seeking move services to consolidate Gearhart ES with Seaside Heights Elementary. Existing floor plans are included in attachment A and B below.

C. CERTIFICATION OFFICE FOR BUSINESS INCLUSION AND DIVERSITY (“COBID”) PARTICIPATION

The District endorses the state of Oregon as it manages socio-economic programs for business inclusion and diversity that promote opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses owned by service-disabled veterans and emerging small businesses.

The Certification Office for Business Inclusion and Diversity (COBID) certifies businesses that apply and meet the state’s criteria for these programs. The goal of each of these programs is to expand access to government contracting opportunities to COBID-certified businesses throughout the state.

Contracting opportunities with state, county and city government agencies and special jurisdictions (including hospitals and universities) include:

- Minority Business Enterprise Program (MBE)
- Women Business Enterprise Program (WBE)
- Service-Disabled Veteran-Owned Business (SDVOB)
- Emerging Small Business Program (ESB)

Contracting with businesses certified under COBID programs develops an inclusive, open, and honest business climate throughout the state. Certification of qualified businesses enables the state to track and validate agency-set goals and initiatives. Through the certification programs, the state of Oregon expands its efforts to increase diversity and inclusion within government contracting.

<u>Event</u>	<u>Date and Time</u>
Advertisement/Release of Bid Document	May 6 th , 2020
Mandatory Prebid Conference	May 21 st , 2020 at 1:00 pm (PT) Meeting 2:00 PM (PT) Tour
Written Questions, Protests, and Request for Change Due Date	May 26 th , 2020 at 2:00 pm (PT) Questions shall be presented via email.
Last Day to Issue Addenda	May 27 th , 2020 at 2:00 pm (PT) Addenda shall be issued via email, posted on ORPIN, and District website.
Proposals Due	May 29 th , 2020 at 2:00 pm (PT) Late proposals will not be accepted or considered. Only electronic responses will be accepted.
Finalists notified for Interviews	June 5 th , 2020 at 2:00 pm (PT)
Interviews Held	June 9 th , 2020 at 2:00 pm (PT)
Notice of Intent to Award	June 12 th , 2020 at 2:00 pm (PT)
Contract / Purchase Order Issued	June 19 th , 2020
Anticipated HS / MS Move Services Start Date	August 3 rd , 2020
Gearhart ES	August 17 th , 2020
Anticipated Completion of Move Services Date	September 2 nd , 2020

E. MANDATORY PREBID CONFERENCE

The District will hold a mandatory pre-bid conference. The pre-bid conference will take place on May 21st at 1:00 pm (PT) followed by a mandatory tour to start at 2:00 PM (PT). Meeting location will be at Gearhart ES. Attendance at the conference by prospective bidders is mandatory. All attendees need to wear protective masks that cover mouth and nose during pre-bid meeting and tour. Hand sanitizer will be supplied.

Seaside Heights ES is an active construction site. All attendees for the tour will need to wear a high visibility shirt or vest, a hard hat, and boots. No statement made by The District at a pre-bid conference is binding unless it is confirmed in a written addendum to this invitation to bid.

F. RFP GENERAL INFORMATION

1. To accomplish School District objectives of efficient and effective utilization of resources, The District is implementing a Mandatory Prequalification Selection (ORS 279C.430) process to procure move services for The District for the consolidation of Seaside HS, Broadway MS, and District Offices into the newly built combination school location.
2. This qualifications-based selection (QBS) is a two-step selection process, including:
 - a. Statements of Qualifications from interested move service providers in response to this Request for Proposals (RFP). Responses will be evaluated using the criteria described in this document.
 - b. Those Firms that achieve the prescribed minimum cumulative score will be invited to participate in a formal bid process for The District.
 - c. The successful firm shall be the firm to be deemed the most advantageous to The District, considering several characteristics given below, subject to final contract negotiations with The District.
3. This RFP is not an offer to contract; only the execution of a written contract will obligate The District, in accordance with the terms contained in the contract.
4. The District expects to enter into a contract with one firm for services described above. The form of the final contract will be negotiated with the successful proposer.
5. All representations made by a Proposer in response to this RFP, whether verbal or written, will be incorporated into any contract between The District and Proposer.
6. Proposals turned in late or missing signatures on required documents will be classified as “nonresponsive.” The District may disqualify all nonresponsive proposals from further evaluation.
7. Responsive proposals will be evaluated based on the criteria listed in **Section O** of this RFP. A proposal will be scored appropriately with low scores if the requirements listed are not clearly identified.

