



Newberg School District 29J
Request For Proposal
Construction Project Management/Owner Representative

Section 1
Instructions to Proposers

A. Announcement of Request for Proposals

The Board of Directors of Newberg School District 29J will receive sealed proposals at the District Office, 714 E 6th Street, Newberg, OR 97132, until **2:00pm October 18, 2011** for Project Management and Owner's Representative Services involved with the planning, construction and equipping of various capitol projects costing approximately \$16 million. All proposals shall be opened promptly at 2:00pm and the name of proposers shall be read aloud.

The district expects the Project Manager/Owner's Representative to develop and maintain a cooperative team approach with all parties involved throughout the pre-construction and construction processes.

Solicitation documents are available at Newberg School District 29J District Office, 714 E 6th Street, Newberg, OR 97132 and on the web at www.newberg.k12.or.us/rfps .

B. Format and Proposal and/or Bid

Important Notice: Pursuant to ORS 279A.060 and 279A.075 the Board of Directors has adopted its own Local Public Contract Rules ("District Rules"). The District Rules generally incorporate the Attorney General's Model Public Contract Rules but does not apply to the rules is OAR Chapter 137 Division 48 (Consultant Selection: Architectural, Engineering, Land Surveying and related Services), except when required by ORS 279C.110(2). This contract is not required to comply with Division 48, and so will be solicited pursuant to ORS 279B.060 and OAR 137-047-0260.

Proposers shall provide six (6) copies of their proposal and all attachments. One must be designated "original" and contain all required signatures. All proposals shall be sealed in an opaque envelope or package and addressed as follows:

Newberg School District 29J
Business Office
RE: RFP for Project Management/Owner Representative
714 E 6th Street
Newberg, OR 97132

In addition the name and address of the proposer and the title of the proposal, IDENTICAL IN WORDING to that appearing on the cover for these specifications MUST appear on the outside of said envelope, (i.e. REQUEST FOR PROPOSAL: Construction Project Management/Owner Representative)

There will be a **mandatory pre-proposal conference** to be conducted at the District Office on **October 6, 2011 at 1:00pm**, Pacific Time.

The Newberg School District Business Office must receive all proposals no later than the date and time specified on this proposal. The District will not be responsible for proposals delivered by Provider, Postal Department or any other means to any location other than the Business Office.

The proposal sheet of these specifications shall be signed with ink or indelible pencil as follows:

- 1) In the case of an individual proposer, by such individual proposer.
- 2) In the case of a partnership, the name of the partnership must appear on such proposal and it shall be signed in the name of such partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in such proposal.
- 3) In the case of a corporation, the corporate name shall be subscribed by the president or other managing officer and there shall be set forth under the signature of such officer the name of the office he holds or the capacity in which he acts for such corporation.

Electronically transmitted proposals will not be accepted unless the original documents, together with all necessary signatures including a bond or other required documents are received in the Business Department within 48 hours of the actual scheduled opening.

Proposal Security is not required.

C. Prohibition of Alterations

Proposals that are incomplete or conditioned, or that contain any erasures, alterations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, or that are not in conformity with the law may be rejected.

D. Addenda

- a. If it becomes necessary to modify, revise or clarify a part of this RFP, written addenda will be provided to all Proposers who completed a vendor registration form. Statements made by the District official or representatives at the Pre-Proposal Conference or otherwise are not binding on the District unless confirmed by written addendum.
- b. Proposers shall acknowledge receipt of all addenda. All addenda issued during the RFP period are incorporated in to the Contract resulting from this RFP by this reference.

E. Protest or Request for Clarification of Specifications

Any protest or request for clarification of a specification or provision of this request for proposals must be in writing. A request for change or protest must contain a detailed statement of the legal and/or factual ground for the request or protest, a description of the resulting prejudice to the prospective proposer, and a statement of the relief or change requested. All protests or request must be received at the District Office of Newberg School District 29J, as indicated on the

proposal's cover by 1:00pm, four (4) business days prior to the official opening. All protests or requests received prior to this deadline will be reviewed and acknowledged. All such protests or request for clarification should be directed to Nathan Roedel, Director of Finance and Operations.

