

**REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGER / GENERAL CONTRACTOR [CMGC]
*2021 Addition / Renovation at St. Helens High School Building /
Site Improvements / Required Off-Site Improvements***

**St Helens School District No. 502
St. Helen, OR**



Issued: September 28, 2020
Proposals Due: October 28, 2020, 2:00 PM, PDT

Single Point of Contact [SPC]:
Label for Proposal:

Address:

Phone:

Email:

Becca VandeWalle, Cornerstone Management, Inc.
2020 SHHS Construction Manager/General Contractor
[CMGC]
474 North 16th Street
St Helens, OR 97051
503.415.0468
beccav@cornerstonemgi.com

REQUEST FOR PROPOSAL

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SECTION 1 GENERAL INFORMATION

1.1 INTRODUCTION

The patrons of the District passed a bond measure on May 19, 2020. The bond measure will pay for the Addition, Renovation, Site Work and required Off-site Improvements at St. Helens High School.

The District is seeking to hire an experienced Construction Management/General Contractor [CM/GC] Firm for the building construction and associated site and off-site work.

1.2 SCHEDULE OF EVENTS

September 28, 2020	CM/GC RFP Advertised Daily Journal of Commerce
October 7, 2020	2:00 PM - Mandatory Pre-Proposal Meeting at St. Helens High School: 2375 Gable Rd, St Helens, OR 97051
October 21, 2020	Questions/Requests for Clarification Due Solicitation Protest Period Ends
October 28, 2020	2:00 PM Closing (Proposals Due)
November 3, 2020	Notification of Interview Schedule
November 10, 2020	Interviews
November 13, 2020	Issuance of Notice of Intent to Award (approximate)
November 30, 2020	Award Protest Period Ends
November 18, 2020	Board Approval

1.3 PROPOSAL DELIVERY

All proposals may be hand-delivered or mailed with the following label or subject heading: "RFP-SHHS Construction Manager/General Contractor [CMGC]" to the following address:

St. Helens School District
474 North 16th Street
St Helens, OR 97051

1.4 DISTRICT SINGLE POINT OF CONTACT (SPC)

The single point of contact (SPC) during this procurement process for questions concerning the procurement process, change, clarification, award process and any other questions is Becca VandeWalle: 474 North 16th Street, St Helens, OR 97051; beccav@cornrestonemqi.com; 503.415.0468.

END OF SECTION 1

SECTION 2 AUTHORITY, OVERVIEW, AND SCOPE OF WORK

2.1 AUTHORITY AND METHOD

The St. Helens School District (District) is issuing this RFP in accordance with ORS 279C.337.

2.2 PROJECT OVERVIEW AND BACKGROUND

The St. Helens School District passed a general obligation bond in the amount of \$55 million for improvements to St Helens High School. The District has hired Cornerstone Management Group Inc. as their Owner's Representative and Soderstrom Architects for design services for this project. Planning and design is currently underway on this project.

2.3 PROJECT SUMMARY

Building Improvements / Site Improvements / Off-Site Improvements

See Attachment C - Scope of Work, which describes the project and estimated construction cost. Project will be funded by 2017 and 2020 bond funds.

2.4 SCOPE OF WORK

Refer to Attachment C for a detailed outline of Scope of Work, current schedule and budget.

End of Section 2

SECTION 3 PROCUREMENT REQUIREMENTS AND EVALUATION

3.1 MINIMUM PROPOSER REQUIREMENTS

The District reserves the right to disqualify proposals failing to meet minimum requirements. To be considered for evaluation, each Proposal must demonstrate how the Proposer meets all requirements of this section:

1. Experience with successful completion of K-12 school projects within the last ten (10) years.
2. Successful experience of your proposed staff on occupied educational sites of K-12 schools.
3. Demonstrated understanding of effective project communications, cooperation and services required to successfully prepare documents for similar projects.
4. Knowledge and understanding of the required services as shown by approach to staffing and scheduling needs.
5. Availability to provide cost estimates, bid strategies, cost control and management of the construction phase. The ability to provide prompt responses to District inquiries and concerns.
6. Proven ability to obtain competitive sub-contractor bids/quotes in the Portland metro area.

3.2 MINIMUM SUBMISSION REQUIREMENTS

A. Proposal Format

Proposer shall submit its Proposal without extensive art work, unusual printing or other materials not essential to the utility and clarity of the Proposal.