8. All costs a Proposer incurs in preparing and submitting its proposal or in negotiating and signing a contract shall be the sole responsibility of the Proposer. Any due diligence conducted by a Proposer is at the Proposer's expense.
9. All proposals become the property of The District upon delivery to The District. The District reserves the right to share the RFP and any proposals The District receives with any third party of their choosing, in order to secure expert opinion.
10. The District reserves the right to reject any or all proposals.
11. The District reserves the right to postpone or cancel the RFP without liability to The District any time prior to executing contract if The District determines, in its sole discretion, it's in The District's best interest to do so.

H. CHANGES TO RFP

The District reserves the right to make changes to the RFP. Changes will be made only by written addendum, which will be sent via email and to all prospective Proposers which attended the mandatory pre-proposal meeting. As well as posted on District website.

Prospective Proposers may request or suggest any change to the RFP by submitting a written request. The request shall specify the provision of the RFP in question and contain an explanation for the requested change. The request must be submitted per the timeline above in **Section D** of this RFP.

The District will evaluate all requests submitted but will not be obligated to accept the requested change.

I. SUBMISSION REQUIREMENTS

The following items constitute the format\content\order that the proposals are required to follow:

Cover Letter and Information Sheet (Prerequisite): Respondents must provide full business name, address, phone number(s), email address(s), web site (if any), date formed, business license number, number of employees at local services office, and any other information deemed appropriate to fully describe the business. The Mover Information sheet must be signed by an officer of the company with the authority to financially commit the firm.

1. **Relative Project Move Experience - 20 points:** Submit a description of the firm's qualitative and quantitative experience on work of a similar nature. Provide a list, of all K-12 move service projects completed in the last five (5) years, but no more than the most recent 10 of similar nature. Projects selected must conform to the following parameters:
 - a. K—12 client.
 - b. Moving services focused on school facility consolidations.
 - c. Include the project name, client, duration of project including initial and final

substantial completion dates and a brief description of the project. Projects shall be listed in reverse chronological order (most recent first). Include the name, email address, and phone number client who was involved with the moving services process following completion.

- d. Provide bios of the following proposed team members; project manager, and primary move technicians for the project describing their role on the project, brief synopsis of responsibilities, tenure with the company and approximate time dedicated to this project. Discuss any projects that members of the team have worked together on. Include resumes, not to exceed one page per person.

Note: The District reserves the right to contact any and all individuals identified in order to ascertain the proposing firm's performance.

2. **Covid-19 Response Plan (labor, safety, and schedule) - 10 points:** Discuss the moving company's current emergency Covid-19 Response Plan and safety measures.
3. **Service Capability and planned workload - 10 Points:** Discuss the firm's current workload and service capabilities. The following list of questions does not represent the exclusive list of topics to be address by the proposal,
 - a. What is the company's projected workload for the summer of 2020?
 - b. How many moving technicians will be provided for the moving service given the scale of the project?
 - c. Describe how your company supports a move packing and purge process.
 - d. Describe your firm's move planning, scheduling, phasing and project monitoring skills.
 - e. Describe how you will pro-actively manage the progress of move actions and how you will coordinate work with The District, DAY, and concurrent construction activities on site.

