

REQUEST FOR PROPOSAL

The intended scope is a Kitchen and Locker Room addition to the existing building, along with miscellaneous renovations as funding allowed. The contract period is expected to begin immediately upon selection and extend through completion and close-out of the projects in Summer of 2020. It is anticipated that the traditional design-bid-build delivery method will be utilized for this project.

The District may, for good cause, reject any or all proposals upon a finding it is in the public interest to do so and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

NOTICE TO PROPOSERS ALL SOLICITATIONS SHALL BE:

- Submitted to Cove School District in a sealed envelope and delivered to:

**Cove School District
Attn: Earl Pettit, Superintendent
803 Main Street
Cove, OR 97824**

- Sealed proposals will be received until: June 25, 2018 @ 4:00 PM Pacific Time
- The outside of the envelope shall be clearly marked:

“RFP Architectural Services for Cove School District”

- All proposals shall be clearly and distinctly typed or written with ink. No erasures are permitted.
 - Mistakes shall be crossed out and correction typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or a confirmed authorized representative.
 - If a response is not legible, Cove School District may determine that the proposal is non-responsive.
- All proposals shall be in the format requested and/or furnished by Cove School District, herein after referred to as District, or they may be rejected by the District.
- It shall be the proposer’s responsibility to ensure that the proposal is delivered to the District at the specified address above before the time and date set for proposal closing as noted in the solicitation.
- District will not be responsible for proposals delivered to any location other than the address listed above. Proposals delivered to another address will be considered non-responsive.
- Each proposal package will consist of:
 1. Schedule, Scope of Work and Specifications
 2. Proposal Terms and Conditions
 3. Proposal Forms and Attachments
 4. Vendor Checklist
- Proposal documents may be obtained via email request to Earl Pettit, Superintendent, earl.pettit@covesd.org or on the District’s website <https://cove.k12.or.us/>
- Interested firms shall have no unauthorized contact with District staff or Board Members during the selection process. All questions shall be directed via email to the District’s Superintendent, Earl Pettit at earl.pettit@covesd.org.