



Ontario School District
195 SW Third Avenue
Ontario, OR 97914
Ph: 541.889.5374 • Fax: 541.889.8553
www.ontario.k12.or.us

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Ontario School District 8C RFP Number 2010-1 Questions and Answers

Date: 9/29/10

District responses will be noted with blue italic text.

1. Does the Pre-Proposal Conference include tours of the subject buildings? If not, how and when may proponents view the facilities?
 - a. *Yes, tours of the building will occur at the Pre-Proposal Conference.*
2. RE: 1.4, Par.4. Is the High School addition intended to be physically attached to an existing building, or can a stand-alone solution be considered?
 - a. *Currently the addition has been discussed as an attachment to the existing building, however the district will be looking to the design team to provide input on how to best serve the schools needs, which may require a stand-alone building.*
3. RE: 2.1.1, Par. 2. "Evaluation of technical proposals as outlined in Section 4.3 shall contribute to the page count..." Does this mean that all proponent "information", except that specifically excluded from the page count, that is needed for the Ontario School District to evaluate the technical proposals relative to "resources", "design", "project approach, etc." must be contained within the 10 pages specified? Or is some type of evaluation form required?
 - a. *Yes, this is correct. All items outlined within section 4.3, with the exception of the Compensation Schedule/Price Proposal and Reference Checks will need to be included within the 10 pages, however please note, support documentation, including brochures, project photos, resumes etc. can be included within the appendix documents.*
4. RE: 4.3, Par.10. "The committee member may attempt to contact two "sources" for each reference given..." Can or should a second contact person be listed for each reference on Pages 1 and 2 of the Proposal Cover Sheet?
 - a. *Yes, please provide 2 contacts for each reference.*

5. Refer to Section 2.4 – Price Proposal Requirements. - Is the General Budget for the Design Phase Activities (2-pages) intended to include an hourly line item and rate for each member of the Design Team for each anticipated phase of service for the individual projects? For Example, there would be three phases – Design, Construction Documents, and Bidding. Potentially (2-4) members of each design discipline (Architect, Mechanical, Electrical, Structural, Civil, Interiors) and three separate projects. The two page minimum appears to be restrictive to include all of that information.
 - a. *Please reference modifications to the RFP outlined within Addendum # 1*

6. Refer to Section 2.1.1, second paragraph. It states, “Evaluation of technical proposals as outlined in Section 4.3 shall contribute to the page count with the exception of the price proposal and reference checks. Is the “Price Proposal” (Section 2.4) exception as referenced above excluded from the page count and the 4.3 “Compensation Schedule” to be included? However, provided in a separate envelope?
 - a. *The Price Proposal and Compensation Schedule is the same thing. Please reference the modifications via addendum # 1 for further clarification.*

7. 2.1.1 Proposal Cover Sheet. The Attachment A – Proposal Cover Sheet, which is (4) pages long, is not part of the (10) pages?
 - a. *Correct, the Proposal Cover Sheet is not a part of the 10 pages.*

8. 2.1.1 Proposal Cover Sheet and 4.3 Evaluation of Technical Proposal. The (10) pages will include “Resources, Design, Project Approach, Compensation Schedule” (last two sentences only with the actual compensation schedule, first sentence, in a sealed envelope)
 - a. *The price proposal “compensation schedule” will not be a part of the 10 pages, this will be submitted as a separate proposal, to be submitted in a separate, “Sealed” Envelop.*

9. 4.3 Evaluation. The Reference Checks are to be listed on the Cover Sheet and are not part of the (10) pages?
 - a. *Correct. They are to be listed on the cover sheet, and NOT a part of the 10 pages.*

- 10.2.4 Price Proposal Requirements. We are being asked to provide a “general budget.” It is to be an outline of our services and hours. Is that the extent of the requirement or are we to apply our hourly rates to arrive at and submit a total fee for each project?
 - a. *Reference Addendum # 1 and Attachment D*

11. When will the decision for LEED Certification be made? This makes a difference in our time involved in the design and post construction.

a. The district is very interested in integrating sustainable design within their buildings. They will be looking for input from the design team on how or if certification should be pursued. Regardless of LEED Certification, you should anticipate that the district will be looking to integrate sustainable design practices into the new buildings.

12. Financial statements contain detailed information that we prefer not to share in the "public information" format of a proposal. Does the information need to be presented on the letterhead of our CPA firm? Please clarify exactly what information the District needs to satisfy the requirements of this section.

a. Section 3.8 of this RFP discusses provisions where a proposer can request certain information not be shared with the public and kept "secret". Usually the information is considered a trade secret and the document or information will need to be marked with a note letting the district know that the information should not be made public. A competitor could use negative financial information from a company to possibly garner more work or at least cast a shadow on the financial decision making of another company. Therefore, we feel that this would fall under the trade secret provision. The District wants to see financial statements, preferably from a CPA on letterhead. If this is a concern for any companies they need to indicate on their proposals that the information is a trade secret pursuant to ORS 192.501(2)

13. Section 2.1.3 Financial Statement is requesting submission of generated financial statements for the most recent period. Please define "most recent period."

a. The district would like to see at least the last three years.