J. PROPOSAL FORMAT

- I. Electronic format: All files shall be submitted as portable document format (PDF) files in a searchable format with bookmarks to the key requirements of this Procurement. Files shall be submitted by e-mail. All materials submitted will become the property of The District. It is the responsibility of the proposing firm to ensure the document is readable and not corrupted or otherwise inaccessible. Any submission where the documents are not accessible may, at The District's sole discretion, be deemed non-responsive or The District may take whatever alternative action it deems appropriate.
- II. Page Limit: Proposals submitted by the prospective contractor must be submitted in the following format. It must be contained within a single electronic document including whatever photographs, divider sections, charts, graphs, tables and text the

Proposer deems appropriate to be part of the review of the firm's qualifications. The Proposal shall not exceed 20 pages in length. Cover Letter, One-page cover, letters from insurance and bond providers, resumes, and one-page table of contents (TOC) will not be included in the 20-page limit. Each resume shall not exceed one page.

- III. Page\Font Requirement: Page size is limited to 8—1/2 x 11 inches, with basic text information no smaller than 11—point font.

Form of submission: Proposer shall include cover letter, signed by a corporate officer who is authorized to make such commitments on behalf of the proposing firm by email to The District on or before the listed time and date. Letter of interest must include a statement that the proposing understands that Oregon Prevailing Wage Laws and related requirements prevail on this project.

- IV. Proposal Withdrawals: Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by The District prior to Proposal closing. Proposals may also be withdrawn in person prior to Proposal closing upon presentation of appropriate identification.

K. PROPOSAL AMENDMENT OR WITHDRAWAL

A Proposer may amend or withdraw its proposal any time prior to the time and date established for submission of proposals.

L. PUBLIC DISCLOSURE OF PROPOSALS

Any information provided to The District pursuant to this RFP is subject to public disclosure pursuant to Oregon's public records laws (ORS 192.410 to 192.505).

The general requirement for public disclosure is subject to several exemptions. Each page containing information deemed by the Proposer as necessary to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.) and should be plainly marked. Marked pages should be placed in a group separate from the remainder of the proposal.

The fact that a Proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. The District will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. Information that has not been properly marked and segregated may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the non-exempt information must be disclosed. The District will redact pages that include both exempt and nonexempt information to allow disclosure of the nonexempt information.

Unless expressly provided otherwise in this RFP or in a separate communication, The District does not agree to withhold from public disclosure any information submitted in confidence by a Proposer unless the information is otherwise exempt under Oregon law. The District considers proposals submitted in response to this RFP to be submitted in confidence only until The District's evaluation is complete and The District has acted on the Notice of Intent to Award, and agrees not to disclose proposals until The District has completed its evaluation of all proposals, publicly announced the notice of intent to award and The District has acted on a Notice of Intent to Award.

N. PROPOSAL EVALUATION PROCESS

The Selection Committee may be comprised of the following District individuals:

- District Superintendent;
- District Business Manager;
- District Maintenance Supervisor
- School Board member(s)
- DAY CPM Owner's Representative(s).

The Selection Committee may request additional clarification from a Proposer on any portion of a proposal. Proposer may not submit new information or documentation, nor may a Proposer use a clarification to rehabilitate a non-responsive proposal. Proposer's point of contact must be available during the evaluation period to respond to requests for additional clarification. Proposers shall submit written signed clarification(s) within two business days after receiving the Evaluation Committee's request. A Proposer's failure to provide clarification may result in a lower score for the proposal.

O. SELECTION PROCESS

Evaluation of Proposals: Proposals shall be evaluated by a Selection Committee appointed by The District. Each proposal will be evaluated for completeness. Any proposals which do not include all the required elements may be rejected at The District's sole discretion. The Selection Committee will review and meet to discuss the merits of each complete proposal received. The Selection Committee reserves the right to meet as often and as required to adequately consider the merits of the proposals received. Points will be assigned by members of the Selection Committee to the proposals using the criteria described below.