The Evaluation and Selection Committee will review any protest or request for clarification. If the committee concurs with the protest or request, it will modify the Request for Proposal by issuance of a written Addendum. If the committee disagrees with the protest or request, it will deny the protest or request in writing mailed to the person who filed the protest or request.

Written addenda will be issued by first class mail.

A protest of award is precluded on any issue that could have been, but was not, raised as a protest or request for clarification of a specification or provision of this Request for Proposals pursuant to this section.

F. Requirements of Proposers

The District's Project Manager/Owner's Representative must meet the following minimum requirements:

1. Have recent experience as a project manager/owner representative; including a current and past client list with contact names, email addresses and phone numbers.
2. Have knowledge and experience in local building code requirements, permit application process and fee structure.
3. Be knowledgeable of, and experienced with, Oregon laws concerning construction solicitation requirements and the State of Oregon Bureau of Labor and Industries (BOLI) requirements for public contracts.
4. Have a reputation for professional competence by leading contractors, architects and other municipalities through a successful project. Include at least three (3) recent references with names, email addresses, and current phone numbers.
5. Be knowledgeable and experienced in working with specialists in capital improvements; (e.g. construction contractor, mechanical engineers, civil engineers, environmental specialists and other applicable construction specialists.)
6. Exceptional inter-personal skills. Provide examples used to communicate with owner, architect, construction boss and other various contractors.
7. Provide examples of your company portraying willingness to stand behind and make good its recommendation(s) to the owner.
8. Have experience as a construction project manager/owner representative with other school districts. Include in the proposal the school district with which you have recently worked.
9. Have experience participating in meetings as a spokesperson of the owner, architect and miscellaneous stakeholders.
10. Include in the proposal a certification that the proposer has not discriminated and will not discriminate in violation of ORS 279A.110 against any minority, women or emerging small business enterprise certified under ORS 200.055 in obtaining any required subcontract.
11. Have the means and ability to organize and communicate information in a timely manner to the owner or other designated stakeholders.

12. Have the ability to maintain an accurate and orderly file and record-keeping method that will be duplicated and/or turned over to the district upon completion.

G. Duration of Proposals

1. A proposal may be withdrawn until the date and time set for opening. A proposal is a firm offer and is irrevocable, valid and binding on the proposer for not less than sixty days following closing.
2. An award of the contract to any proposer shall not constitute a refection of any other proposal.

H. Contractual Terms and Conditions.

The successful proposer will be expected to execute and comply with the district's Personal Services Contract, attached as Exhibit A and incorporated by reference herein. Any proposed changes in the language, construction or requirements of the Contract must be raised and resolved as part of the proposal process.

I. Interpretation of Specifications

All questions relating to this RFP should be addressed to the Business Office, 503-554-5010. No officer or employee of Newberg School District 29J has any authority to place any interpretation, either verbal or written, upon these foregoing or annexed specifications. All modifications and interpretation will be issued solely as written addenda.

The Evaluation Committee in evaluating the written proposals will not consider any verbal information that is not presented in the providers' proposal.

Any attempt by proposer or representative to bribe, in any manner, anyone employed by Newberg School District 29J may cause the proposer to be debarred from any further contracts or sales to Newberg School District 29J.

J. Acceptance of Conditions

Each proposer, by the submission of a proposal, assents to the terms and conditions set forth in this request for proposals and agrees to be bound thereby.

K. Evaluation Process

The Evaluation Committee may consist of:

- Board Member(s)
- Superintendent
- Director of Finance and Operations
- Physical Plant Supervisor(s)
- Communications Supervisor
- District Selected Architectural Firm Representative
- Other District Employees as assigned

The role of the Evaluation Committee shall include a complete review of all documents submitted and conferring with selected clients of the proposers. The District School Board will make the final decision on hiring a Project Manager/Owner Representative.

