



WILLAMETTE LEADERSHIP ACADEMY

Headquarters Office
380 Q Street, STE 13
Springfield OR, 97477

November 8, 2021

REQUEST FOR PROPOSAL FOR RFP-General Contractor Services

PURPOSE:

Willamette Leadership Academy is soliciting proposals and qualification statements from parties interested in providing General Contractor Services for a project to set up three double wide mobile classrooms on our property. Federal and/or state funds will be used to pay for this project.

ABOUT WILLAMETTE LEADERSHIP ACADEMY (WLA):

Willamette Leadership Academy is a public charter school that charters with the Springfield School District. Our school uses a military style program that serves students grades 06-12 in the Lane County area and beyond. We have been doing so since 2002. We initially had a charter with the Fern Ridge School district and leased one of their buildings, but a year after we moved our charter from Fern Ridge to Springfield (2013), we decided to purchase the building we were leasing from them. This building was formally the Goshen Elementary School and is located at 34020 B St. Eugene 97405.

PROJECT PLAN:

WLA purchased 3 used double wide mobile classrooms that are currently sitting in storage on the property. We need a General Contractor who will manage this project to see that these get set up properly and ready to use hopefully by the beginning of the 2022-23 school year. This will include, but not limited to the following activities:

- Prepare the location on the property we want the units to be set up on
- Move the units to the location
- Electrical hook ups
- Water hook ups
- Sewage hook ups
- Floors, ceilings and walls inside the units will need repaired/replaced
- HVAC in the units may need repaired/replaced
- Some remodel work to add walls for offices, closets, bathrooms and possibly windows
- Phone, security system and internet installed

JOB WALK:

Contractor should visit the site prior to submitting the bid and be aware of all conditions and familiarize themselves with the existing conditions and satisfy themselves as to the nature which relates to the work. Any concerns/conditions must be addressed in the bid. Contractors are required to request a time and date before coming on campus via email to Sheryl Moss, smoss@wlademy.org.

PROPOSAL CONTENT:

Contractors must respond to the following request information, and in the order listed.

1. COVER LETTER: Include cover letter expressing the firm's interest and understating of WLA's request for proposal. The letter should name all of the persons authorized to make representations for the Contractor and be signed by an authorized representative.
2. BACKGROUND: Please provide the following:
 - a) Construction Contractors Board License Number
 - b) Brief history of your firm and how your company distinguishes itself from others and why you would be the best selection for our project
 - c) Current bonding capacity
 - d) General description of your safety program and drug and alcohol program
 - e) Description of process you use to ensure workers and subcontractors on the worksite have background security clearances
 - f) Most recent worker's compensation insurance experience modifier
3. EXPERIENCE: Please provide the following:
 - g) List of recently completed projects that are similar in size and scope
 - h) At least 3 professional references
4. KEY INDIVIDUALS: List the key individuals/sub-contractors who will make up the team.
5. PROJECT SCHEDULE AND COST: Provide your detailed plan with timelines and costs for each part of the project.

RFP PROCESS SCHEDULE:

- Publication of RFN-November 8, 2021
- Date to schedule Job Walk by-November 29, 2021
- Proposal due Date-December 10, 2021
- Estimated Notification of Award-December 17, 2021
- Estimated Contract Start Date-January 3, 2022

