



RFSQ Facility Assessment Services – Ontario School District 8C

REQUEST FOR STATEMENT OF QUALIFICATIONS FACILITY ASSESSMENT SERVICES

To provide a comprehensive assessment of Ontario School District 8C Facilities

RFSQ ADMINISTRATIVE INFORMATION AND TIMELINES

**RFSQ Project Description: Ontario School District 8C
DISTRICT (the “District”) IS SOLICITING PROPOSALS
FROM QUALIFIED FIRMS TO PROVIDE
COMPREHENSIVE FACILITY ASSESSMENT SERVICES.**

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Deadline for Questions: January 23, 2026 @ 5:00 PM MST.
All questions must be submitted through email submission to:
bbennett@ontario.k12.or.us and annas@cmcompany.com

RFSQ Closing Date: February 4, 2026 @ 2:00 PM MST
All proposals must be submitted through email submission to
bbennett@ontario.k12.or.us and annas@cmcompany.com

Recommendation to the Board: March 2026

PROJECT INFORMATION

The Ontario School District 8C is seeking qualified firms or individuals to provide structural facility assessment services and provide a 10-year plan for necessary upgrades and repairs. The purpose of this RFSQ is to identify experienced professionals who can conduct a thorough evaluation of our K -12 educational facilities District Services Center, Transportation facilities, and Grounds and Maintenance facilities. The assessment will help us ensure that our facilities meet the highest standards of safety, functionality, and efficiency, and is intended to provide necessary data to our insurance provider to keep facilities fully insured.

OSD8C reserves the right to, at any time to issue an individual project RFSQ that falls within the parameters of this RFSQ without prejudice to the firm selected under this RFSQ. The selected firm or individual will be responsible for performing a structural assessment for each facility within Ontario School District 8C. The assessments should cover the following areas:

1. **Structural Integrity:** Review the existing plans that are available for roof structures over all of the large span spaces at each facility, such as gyms, cafeterias, corridors, or other large spaces. Evaluate the condition of the buildings, including the foundation, walls, roofs, and overall structural integrity.
2. **Code Compliance:** Verify compliance with local, state, and federal building codes, regulations, and applicable standards.
3. **Deferred Maintenance:** Identify any deferred maintenance issues that may affect the performance and longevity of the facilities.

Deliverables: The selected firm or individual will be expected to deliver the following:

1. **Detailed, Prioritized Facility Assessment Reports:** Prepare comprehensive reports for each building that summarize findings, recommendations, and prioritized action plans. Buildings requiring repair or replacement of structural components shall be ranked sequentially from highest to lowest priority.
2. **Digital Documentation:** Submit digital copies of all reports, including any supporting photographs, diagrams, or other relevant documentation.
3. **Capital expenditures projection:** Based on the building assessments, prepare and present a capital cost estimate and associated cash flow plan covering a ten-year period.

Qualifications: Interested firms or individuals should possess the following qualifications:

1. **Demonstrated Experience:** Proven experience in conducting comprehensive facility assessments, preferably within K-12 educational environments.
2. **Expertise:** A team of qualified professionals with expertise in architecture, engineering, facility management, and related disciplines.
3. **Knowledge of Regulations:** Familiarity with local building codes, accessibility standards, and regulations relevant to educational facilities.
4. **Project Management Skills:** Strong project management skills to ensure efficient coordination and timely completion of assessments.
5. **Communication Skills:** Excellent communication and presentation skills to effectively convey findings and recommendations to key stakeholders.

PURPOSE OF PROCEDURE

The OSD8C's "Qualification Based Selection" (QBS) is intended to assist OSD8C and CM Company in evaluating and selecting a firm to provide comprehensive facility assessment services through qualified professionals who have the experience and expertise to provide such services. OSD8C does not consider the facility assessment services that are the subject of this RFSQ to be limited to professional engineering or architectural services and is open to any professionals who have the necessary experience and expertise to provide the services. This procedure provides for an orderly process of:

- (1) Solicitation of professional qualifications,
- (2) Evaluation and ranking of qualifications,
- (3) Establishment of a ranked list of service providers, and
- (4) Negotiation of the scope of services and fees with the highest-ranked provider(s).

Ontario School District 8C, Ontario, Oregon, is requesting “Statements of Qualifications” (SOQ) from qualified firms to provide facility assessment services to the OSD8C. One firm will be chosen to provide its services.

ADDENDUMS

OSD8C and CM Company shall not be responsible for oral interpretations given by a District employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretations, clarification, or additional information can be given that would change the terms and conditions of the proposal. Subsequent addenda, if any, shall be posted in email submission. Addenda can be found on Oregon Buys document number: S-P23063-00015699 and the Ontario School District 8C web page <https://www.ontario.k12.or.us/Departments/Bids--Procurement-/>.

Before submitting a proposal, it shall be the sole responsibility of each Respondent to determine if addenda were issued and, if so, to acknowledge receipt of such addenda within the emailed submission.

PROPOSAL FORMAT CONTENT & EVALUATION CRITERIA

At a minimum, proposals must include the following information in the sequence as listed. Each proposing firm is to submit technical information to meet the requirements stated below. Proposals need not be exhaustive in the information presented; rather, the proposing firm is encouraged to present only concise information relevant to its pertinent qualifications. All proposals must be submitted through the email submission portal: Submit proposals via email as PDF to bbennett@ontario.k12.or.us and annas@cmcompany.com.