The criteria to be used to identify the proposal that best meets the public contracting needs of the District may include, but is not limited to:

1. Cost of Service/Fee Proposal – 20 Points
2. Quality of written proposal (RFP) – 10 points
3. Experience in school design and construction projects – 10 points
4. Service, may include adequate personnel and/or reputation of proposer – 5 points
5. Staff experience with school design, construction and representation – 10 points
6. Reliability and satisfaction of performance, based on references – 10 points
7. Management ability, planning ability and philosophy – 10 points
8. Communication skills, public and in committee work (written/verbal) – 10 points
9. Interview (to be scheduled at the discretion of the District) – 15 points

If a contract is awarded, the District shall award the contract to the responsible proposer whose proposal the district determines in writing to be the most advantageous to the District based upon the evaluation process and the evaluation factors listed above.

In those cases where it is felt that a clearer understanding of the proposal is in order the District reserves the right to make contact with the proposer.

The District is seeking to award the contract in total to one provider. A statement of the firm's fee structure that will be used for the projects is required. The RFP proposal submitted becomes a part of the contract document.

The selected firm will be required to submit a detailed fee proposal and identify the time by project and activity for each billing issued for the District's internal cost accounting use.

L Disclosure of Interest/Public Record

No employee or elected official of the District may own more than 5% of a business that is submitting a proposal on any awards with the District unless it is fully disclosed in the proposal documents.

Pursuant to ORS 279B.060(6)(a), proposals shall not be available for public inspection until after the evaluation process is completed. Said files, including the evaluation report, will then be available for public review. If any item is deemed to be confidential and not desired for public release, mark it confidential and highlight each page.

M. Reservations

The Board of Directors of Newberg School District 29J herein expressly reserves the following rights:

1. To reject all proposals
2. To reject for good cause any or all proposals in accordance with ORS 279B.110.
3. To reject proposals that it determines to be non-responsive or submitted by a non-responsible proposer as defined in ORS 279B.110.
4. To waive any irregularities or minor informalities in the proposals submitted.
5. In the event only one proposal is received, the option of returning the proposal unopened.
6. To cancel this procurement in accordance with ORS 279B.100.

N. Proposal Submission

Proposers shall prepare their proposals using the following format:

Letter of Transmittal – this letter will summarize in a brief and concise manner the Scope of work. The letter should name all of the persons authorized to make representation for the proposer and include references as required.

Statement of Organization profile and Qualifications – This statement should describe the proposer, including organizational structure, size, range of activities, pertinent past experience and qualifications, etc. Identify the primary individuals responsible for performing the work, including but not limited to the main project manager or specialist per project and include resumes and references as required.

Statement of Work – This section should explain the Scope of Work as understood by the proposer and detail the approach, activities and work to be delivered by proposer per project.

Additional Information – Any additional information that the proposer considers pertinent for consideration should be included in this separate section. This may include printed brochures and other material describing proposer or other operations of proposer as well as material responding to criteria specifications set forth in this request for proposal document.

O. Background Checks

All proposers are hereby advised and through submission of a proposal agree to release the District to solicit and secure background information based upon the information including references provided. Fully descriptive and complete information should therefore be provided to assist in this process and ensure the appropriate impact.

P. Economy of Preparation

Proposals should not exceed twenty (20) pages, 12 point font, be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the Request for Proposals. Special bindings, colored displays, promotional

materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Any pages beyond the 20 maximum pages shall be rejected.

Q. Protest of Award

An adversely affected proposer may submit a written protest of the District's Notice of Intent to Award. Such protests must be received no later than seven (7) days after issuance of the Notice of Intent to Award at the Newberg School District Office, as directed on the proposal's cover. Late protests will not be considered. Protests will be directed to Nathan Roedel, Director of Finance and Operations, located at the District Office.