Proposer shall submit **one (1) original Proposal on white 8 1/2" by 11" paper, bearing the Proposer's authorized representative's signature; seven (7) paper copies; and one (1) electronic copy** of the Proposal by USB drive, and must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), and/or Microsoft Excel (xlsx).

In addition, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.410 through 192.505), proposer shall complete and submit the Affidavit of Trade Secret (Attachment G) and a version of its Proposal with redactions clearly shown and the redacted Proposal clearly identified.

Proposer shall submit its Proposal in a sealed package addressed as provided in Section 1.3 of this RFP.

B. Authorized Representative

The Proposer Certification Form (Attachment A) shall be signed with ink as follows or the bid will be rejected.

- In the case of an individual Proposer, by the individual Proposer.
- In the case of a partnership, the name of the partnership must be listed, and the proposal shall be signed in the name of the partnership by at least one general partner. In addition, the names of all general and limited partners must be listed.
- In the case of a corporation, the corporate name shall be subscribed by the president or other managing officer and, under the signature of such officer, the name of the office such individual holds or the capacity in which he or she acts for the corporation.

3.3 PROCUREMENT PROCESS

A. Public Notice

Notice of the RFP has been advertised in the *Daily Journal of Commerce* and posted on Oregon Procurement Information Network (ORPIN). The RFP, including all addenda and attachments, are available by contacting Becca VandeWalle, Cornerstone Management, Inc, at beccav@cornerstonemgi.com or downloading the documents from ORPIN.

B. Questions / Requests for Clarification

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email, mailed or hand-delivered in writing
- Reference the RFP name
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule of Events in Section 1.2 above.

Inquiries requiring clarification or modification from the District will be sent to all Proposers in the Form of an addendum to this RFP and posted to ORPIN.

C. Pre-Proposal Conference

A mandatory pre-proposal conference has been scheduled as noted in Section 1.2 of this RFP.

D. Solicitation Protests

Prospective Proposers may submit a written protest of anything contained in this RFP, including but not limited to, the RFP process, Specifications, Scope of Work, and the Terms and Conditions of the proposed Contract/Price Agreement. This is a prospective Proposer's only opportunity to protest the provisions of the RFP, except for protests of Addenda or the Terms and Conditions of the proposed Contract/Price Agreement, as provided below.

Protests to Addenda: A Prospective Proposer may submit a written protest of anything contained in the respective Addendum. Protests of matters not added or modified by the respective Addendum will not be considered.

Protests must:

- Be delivered to the SPC via email or hard copy.
- Reference the RFP name.
- Identify prospective Proposer's name and contact information.
- Be sent by an authorized representative.
- State the reason for the protest, including: the grounds that demonstrate how the Procurement Process is contrary to law, unnecessarily restrictive, legally flawed, or improperly specifies a brand name; and evidence or documentation that supports the grounds on which the protest is based.
- State the proposed changes to the RFP provisions or other relief sought.
- Protests to the RFP must be received by the due date and time identified in the Schedule of Events in Section 1.2 above.
- Protests to Addenda must be received by the due date identified in the respective

Addendum.

The District will respond timely to all protests submitted by the due date and time listed per the Schedule in Section 1.2. Protests that are not received timely or do not include the required information will not be considered.

E. Proposal Submission Options

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements. The District is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. A Proposal submitted by any means not authorized will be rejected.

The Proposal may be hand-delivered, or submitted through the mail or via parcel carrier, and must be clearly labeled as provided in Section 1.3 and submitted in a sealed envelope, package or box.

Proposals will be accepted during the District's normal Monday-Friday business hours of 8:00 am to 4:00 pm Pacific Time, except during District holidays and other times when the District office is closed.

F. Proposal Modification or Withdrawal

Any Proposer who wishes to make modifications to a Proposal already received by the District shall deliver its modification prior to closing and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing. The Proposer shall submit a written notice signed by an authorized representative of its intent to withdraw its Proposal. The notice must include the RFP name and be submitted to the SPC.

G. Proposal Due

The Proposal and all required submittal items, as well as any modification or withdrawal of a Proposal, must be received by the SPC on or before Closing. Original or modified Proposals received after Closing are considered late and non-responsive, and will be returned unopened or destroyed.