Proposal Evaluation Criteria:

Cover Letter - Prerequisite

Relative School Moving Experience - 20 points

Covid-19 Response Plan (labor, safety, and schedule - 10 points

Service Capability and planned workload - 10 Points

Bid Pricing – 70 points

Total Max Points – 110 points

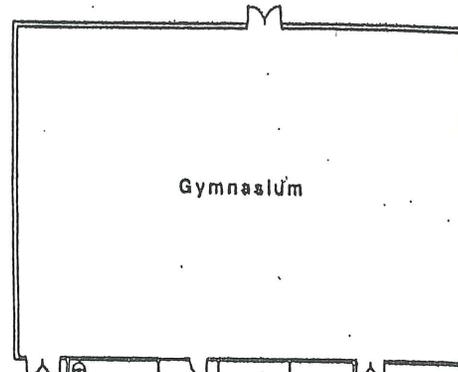
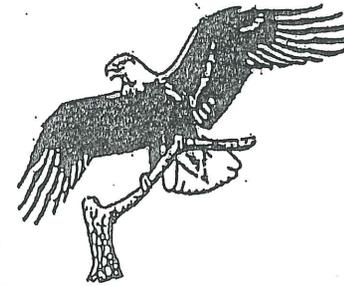
Interviews: if requested by The District.

Each member of the Selection Committee shall provide a draft score for each criterion indicated above. The Selection Committee will meet to discuss the relevant topics and issues from the proposals. Proposing firms may be invited to participate in an informal interview. Each committee member will then be allowed to revise their scoring based on the discussions of the committee and content of any interviews. A net score for each member of the committee shall be calculated based on the sum of the criteria scores. The proposing firm's score for the proposal shall be the numerical average, rounded down to the nearest whole number, of all the Selection Committee member scores.

End of RFP – Attachments follow

GEARHART ELEMENTARY SCHOOL MAP

1002 Pacific Way
Gearhart, OR 97138
(503) 738-8348



TEACHERS' LOUNGE

BOYS
GIRLS

KITCHEN

CAFETERIA

Library

BOILER BOYS GIRLS

Room 2

Room 4

Room 6

Room 8

Office

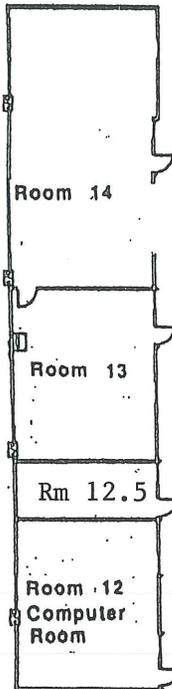
Room 1

Room 3

Room 5

Room 7

Room 9

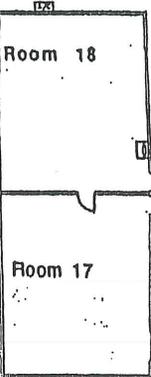


Room 14

Room 13

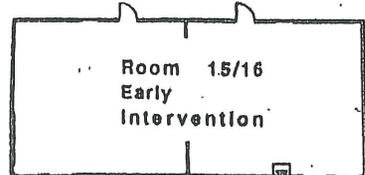
Rm 12.5

Room 12
Computer Room



Room 18

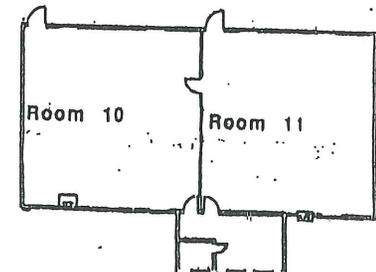
Room 17



Room 15/16
Early Intervention

ATTACHMENT "A" Existing school building floor plans to be moved and consolidated. Respective administrative offices floor plans.

The Proposer must be qualified and prepared to provide services to The District related to the project below, all of which constitute the work of this contract.