A protest must contain a detailed statement that (a) the Proposer is eligible for award of the contract; (b) all higher-ranked proposers ineligible for award of the Contract because their Proposal were nonresponsive; (c) the District has failed to conduct the evaluation of Proposals in accordance with the criteria or processes described in this RFP; (d) the District has abused its discretion in rejecting the protesting Proposer(s) Proposal as nonresponsive; or (e) the District's evaluation of the Proposals or its subsequent determination of award is otherwise in violation of ORS 279A. or 279B or the District's Public Contracting Rules. Protests that could have been addressed by protesting or requesting a clarification of a specification or provision in the Request for Proposals will be rejected.

Section 2:

Specifications and Description of Work

A. Introduction to the Newberg School District.

1. Background District Information

The Newberg School District Newberg is located approximately 25 miles southwest of Portland, Oregon on US Highway 99W on the northeast side of Yamhill County.

Area of District:	84 Square Miles
Population:	25,150 (Combined Newberg and Dundee Estimate)
Current General Fund Budget:	\$41,155,287
Student Enrollment:	5,040
Number of Employees:	491 (approximate)
Locations:	6 Elementary Schools 2 Middle Schools 1 High School 1 Alternative Education Center 1 Physical Plant Services 1 District Office

2. Required Services

The District is seeking professional construction project management/owner representative services to assist staff in managing, planning, designing and construction of district projects identified as Exhibit B.

3. The Proposal

To provide the District with the information necessary to select the most qualified firm for the projects(s) as described in the attached information. Request for Proposals (RFP) are being solicited from qualified firms interested in providing services for the above required construction projects. The RFP format outlines the information that must be submitted by October 18, 2011.

4. Examination of Plans, Site Conditions, Etc.

It is understood that the Provider, before submitting a proposal, has made a careful examination of the specifications and character of services required, has made a careful examination of those locations he/she feels are critical to his/her proposal. The District will in no case be responsible for any loss for any unanticipated costs that may be suffered by the Proposer as a result of the

Proposer's failure to fully inform themselves in regard to all conditions pertaining to the completion of the Contract.

Letter of Introduction:

Prior to visiting any of the above sites, the Construction Project Manager representative must secure a Letter of Introduction from the District to present at any site and don a district provided identification badge.

5. District Information Contact: Business Office, (503) 554-5010

All contacts and questions regarding this Request For Proposal should be directed to the District Business Office at (503) 554-5010.

All questions and clarification requests when warranted will be answered in writing and sent to all those having specifications in the form of addenda.

B. DESCRIPTION OF THE PROJECT

1. Purpose

The purpose of the project is to provide the District construction program management services for facility upgrades, new construction, reroof projects, track and field renovation, HVAC upgrades, etc. (See Exhibit B)

Specifications

The District encourages construction project managers/owner representative to identify and describe progressive improvements in services and techniques that would reduce costs and/ or increase revenues while keeping in mind the overall objective of simplicity. We wish to receive suggestions that can be incorporated into the contract to be awarded. The District is approaching this Request for Proposals process with flexibility to make changes that are administratively sound and cost effective to both parties. Your assistance and participation is appreciated.

2. Management of the Project:

The Director of Finance and Operations will manage the overall project. Directly responsible for program development will be the District's Construction Project Manager with the additional support from the District Leadership Team members.

The District has a participatory style of central management, and therefore, the construction project management firm can expect to be in contact with central management before presenting information to the Board (if required).

3. Project Involved

The District has passed a \$27.1 million bond measure; and therefore wishes to select a construction project manager/owner representative to participate in the development of the construction projects. Proposer must show sufficient staff to complete the desired work during the

next twenty-four months. Construction projects will be constructed primarily during the summer dismissal period.