H. Proposal Rejection

The District may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal in ink.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with other District employees or officials other than the SPC or those the SPC authorizes.
- Proposer attempts to inappropriately influence a member of the Evaluation Committee.

I. Opening of Proposal

Proposals will be publicly opened immediately following the Closing, and the names of all Proposers will be disclosed at that time. However, Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued.

3.4 PROPOSAL CONTENT REQUIREMENTS

A. Proposal Content

Proposers must respond to the following request for information, and in the order listed. The Proposal must be separated with section dividers [TAB] as noted follows:

1. COVER LETTER:
Include cover letter expressing the firm's interest and understanding of the District's request for proposal. The letter should name all of the persons authorized to make representations for the Proposer and be signed by an authorized representative. In addition, please provide the following:
2. PROPOSAL CERTIFICATION FORM (Attachment A):
Include signature of authorized representative. A proposal certification shall bind the Proposer to perform the services for the fees stated in their proposal and to complete the project within the scheduled dates proposed. Failure to submit a signed proposal certification form will result in disqualification of the proposing firm.
3. TAB 1 – FIRM BACKGROUND:
Please provide the following:
 - a. Construction Contractors Board License Number
 - b. Brief history of your firm
 - c. Current bonding capacity
 - d. General description of your safety program and drug and alcohol program
 - e. Description of process you use to ensure workers and subcontractors on the worksite have background security clearances
 - f. Most recent worker's compensation insurance experience modifier
4. TAB 2 – PROJECT APPROACH
Provide your strategic project approach summary: discussion of your firm's approach to the specific conditions of the proposed projects, the successful CM/GC services based on prior experience. Describe your firm's approach for assisting the Project Team control scope, budget and schedule. Describe any value-added services your firm will provide. The District is committed to providing opportunities for local contractors. Describe in detail how you would provide outreach to keep local contractors informed of bidding opportunities.
5. TAB 3 – COST:
As described in Attachment B
6. TAB 4 – EXPERIENCE ON EDUCATIONAL PROJECTS
Describe the relevant experience the CM/GC firm has as it relates to the planning, design, and construction of educational facilities. What other projects of similar size and complexity have the key individuals proposed completed.

Provide a listing, in chronological order and in chart format, recently completed projects that are similar in size and scope executed by the key individuals proposed for these projects. Information should include the following:

- a. Name of Owner, contact person, and current phone number.
- b. The architect of record, contact person, and current phone number.
- c. Brief description and location of the project and role in the project
- d. Completion date

- e. Final contract amount.
- f. Project related claims going to litigation/arbitration

Provide ten (10) professional references from the listed projects, including the project name, the name of the design team members for whom this reference is relevant, a contact name and phone number. At least two (2) of these references must be subcontractors. At least two (2) of these references must be owners. Every key project team member must be represented in at least two (2) of the provided references.

7. TAB 5 – SCHEDULING/ EXPEDITING:

Describe how you will ensure the project schedule will be met, and identify key challenges, specific to these projects. Discuss any opportunities you see for expediting the work. Identify any incentive you feel would be required to realize this expedited schedule.

8. TAB 6 – KEY INDIVIDUAL EXPERIENCE:

List the key individuals who will make up the team for this work, identify their roles, and describe their relevant qualifications and experiences with the CM/GC or negotiated or cost plus fixed fee projects. This information is required in addition to any detailed resumes the proposer submits. The contract will require that the CM/GC commit these individuals to the project for its duration.

9. TAB 7 – HISTORY OF CLAIMS:

List all Liens/Claims that have been placed on projects completed in the last five [5] years. Include date the Lien/Claim notification was received and date each was resolved. Provide background information related to why these occurred and how they were resolved, including who paid to clear the Lien/Claim. Describe the process your firm will apply to ensure that Lien/Claims will not occur on District projects.

B. Public Record/Confidential or Proprietary Information

All Proposals are public records and are subject to public inspection after the District issues the Notice of the Intent to Award. If a Proposer believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505), Proposer shall complete and submit an Affidavit of Trade Secrets (Attachment G) and a fully redacted version of its Proposal. [See section 3.2.A above.]

