

## 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; eight (8) 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.