C. SCOPE OF SERVICES REQUIRED

The program management firm/ individual will provide management services for all the identified projects. The firm will represent and promote the District's interest throughout all phases of the work. The District expects that the firm will develop and maintain a cooperative team approach with all other parties involved throughout the design and construction process. Professional services to include, but not be limited to:

Services Required By Phase

1. Pre-Design Phase

- a. Develop an overall management plan for the program to include a master schedule, contracting strategy, and other program issues.
- b. Review programs and budgets and prepare projects cost budgets. Perform project financial management to maximize value within available project funding through all phases of the program.
- c. Develop a project reporting and communication system to include progress, schedule, and financial status to be distributed throughout all phases of the project.
- d. Develop procedures for administration of the program.
- e. Develop a documentation system for the program.
- f. Develop and negotiate contracts on the District's behalf subject to the District's approval.
- g. Investigate and recommend a schedule for purchase by owner of all materials and equipment and coordinate the schedule with the preparation of contract documents by the architect. Expedite and coordinate delivery of these purchases.
- h. Assist owner in preparing criteria for bidding and develop a pre-qualified list of bidders. Conduct pre-bid conferences.

2. Design Phase

- a. Review and recommend the payment of all consultant billings.
- b. Review design team cost estimates for each phase of the design process. Coordinate value analysis efforts.
- c. Monitor the design process with a detailed schedule of responsibilities and critical dates.
- d. Assist District Staff and architect in finalizing capital improvement projects in existing buildings.

- e. Work with the district and the architect in the development of the contract specifications.
- f. Coordinate as needed with district staff, architect, committees, Energy Trust of Oregon, and other identified groups.

3. Bidding and Award of Construction Contract Phase

- a. Consult with the District and the design team regarding bid preparation, bidding strategy and evaluation of bids.
- b. Issue notice of award and notice to proceed to the contractor(s).

4. Construction Phase

- a. Assume overall responsibility for the administration of the construction contracts, quality assurance, and special inspection requirements. Prepare construction procedures, conduct periodic site progress meetings, and coordinate all inspecting and testing. Maintain a construction schedule and monitor.
- b. Monitor quality control, cash flow, and costs throughout the construction period; prepare and evaluate change orders; review contractors' progress for payment; monitor and administer construction contract for compliance.
- c. Prepare and coordinate preparation of periodic progress and financial information reports required by the school district; periodically brief the school district staff on progress.
- d. Conduct construction contracts closeout activities and advise the District on occupancy.
- e. Help formulate action plans for resolution of construction problems or conflicts.
- f. Coordinate projects with building representatives and district maintenance staff and assure compliance with all EPA, OR-OSHA, Davis-Bacon, and DEQ requirements for projects. Also, review and approve certified payroll records in compliance with BOLI requirements.

5. Other Services

- a. Present or assist in presentation of project(s) to appropriate boards and commissions, agencies, and public hearings as required.
- b. Assist the District in coordination, research, report preparation, and other tasks required for project execution.
- c. Assist the District in communicating with the staff, community, and news media so as to enhance understanding and support for the program.

- d. Maintain orderly files for 1) correspondence, 2) reports of job conferences, 3) all contract documents including all addenda change orders and supplementary drawings issued.
- e. Schedule and conduct regular progress meetings at which contractors architect and district representative can discuss progress.
- f. Coordination of other support services, including but not limited to soils investigation services.

Communication support to include:

- a. Participation in the design and construction team meetings as required assuring proper implementation of the design and/ or repairs.
- b. Attendance at District Board or community meetings as requested.
- c. Informing designated District staff and consultants of progress on a regularly established schedule.
- d. Coordination of the *site* development activities.
- e. Staff representative for a weekly meeting, or other agreed upon frequency, with the architect, mechanical engineer, electrical engineer and District staff throughout the course of the project.

NOTE: Additional duties and responsibilities normally associated with a construction project manager position may have been omitted and found to be required by the District at a later time.

D. DISTRICT PROVIDED SERVICES

Project support to be provided by the School District.