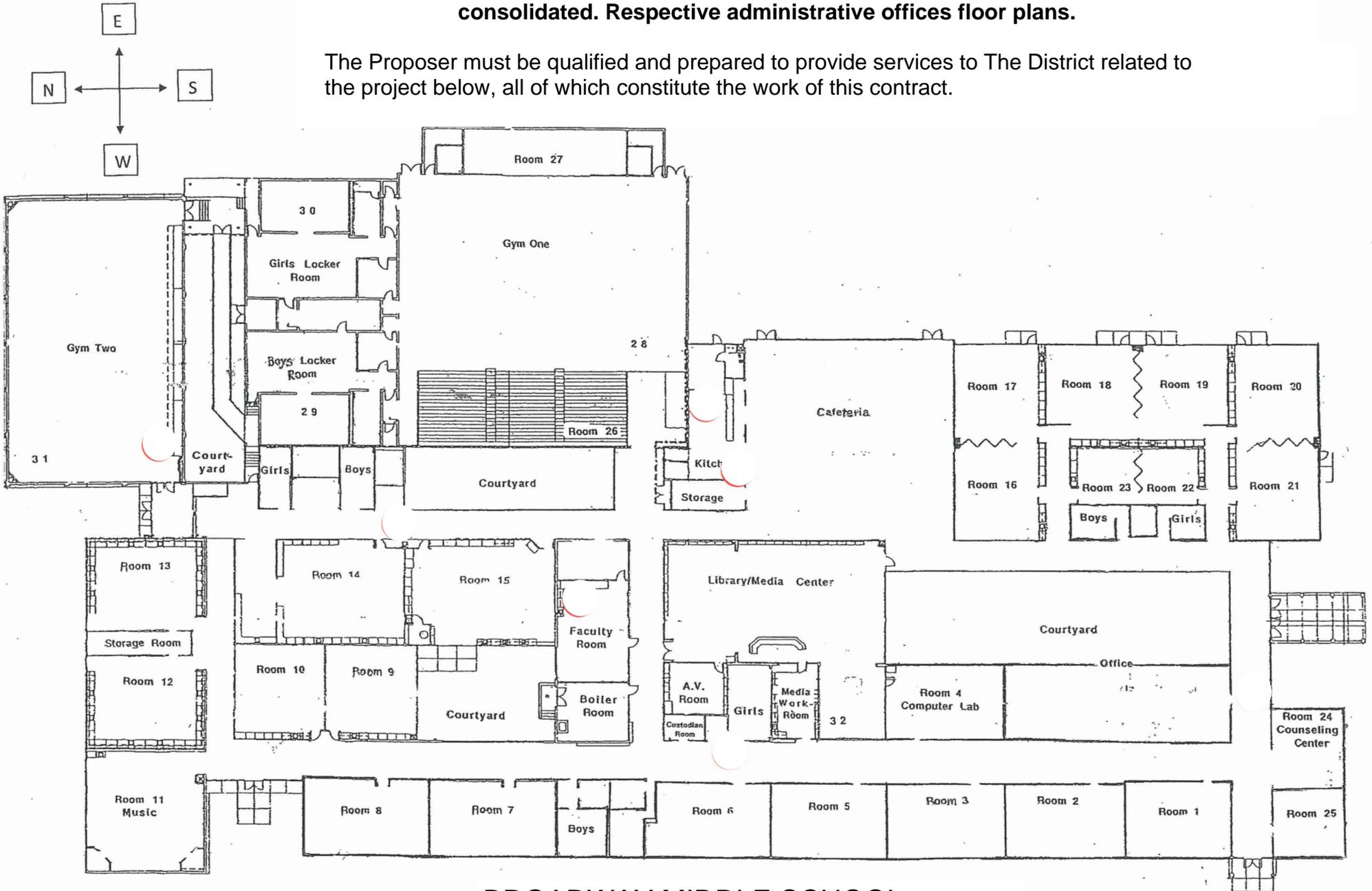
Room 10

Room 11



ATTACHMENT "A" Existing school building floor plans to be moved and consolidated. Respective administrative offices floor plans.