3.5 EVALUATION PROCESS

A. Responsiveness and Responsibility Determination

Proposals will be reviewed for Responsiveness to all RFP requirements, including timely submission, compliance with Minimum Requirements and Proposal Content Requirements. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive Proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, the District may waive mistakes in accordance with OAR 137-047-0470.

At any time prior to award, the District may reject a Proposer found to be not Responsible.

B. Evaluation Criteria

Proposals meeting Proposal Content Requirements will be evaluated by an Evaluation Committee using criteria and priorities as defined by the District. The Evaluation Committee will determine which Proposal or Proposals taken as a whole, and in the District sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below.

The SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

	EVALUATION CRITERIA	Points
1	Firm Background	10
2	Project Approach	20
3	Project Support – Pre-Construction Phase Services	15
4	K-12 Experience on Occupied Sites	15
5	Scheduling / Expediting Approach	10
6	Key Individual Experience / Team Availability	15
7	History of Claims	5
8	Cost Proposal	10
	TOTAL	100

C. Selection Process

The Evaluation Committee may invite the recommended finalist or finalists for an interview based solely upon its evaluation of the proposals and the evaluation criteria. If the Committee elects to interview finalists, the final recommendation will be based on the majority opinion of the interview panel. The Evaluation Committee at its sole discretion may forego the interview process.

After evaluation, and interviews if necessary, the Evaluation Committee will recommend one finalist to the District’s Board of Directors for consideration of award. The contract award will be entirely at the discretion of the District. The District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals and cancel this solicitation.

End of Section 3

SECTION 4 AWARD AND NEGOTIATION

4.1 AWARD NOTIFICATION PROCESS

A. Intent to Award Notice

The District, if it awards a contract, shall award to the highest ranking Responsible Proposer based upon the evaluation criteria described in Section 3. The District may award less than the full scope defined in this RFP. The District will notify all Proposers in writing of its intent to award a contract to the selected Proposer subject to successful negotiation of any negotiable provisions.

B. Protest of Notice of Intent to Award

An affected Proposer shall have seven (7) calendar days from the date of the intent to award notice to file a written protest and specify the grounds for the protest as set forth in ORS 279B.410(1).

Protests must be delivered to the SPC via email or hardcopy, reference the RFP name, identify the Proposer's name and contact information, be signed by an authorized representative, and specify the grounds for the protest. The District will address all timely submitted protests within a reasonable time and will issue a written decision to the respective Proposer.

4.2 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

A. Insurance

Prior to the execution of the Contract, the apparent successful Proposers shall secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFP or as otherwise negotiated.

B. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form. District will not make any payment until a properly completed W-9 form is received.

C. Contract Negotiation

After selection of a successful Proposer, the District will negotiate the statement of work, pricing, methods of payment, inclusive of additional services. If an agreement cannot be reached, the District may open negotiations with the next ranked Proposer.

By submitting a Proposal, the Proposer agrees to comply with the requirements of the RFP, including terms and conditions of the Sample Contract and General Conditions (Attachment D & E). Proposer shall review the attached Sample Contract and note exceptions. Unless Proposer notes exceptions in its Proposal, the District intends to enter into a Contract with the successful Proposer substantially in the form set forth in Sample Contract.

Pursuant to OAR 137-049-0640(3), at the District's discretion, terms that may be negotiated in the RFP consist of details of Contract performance, methods of construction, timing, assignment of risk in specified areas, fee, and other matters that could affect the cost or quality of the Work, as well as the specific scope of pre-construction services, the GC Work, any Early Work and other construction Work to be performed by the CM/GC.

In any case, the District reserves the right to negotiate with the highest-ranked Proposer regarding the:

- A. Statement of Work; and
- B. Cost for Pre-Construction Services, Bond, Liability Insurance and Fee

End of Section 4

SECTION 5 ADDITIONAL INFORMATION

5.1 GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Washington County for the State of Oregon.

5.2 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals submitted in response to this RFP become the property of the District. By submitting a Proposal in response to this RFP, Proposer grants the District a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

5.3 CANCELLATION OF RFP

Pursuant to ORS 279C.395, the District may reject any or all Proposals in whole or in part or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the District. The District is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

5.4 COST OF PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

5.5 CONTRACT

All specifications, terms and conditions contained in the Request for Proposal shall be incorporated by reference and made a part of a contract awarded to the successful bidder. A copy of the District's sample contract will be provided at the mandatory pre-proposal meeting.