1. Coordination with the School Board as needed.
2. Staff representative(s) for a weekly meeting with the project team throughout the course of the project.
3. Facilities Manager to assist in coordination of various construction projects on school site.

The District desires to enter into a contract with the construction project management firm, based on a fixed fee, fixed percentage of project, or actual professional and nonprofessional time plus expenses with a total maximum cost cap. Proposers are requested to submit fee proposals based on the entire list of projects proposed and the District will make the final selection based in part on the fee proposal.

E. QUALIFICATIONS OF THE CONSTRUCTION PROGRAM MANAGEMENT FIRM

1. The project management firm proposal should outline and describe the firm's professional experience in the following areas and provide reference names, email addresses and telephone numbers if applicable:

- a. Capital improvement and new construction of educational facilities
- b. Public communications
- c. Construction documents
- d. Construction observation
- e. Cost containment
- f. Roof replacements
- g. HVAC experience
- h. Qualified School Construction Bond (QSCB) experience

2. Program management firm experience

The program management proposal should include:

- a. Brief history of the firm.
- b. A description of the firm's insurance coverage, including the limits per occurrence and aggregate for professional liability and errors & omissions policies.
- c. Biographical information on principals and key members.
- d. Information on types and sizes of projects recently completed.
- e. Client, contractor, and business reference.
- f. Support technology capabilities.
- g. A summary indication of projected workload during the time period of these projects.
- h. Experience working with the Cities of Newberg and Dundee Building and Planning Department.

NOTE: Please be as brief as possible, yet concise. See Section 1F - Requirements of Proposers

3. Specific Individual Experience

The proposal should outline and describe the qualifications of the individual; firm member(s) who is (are) proposed to be designated as the "project manager(s)" for the District.

- a. Describe in detail the project manager's experience in completing school projects.
- b. Identify and describe how the project manager will function as a member of the planning team:

The undersigned hereby proposes to furnish, within the time specified, the several items here before listed to be delivered in accordance with the foregoing specifications hereto attached, for the amount set opposite each item.

Proposer's Employer Federal Identification Number: _____

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT:

By submitting this proposal, the undersigned certifies conformance to the applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities.

All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

Addenda

Receipt is hereby acknowledged of Addenda, _____, through _____

Resident Status:

Is Proposer an Oregon resident as defined in ORS 279A.120(1)(b)? YES __ NO __

IF YES, Oregon Taxpayer Identification #: _____

IF NO, Proposer is a resident of: _____

Have you paid unemployment or state income taxes in Oregon during the preceding twelve (12) calendar months?

YES __ NO __

Do you have a business address in Oregon?

YES __ NO __

If no, give your primary out-of-state business address: _____

Years in business: _____

Are you registered to do business in the State of Oregon?

YES __ NO __

If you are not headquartered in Oregon, do you or your firm receive, or are you or your firm eligible for, any preference in the award of contracts with your state or with government bodies in your state?

YES __ NO __

If so, state the law or regulation (legal citation preferred): _____

Percent of Preference: _____ %

State Preference Received: _____

Non-Discrimination Certification: The person whose signature appears below certifies that he/she has not discriminated and will not discriminate, in violation of ORS 279A.110(1), against a subcontractor in awarding a subcontract because the subcontractor is a minority, women, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

Additional Information: Attach any additional information, references, or comments you may wish us to know about your company or Proposal.

Notice: Providing incorrect information may be grounds for proposal rejection or contract cancellation.