1.0 General Information (Mandatory)

- Qualification Information

2.0 Required Documents (Mandatory)

- Cover Letter (respondent content discretion), one page maximum

3.0 Company Profile (10 points)

- Describe your firm's history
- Describe your firm's size
- Describe your firm's resources
- Describe your firm's volume of work
- Describe your firm's financial stability
- Other information that would be helpful to characterize your firm

4.0 Project Approach (30 points)

- Describe your approach to providing the required services.
- Discuss how you provide leadership to facilitate teamwork and communication among all parties.
- Provide a professional resume for each key person proposed to be assigned to the OSD8C project.
- Identify personnel who will be OSD8C's primary points of contact, as well as their role and responsibility with your firm.
- Provide a proposed timeline and methodology for conducting the facility assessments

5.0 Past Performance (45 points)

- Briefly describe three (3) projects executed by your firm that demonstrate your relevant experience of similar scope and size in the past five years. Experience on K-12 projects is preferred. For each project, include the following:
 - Name of the Client and contact information of a person to contact regarding your firm's performance on the project.
 - Detail the scope of the project,
 - Date of the project,
 - Size of the client,
 - Any additional relevant information in your response.
 - Also include information as to how the project aligns with the parameters we are asking you to assess with our district's needs.
 - Projects listed for which your firm worked in an auxiliary capacity or in a joint venture/partnership should include the name, address, phone number, and a contact person of the lead firm.

6.0 Evaluator's Discretionary Rating (15 points)

Each selection committee member will have discretionary points to rate factors such as:

- Clarity
- Completeness of proposal
- Level of interest
- Professionalism

PROPOSAL GUIDELINES

1. OSD8C will not be liable for any costs incurred in the preparation and production of a proposal, or any work performed prior to the execution of a contract.
2. All proposals and other materials will become the property of OSD8C . Any information the respondent deems proprietary, or a trade secret must be clearly identified as such. Information not so identified will be subject to release pursuant to public records law.
3. All information contained in the RFSQ and acceptable provisions of the selected firm's response will be made a part of the executed agreement for services.
4. Upon request, the submitting firm shall submit additional information as requested by OSD8C.
5. OSD8C reserves the right to:
 - Waive any informalities or irregularities;
 - Reject any or all proposals received as a result of this RFSQ;
 - Select all or part of the respondent's proposal;
 - Negotiate changes in the scope of work or services to be provided;
 - Conduct investigations required to determine the submitting firm's performance record and ability to perform the assignments specified as a part of the RSFQ;
 - Negotiate separately with any source in a manner deemed to be in the best interest of OSD8C
6. If, through any cause, the contracted firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the firm shall violate any covenants, terms, or conditions of the agreement, OSD8C can cancel the contract without prejudice by giving at least thirty (30) days prior written notice to the firm of such termination.

PROPOSAL SUBMISSION PROCEDURES

1. Proposals are required to be submitted electronically (searchable.pdf format) to the following: bbennett@ontario.k12.or.us and annas@cmcompany.com.

2. Questions regarding this proposal must be submitted via email to: bbennett@ontario.k12.or.us and annas@cmcompany.com. Refer to the project details for the dates and times of the question period. Questions cannot be received outside the question period.

Note: The District reserves the right to not respond to questions if doing so might violate any of the rules or laws governing this RFSQ process, gives one Respondent an advantage over another, or any other reason that impacts the integrity of the RFSQ process.

Attempts to communicate with any District employee or agent other than the District's Listed contact regarding any of the services or ideas represented in this proposal will be viewed as an attempt to circumvent the competitive proposal process and may lead to the disqualification of the proposal(s).

The District reserves the right to obtain clarification of any point in the proposal by obtaining information necessary to properly evaluate the proposal. Failure of a respondent to respond to such a request for additional information or clarification may result in the rejection of the proposal. The District's retention of this right shall in no way reduce the responsibility of the respondent to submit a complete, accurate, and clear proposal.

FINAL SELECTION PROCEDURE

A selection committee appointed by OSD8C will review and score all submittals.

The District reserves the right, at its sole discretion, to invite the top two (2) highest-ranked firms to participate in an interview with the Selection Committee as part of the evaluation process. Should this option be exercised, the District will issue a defined list of interview questions to the shortlisted firms in advance of the interview to ensure a fair, consistent, and focused discussion aligned with the goals of the RSFQ.

After the review of all submittals, and optional interviews, the selection committee will meet to tabulate the results – the highest-ranked firm will be recommended to the Board of Trustees for approval.

Upon approval, the highest-ranked firm will be required to provide proof of liability insurance in coverage amounts acceptable to OSD8C and name OSD8C as additional insured. At a minimum,

- Professional liability (errors and omissions) insurance must be at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- General liability insurance shall be \$1,000,000 per occurrence , \$2,000,000 aggregate.
- Workers' Compensation insurance shall be at least \$1,000,000.

OSD8C shall endeavor to:

- 1) Select the firm that is the most advantageous in accomplishing the goals of the OSD8C,
- 2) Select the firm most qualified to meet specific project requirements,
- 3) Evaluate each firm's ability to deliver services within the time required by the OSD8C,
- 4) Not place an unreasonable workload on any individual firm.

OSD8C will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the firm with the highest rank and best meets items 1 -4 listed in the preceding paragraph.