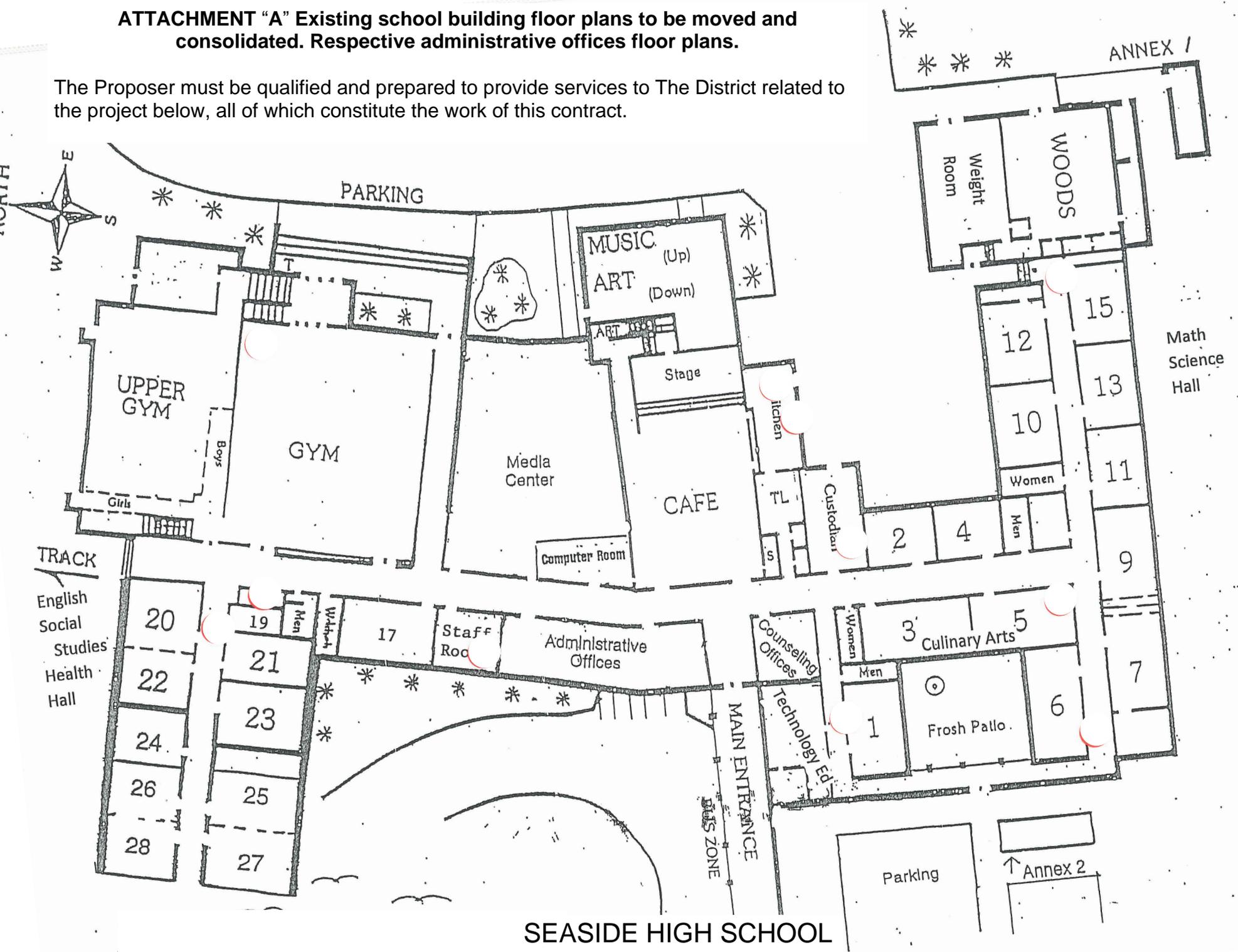
The Proposer must be qualified and prepared to provide services to The District related to the project below, all of which constitute the work of this contract.