Signature

Date

Printed Name: _____

Printed Title: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Company: _____

Signature for Partnership (signature of one partner required)

Names of Partners: (please print)

Name of Partnership:

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Signature of Corporation: (signatures as indicated)

Corporate Name

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

(Signature of Officer or Agent)

Print Title Name and Title of Officer or Agent: _____

Additional Information:

EXHIBIT A
Newberg School District 29J
PERSONAL SERVICES CONTRACT (sample)



Newberg School District 29J
714 East Sixth Street
Newberg, OR 97132

PERSONAL SERVICES CONTRACT

Name of Contractor		Today's Date
Address		
City	State	Zip
Phone Number	Social Security Number	
Contract Period	Number of Days / Hours	
Date Employment Begins	\$	Contract Amount
Position or duties for which this contract is issued :		

IT IS HEREBY AGREED, the above named shall be employed by the Newberg School District as an independent contractor with the following conditions:

1. Contractor shall perform assigned duties for the District during the period indicated above.
2. As a condition precedent to any obligation of the District to pay for or accept the services of the Contractor, the Contractor shall make the required reports and possess the qualifications required by law and perform the duties as assigned.
3. For such services, lawfully and properly performed, the District shall pay to said Contractor at the times specified herein, the amount that may be due, according to this contract, pursuant to the District's payment plan, and upon receipt of an invoice. All payments are subject to post-audit by the District or its designee.

4. This contract is subject to the laws of the State of Oregon, the duly adopted rules and policies of this District and the Oregon Board of Education.
5. This contract may be terminated by either party by providing 30 days written notice. Termination for any cause shall be without prejudice to any obligations or liabilities of either party accrued prior to such termination.
6. Renewal or extension of this contract is at the discretion of the District.
7. The individual agrees that he/she (check one):
 - will employ others in performing this contract and prior to commencement of work shall file with the District proof that it has complied with subsection (2) Chapter 864, Oregon Law 1979 (Worker's Compensation); or
 - shall not use the assistance of any other person in performing this contract, contractor alone shall perform the services and shall not be entitled to Worker's Compensation benefits unless it has complied with ORS 656.128.
8. Contractor shall provide assurance that he/she and all of the Contractor's employees have met the conditions of the Oregon Criminal History/Fingerprint Laws (ORS 326.603, ORS 342.223, 342.232).
9. Contractor shall defend and hold harmless the District from claims for injury to persons including, but not limited to, Contractor and District employees or damage to property including Contractor's property. Claims shall include, but are not limited to, claims made pursuant to ORS Chapter 656. Contractor shall provide insurance protection with limits adequate to meet any and all such claims, and shall show proof of insurance protection to the satisfaction of the District.
10. Contractor shall certify that he/she is an independent Contractor in accordance with ORS 670.600 by signing the Personal Services Contractor Checklist.

The following items have been completed and are attached:

- W9
- Personal Services Contractor Checklist

Contractor Signature

Date

District Contact Signature

Date

Human Resources Signature

Date

Business Office Signature

Date

PERSONAL SERVICES CONTRACT CHECKLIST

Prior to completing Personal Services Contract, the individual must be verified as an independent contractor. The following criteria are based on the definition outlined in ORS 670.600.

Please complete the information below, attach to the Personal Services Contract form and submit to the District contact person.

Print Name of Contractor

To qualify as an independent contractor **ALL** of the following conditions must be met:

1. The individual or business entity providing the labor or services is free from direction and control over the means and manner of providing the labor or services, subject only to the right of the District-specified desired results. Yes No

2. The individual or business entity providing labor or services is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local government ordinances for the individual or business entity to conduct the business. Yes No
Registration/License # _____
Expiration Date _____

3. The individual or business entity providing labor or services furnishes the tools or equipment necessary for performance of the contracted labor or services. Yes No

4. The individual or business entity providing labor or services has the authority to hire and fire employees to perform the labor or services. Yes No

5. Payment for the labor or services is made upon completion of the performance of specific portions of the project or is made on the basis of an annual or periodic retainer. Yes No

6. The individual or business entity providing labor or services is licensed under ORS chapter 701, Yes No NA

Registration/License # _____

Expiration Date _____

If the individual or business entity provides labor or services for which such licensure is required.