End of Section 5

**ATTACHMENT A
PROPOSER CERTIFICATION SHEET**

The undersigned certifies that he/she has read, understands and agrees to abide by all terms and conditions of the Request for Proposal if awarded.

Acknowledgement of Addendum: None _____ 1. _____ 2. _____ 3. _____

Proposer further certifies as follows:

1. Proposal is FIRM for 60 days following the Closing.
2. All contents of the Proposal [including any other forms or documentation, if required under the RFP and this Proposal Certification Sheet], are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud or other dishonesty.
3. The Proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability or other non-job-related factors as per ORS chapter 659 and 42 U.S.C. 2000e.
4. The Proposer certifies that it has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts. Failure to do so shall be grounds for disqualification.
5. If awarded a contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated contract and statement of work.
6. If awarded a contract, the Proposer agrees to be bound by and will comply with the provisions of ORS 279C.840 or 40 U.S.C. 276a.
7. The Proposer certifies that all subcontractors performing construction work described in ORS 701.005(2) will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 to 701.055 before the subcontractors commence work under the contract;

Company Name [DBA]: _____

Legal Name: _____

Type of Organization [Circle One]: Sole Proprietor / Partnership / Corporation

If Corporation, State of Incorporation: _____

If Partnership, attach a list of the general and limited partners.

Continued on Next Page

Is the Proposer an Oregon Resident Bidder as provided in ORS 279A.120 [i.e., paid unemployment taxes or income taxes in Oregon during the 12 calendar months immediately preceding submission of the proposal, and has a business address in Oregon]?: YES_NO____

BY: _____ TITLE: _____
Signature

BY: _____ TITLE: _____
Print / Type Name

CONTACT PERSON:

Name: _____ Telephone: _____

Email: _____ Fax: _____

ATTACHMENT B
COST PROPOSAL REQUIREMENTS
St. Helens High School

- 1.0** Pre-Construction Phase / November 2020 thru June 2021
 - 1.1 Staff at 12 pre-construction meetings at SHSD
 - 1.2 Staff at 4 site investigations at St. Helens School
 - 1.3 Staff time and material to prepare 3 cost estimates / preliminary GMP's
 - 1.4 Staff time and material to prepare 3 project schedules
 - 1.5 Staff time and materials for the Bid / Award Phase
 - 1.6 Staff time and materials for Letters of Authorization (LOAs) preparation
 - 1.7 Total for 1.0

- 2.0** Construction Phase / June 2021 through June 2023
 - 2.1 Principal for 22 months (15 hours per month)
 - 2.2 Project Manager for 22 months (80 hours per month)
 - 2.3 Project Superintendent for 22 months (175 hours per month)
 - 2.4 Project Engineer for 22 months (175 hours per month)
 - 2.5 Total for 2.0

- 3.0** Hourly rates for additional services requested by SHSD or Cornerstone
 - 3.1 Principal
 - 3.2 Project Manager
 - 3.3 Project Superintendent
 - 3.4 Project Engineer

- 4.0** Percentage for Fee added to the cost of work

- 5.0** Percentage for Bond added to the cost of work

- 6.0** Percentage for Insurance added to the cost of work

**ATTACHMENT C
SCOPE OF WORK**

**CONSTRUCTION MANAGER / GENERAL CONTRACTOR [CM / GC]
*Building Construction / Site Improvements / Off-Site Improvements
St. Helens High School***

1. St. Helens School District is seeking Construction Manager/General Contractor [CM/GC] firm to coordinate and manage the building process as a member of a team with the Owner, Architect, Owner's Representative, and other project consultants. The CM/GC firm must be skilled in developing schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, monitoring and documenting costs, and coordinating and communicating the activities of the team through the design and construction phases to all team members. In addition, the CM/GC firm must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives. Finally, the CM/GC firm must be experienced in the construction of educational facilities.
2. The CM/GC firm will be required to use the project control documents developed by the District Owner's Representative and to complete bid awards within thirty (30) days of the bid date unless written approval is obtained from the owner. If advantageous to the project, bidding may be structured into multiple bid packages, which will be developed with the CM/GC firm, Soderstrom Architects and the Owner's Representative.
3. The CM/GC firm will provide, along with cost estimating, written constructability review of project documents during the preconstruction phase. These may include construction review of construction assemblies, materials, lead time, architectural details, schedule impacts, sequencing and site limitations and will be completed as described on Attachment B.
4. The CM/GC firm may be requested to provide additional services/scopes of work identified by the District prior to the start of the construction period.
5. **PROJECT**
Building Construction / Site and Off -Site Improvements at St. Helens High School.
Current budget for Bid Day or Bid Days is approximately \$44,700,000.