BROADWAY MIDDLE SCHOOL

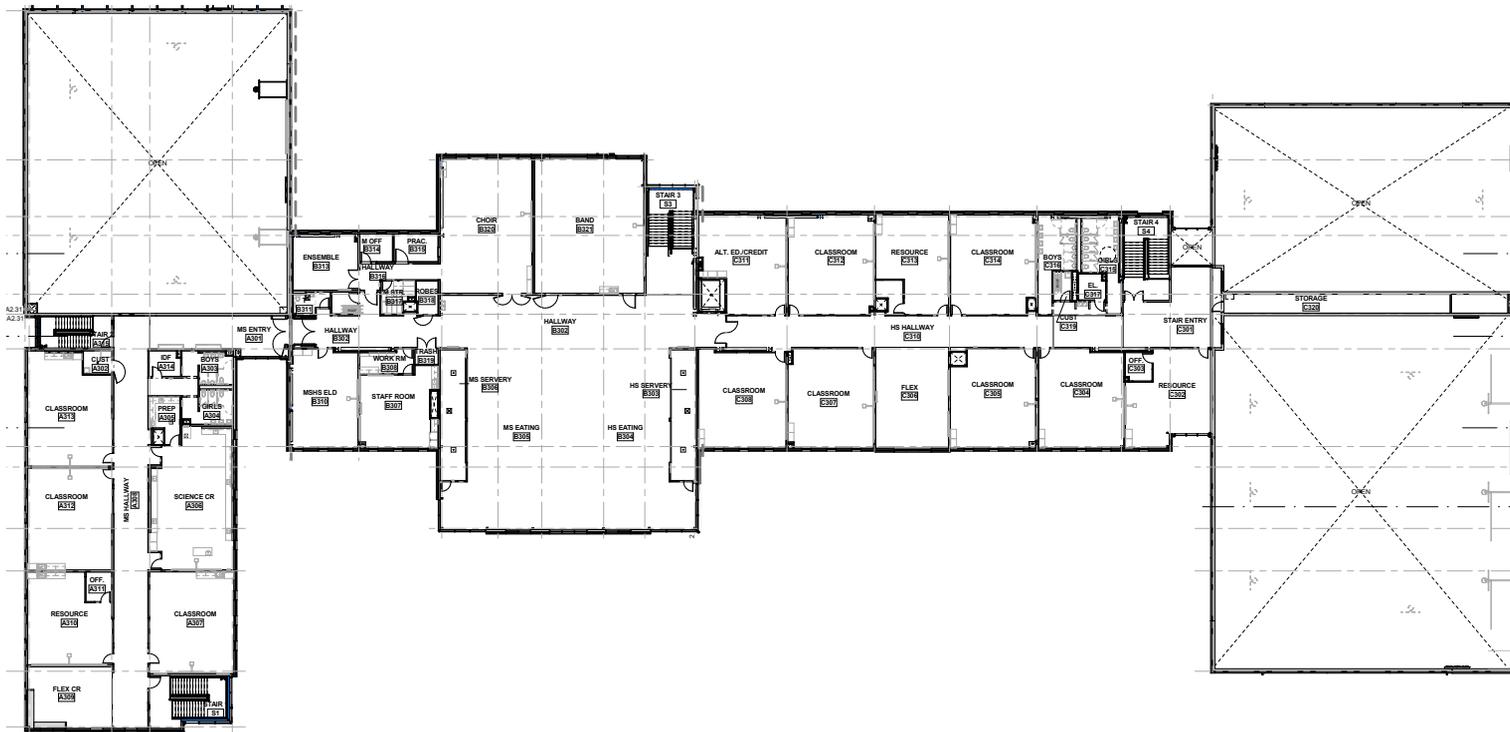
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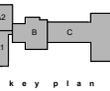


SEASIDE HIGH SCHOOL

ATTACHMENT "B" New Schools and The District Administrative offices



New Middle School / High School
Seaside School District
2600 SPRUCE STREET, SEASIDE, OR 97138
T: 503-736-5591



package	BP4 - PERMIT SET
date	10/04/2018
revisions	
01/17/20	AS-033

project # 17707
OVERALL FLOOR PLAN -
LEVEL 3

A2.03

THIRD FLOOR PLAN OVERALL



ATTACHMENT "C"

– PROPOSER CERTIFICATIONS

NOTE TO PROPOSER: Each proposal must include a copy of a signed original of this attachment that has been signed by an authorized representative of proposer. Proposals that do not include a scanned signed copy of this attachment will be rejected as nonresponsive.