Exhibit B Bond Project List

District Office

- Construct Network server Room
- Replace Existing HVAC System
- Replace 3rd Level Windows

Antonia Crater Elementary

- New Intercom System
- Additional Storage (Gym)
- Gym Lighting Upgrade to T5's

Dundee Elementary

- New Roof on 5th Street Classrooms
- Modify and Relocate Health Room
- Combine Electrical Services
- Gym Lighting Upgrade to T5's
- Security Monitoring System
- Replace Single-pane Windows

Edwards Elementary

- New Intercom System
- Additional Parking Lot Lighting
- Additional Speed Bumps
- Improve Conference Room Ventilation
- New Roof (Where necessary)
- Modify Gutter System
- Replace Fiber Ductwork as Required
- Replace Windows as Necessary
- Gym Lighting Upgrade to T5's

Ewing Young Elementary

- Old Wiring and Distribution Panel Repair/Replacement
- Gym Lighting Upgrade to T5's
- Security Monitoring System

Joan Austin Elementary

- Repair Linoleum Flooring
- Security Monitoring System

Mabel Rush Elementary

- Replace Boiler
- Acoustic Tiles in Hallways
- Additional Electrical Outlets
- Remodel Kitchen and Serving Area
- Larger Storage Area

- Relocate Play Area
- Paving in Play Area
- Additional Covered Play Area
- Overlay Bus Loop

Mountain View Middle School

- Storage Solution for PE Storage
- Replace Windows with Broken Seals
- Resurface Outside Basketball Court Area
- Replace Existing Lockers with Half-height Lockers
- Additional Multi-purpose Room
- Improved Counseling Space
- Replace Boiler
- Separate Hot Water Source for Kitchen
- East Wing Program Renovation
- Add Preheat Coil to AHU-1
- Replace Defective VAV Controllers
- Security Monitoring System

Chehalem Valley Middle School

- New Canopy – North Wing Addition
- North Wing Program Renovation (First Floor)
- Gym Lighting Upgrade to T5's
- Security Monitoring System

Newberg High School

- Pave Service Road
- Expand Great Expectations Area
- Expand Culinary Arts Area
- Infill for Additional Cafeteria/Commons Space
- Redesign Remainder of Welding Area for Joint PCC Classroom Space
- Renovate Classroom in Music Building
- Modify Server Room to Include Fire Protection
- Redesign Gas Shut-off Valves in Science Room
- Redesign Woodshop Area for Classrooms
- Provide Office Space for Blue and Green School Offices
- Finish School Entry to include Sidewalks, Signage and Fencing
- Replace Running Track
- Accommodate for Two (2) Long Jump Pits and High Jump Area
- All-weather Playing Surface
- Replace Visitor Bleacher (stadium)
- Replace Three (3) Baseball Field Wooden Light Poles
- Softball Netting to Protect Spectators
- Replace Flooring in Cafal Center
- Cafal Center Restroom/Office Repair
- Cafal Center Team Room and Toilets

- Renovate Boys Locker Room
- Reposition Gym Partition
- Modify Internal Zone Ducting (Buildings A, B, C, E, F and G)
- Upgrade Gym Lighting to T5's
- Upgrade Gym HVAC System
- Upgrade/Install Security System
- Replace Gym Hot Water System

- Newberg Community Learning Center and Alternative Education Center
- Classroom Building to Accommodate 150 Students
- Parking Lot and Site Work
- Canopy

- District Physical Plant
- Install Lighting in Storage Building
- Insulate Warehouses
- Install insulated doors and openers on North Building
- Warehouse space for Freezer
- Install Sprinkler System
- Roof Exhaust for Grounds Department
- Install Gutters on Storage Building

- District-Wide
- Carpet and Linoleum Replacement/Repair
- Upgrade Phone System
- Replace GCM's with UNC's
- Refrigeration Monitoring System
- Paving, Sidewalk Repair and Overlay

Total Estimated Cost of Projects: \$15,398,286