Building Construction / Site and Off-Site Improvements

ESTIMATED PROJECT SCHEDULE	Start	Finish
Pre-Construction Phase	11/01/20	6/11/21
Construction Documents	9/11/20	7/2/21
Permit Submittal	6/1/21	8/13/21
Demo / Grading Construction	TBD	TBD
Bid/Award		
Building / Site Construction Bid/Award	TBD	TBD
Construction Period	6/14/21	6/21/23
Substantial Completion / Building	-	6/21/23

ATTACHMENT F
St. Helens School District: Insurance Requirements

During the term of this contract, Contractor shall maintain in force, at its own expense, each insurance checked below.

TYPE OF INSURANCE	EXPLANATION OF REQUIREMENTS
<p>WORKERS' COMPENSATION, in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their employees.</p> <p>Check One:</p> <p><input checked="" type="checkbox"/> REQUIRED (Contractor has one or more employees) <input type="checkbox"/> NOT REQUIRED (Contractor has no employees)</p>	<p><i>Proof of this insurance must be provided before work begins. Coverage is required only if the Contractor has one or more employees.</i></p>
<p>PROFESSIONAL LIABILITY insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 for each claim, incident, or occurrence.</p> <p>Check One:</p> <p><input checked="" type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED</p>	<p>This is to cover damages caused by error, omission or negligent acts related to the services to be provided under this contract.</p> <p>This coverage is required when there is a chance the Contractor's work could do harm and someone might have reason to blame the school or location that retained the Contractor. Examples include: architect, athletic official, child or health care provider, engineer, investigator, legal advisor, and accountant.</p> <p>This coverage is not required when the Contractor's activity or advice holds almost no risk of damaging property or harming employees, visitors, families, or others. Examples include author, lecturer, staff trainer, interpreter, photographer, and musician.</p>
<p>GENERAL LIABILITY insurance with a combined single limit of not less than \$1,000,000 for each occurrence for bodily injury and property damage; \$2,000,000 aggregate.</p> <p>Check One:</p> <p><input checked="" type="checkbox"/> REQUIRED <input type="checkbox"/> NOT REQUIRED</p>	<p>This insurance is required unless its deletion is approved by Risk Management. Insurance shall include contractual liability coverage for the indemnity provided under this contract and provide that St. Helens School District and its schools, locations, agents, volunteers, representatives, and employees are Additional Insured, but only with respect to the Contractor's services to be provided under this contract.</p>
<p>AUTOMOBILE LIABILITY insurance with a combined single limit, or the equivalent, of not less than (check one):</p> <p>Check One:</p> <p><input type="checkbox"/> Oregon Financial Responsibility Law ORS 806.060 (\$10,000 property damage, \$50,000 bodily injury, \$25,000 personal injury).</p> <p><input checked="" type="checkbox"/> 1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired or non-owned vehicles, as applicable.</p>	<p>Automobile liability coverage is required of a Contractor when it, its subcontractor, or the employees of either will operate, maintain, load, or unload vehicles as part of the contract work.</p> <p>The amount of coverage depends on the severity of what could go wrong. For instance, a Contractor transporting students or staff is at a much greater risk than a Contractor driving his or her vehicle from one meeting site to another without passengers.</p>

Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days prior written notice from the Contractor or its insurer(s) to the St. Helens School District. Certificate of Insurance. Prior to commencing work, the Contractor shall provide a Certificate evidencing the insurance required by this contract and naming St. Helens School District as an additional insured. The Certificate shall state that coverage afforded the District as an additional insured shall apply as primary and not excess to any insurance issued the District, provide a Cross Liability Clause, and state that the Contractor is responsible for payment of all insurance deductibles on the above-described policies.

EXHIBIT A

Proposer identifies the following information as exempt from public disclosure:

