



**Douglas County School District #15  
Days Creek**

**Steve Woods, Superintendent**  
11381 Tiller Trail Hwy (PO Box 10)  
Days Creek, OR 97429  
541-825-3296

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**INFORMAL REQUEST FOR PROPOSALS**

**Solicitation For the Provision of a  
Master Contract for:  
Engineering Services for Seismic Evaluation  
Technical Assistance Program (TAP)**

**OVERVIEW/BACKGROUND**

Douglas County School District #15 - Days Creek is located in Days Creek and serves southern Douglas County covering 400 square miles. The District provides educational services to approximately 210 students and employs over 40 personnel.

The District has one K-12 school campus. In addition to the schools, the District manages a bus barn, a maintenance shed, a three storage barns, two greenhouses, a rental house and a water facility for a total facilities footprint of over 100 acres.

Douglas County School District #15 - Days Creek was approved for the ODE's Seismic Assessment grant from the Technical Assistance Program (TAP). This grant will be used to assess the current condition of the District's buildings to withstand a significant earthquake or seismic event.

**PURPOSE AND OPPORTUNITY**

The purpose of this Informal Request for Proposals (Solicitation) is to obtain competitive offers from certified Structural Engineers licensed in the State of Oregon to provide a Seismic Evaluation of existing buildings. The Seismic Assessment is a required component of the application to Business Oregon's [Seismic Rehabilitation Grant Program](#). The District intends to apply for funding to retrofit buildings as needed.

Scope of Work: Perform a seismic evaluation of the building, per American Society of Civil Engineers ("ASCE") Standard 41-17 "Seismic Evaluation of Existing Buildings". Develop rehabilitation and mitigation strategies per ASCE Standard 41-17 and the 2014 Oregon Structural Specialty Code ("OSSC").

The below list is required for the Seismic Rehabilitation Grant.

- Preliminary Engineering Report or Assessment (Must use the [American Society for Civil Engineers \(ASCE\)](#) 41-17 evaluation method either Tier I or II);

- Cost Estimate (Project management, construction management, asbestos abatement, testing, permitting, construction, labor);
- Benefit Cost Analysis;
- Photos of the Buildings Proposed for Rehabilitation; and
- Department of Geology and Mineral Industries (DOGAMI) [Rapid Visual Screening \(RVS\) Seismic Needs Assessment](#)

## SEISMIC ASSESSMENT REQUIREMENTS FROM THE TAP GRANT

- Must be certified by a [Structural Engineer licensed in the State of Oregon](#).
- The report must conform to the requirements outlined in [OAR 581-027-0045](#). All applications must now contain the ASCE 41-17 checklists and all shelter projects must be retrofit to Immediate Occupancy standards.
- The Seismic Assessment is a key component of the grant application for [Business Oregon’s Seismic Rehabilitation Grant Program](#). Through the SRGP, school districts can apply for funding to retrofit buildings. All SRGP applications must now contain the ASCE 41-17 checklists and all shelter projects must be retrofit to Immediate Occupancy standards. Alternately, if the SRGP is not an option, districts can include seismic rehabilitation projects in their local bond campaign.
- Final reports and invoices for all 2022 TAP grants should be submitted to ODE by December 31, 2023. Please submit documents via email to the TAP Administrator or ODE.SchoolFacilities@ode.oregon.gov. Your district may also submit files greater than 5 MB via [Secure File Transfer](#).
- ODE allows districts to submit invoices for work that was started in the current fiscal year. For 2022 grant recipients this is from July 1, 2021, to the end of the grant period, December 31, 2023.

## SOLICITATION SCHEDULE

The dates for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for the Proposer information only. The District reserves the right to deviate from this schedule.

<b>Request for Proposal Issued</b>	<b>May 16, 2022</b>
<b>Deadline for inquiries and requests for clarification</b>	<b>June 10, 2022</b>
<b>Proposal Due Date</b>	<b>June 13, 2022 at 5 p.m.</b>
<b>District team evaluation and interviews (if needed)</b>	<b>June 14 - 17, 2022</b>
<b>Notification of Intent to Award</b>	<b>June 20, 2022</b>

## TIMELINE

Proposals will be accepted until **June 13, 2022 at 5:00 p.m.** Accepted proposers may begin work on **July 1, 2022** and should be completed by **October 1, 2022**.

## HOW TO RESPOND TO THE INFORMAL RFP:

- Title Page and Experience
  - Provide contact information – name, address, phone number, email address.
  - Outline experience.
  - The contact information for three references where similar work was performed.
- Project Plan Outline
  - Preliminary Engineering Report or Assessment (Must use the [American Society for Civil Engineers \(ASCE\)](#) 41-17 evaluation method either Tier I or II);
  - Cost Estimate
- Cost Factors
  - Provide a detailed proposal.
  - Provide evidence of a \$1,000,000 comprehensive general liability policy with ability to add the district as additional insured.
  - Provide a completed W-9 form.

A copy of this Informal Request for Proposal (RFP) may be obtained from the District's website at [www.dayscreek.k12.or.us](http://www.dayscreek.k12.or.us) or by contacting **Steve Woods, Superintendent**, [steve.wood@dayscreek.k12.or.us](mailto:steve.wood@dayscreek.k12.or.us) 541-825-3296 and on OregonBuys.gov.

The District reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services. The successful vendor must comply with the District's equal opportunity requirements.

## HOW TO SUBMIT A RESPONSE

Send your response as an email attachment to Steve Woods, [steve.wood@dayscreek.k12.or.us](mailto:steve.wood@dayscreek.k12.or.us) with a cc to [admin.team@dayscreek.k12.or.us](mailto:admin.team@dayscreek.k12.or.us) or mail packets to

Douglas County School District #15 - Days Creek  
PO Box 10  
Days Creek, OR 97429  
Attn. Steve Woods

Proposals will be accepted until **June 13, 2022 at 5:00 p.m.**

## QUESTIONS

All questions and comments regarding this solicitation must be directed **ONLY IN WRITING** by email to: [steve.woods@dayscreek.k12.or.us](mailto:steve.woods@dayscreek.k12.or.us).

**ATTACHMENTS:** [Addenda A Floorplan for TAP Grant](#) [Days Creek Campus - Addenda B Google Earth for TAP Grant](#)