Proposer represents that each of the following statements is accurate at the time the proposer submits its proposal. Proposer warrants that each of the following statements will remain accurate for a period of 120 days following submission of proposer's proposal and, if proposer's proposal is accepted, each statement will remain accurate throughout the term of any contract between proposer and the Seaside School District No. 10 ("The District") for moving services.

1. The key persons named in proposer's proposal are qualified to perform the work described in this RFQ/P and in the proposal, and proposer will assign these key persons to perform the work if The District awards a contract to proposer for these services.
2. Proposer has not colluded or consulted with any other proposer or potential proposer in the preparation and submission of this proposal.
3. Proposer agrees to be bound by the terms and pricing of its proposal, including all attachments to it.
4. The person signing this certification is authorized by proposer to act on behalf of and to make the representations in this certification on behalf of the proposer.
5. Proposer does not discriminate in its employment practices regarding race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin, nor has proposer discriminated or will proposer discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.
6. Proposer has read and understands all instructions, specifications, and terms and conditions contained in the RFP and any addenda to it and confirms The District is not liable for any claims or subject to any defenses asserted by proposer based upon, resulting from, or related to, proposer's failure to comprehend all requirements of the RFP.
7. If The District awards a contract to proposer for moving services, proposer will diligently perform the contract according to its terms.
8. Each of the foregoing representations is accurate and is incorporated into any contract between The District and the proposer for the delivery of moving services.

Proposer Signature: _____ Date: _____

Printed Name: _____ Title: _____

ATTACHMENT "D" – PROPOSER REFERENCES

Proposer must provide at least three references that can rate Proposer’s performance on similar move projects within the last five (5) years.

Proposers must complete one form for each project/reference. Proposer may supply the required information in a different format if all required information is provided.

Proposer: _____ **Reference # 1**

Project: _____ Contact #1 Name: _____

Client: _____ Contact #1 Role: _____

Location: _____ Contact #1 Phone: _____

Construction Budget: _____ Contact #1 Email: _____

Date Completed: _____ Contact #2 Name: _____

Contact #2 Role: _____

Contact #2 Phone: _____

Contact #2 Email: _____

Project Description:

Proposer: _____

Reference # 2

Project: _____

Contact #1 Name: _____

Client: _____

Contact #1 Role: _____

Location: _____

Contact #1 Phone: _____

Construction Budget: _____

Contact #1 Email: _____

Date Completed: _____

Contact #2 Name: _____

Contact #2 Role: _____

Contact #2 Phone: _____

Contact #2 Email: _____

Project Description:

Proposer: _____

Reference # 3

Project: _____

Contact #1 Name: _____

Client: _____

Contact #1 Role: _____

Location: _____

Contact #1 Phone: _____

Construction Budget: _____

Contact #1 Email: _____

Date Completed: _____

Contact #2 Name: _____

Contact #2 Role: _____

Contact #2 Phone: _____

Contact #2 Email: _____

Project Description:

ATTACHMENT "E" - ACKNOWLEDGMENT OF RECEIPT OF RFP ADDENDA

To be completed and returned with proposal.

Proposer acknowledges receipt of addenda and agrees to be bound by their contents.

Circle each RFP addendum received: **1 2 3 4 5**

Initial if not applicable or no addenda were received: _____

Proposer Signature: _____ Date: _____

Printed Name: _____ Title: _____