

**HERMISTON SCHOOL DISTRICT**  
**REQUEST FOR PROPOSALS (“RFP”):**  
**FOR ARCHITECTURAL AND RELATED SERVICES**

**Proposals due 4:00 p.m., December 7, 2015**

The Hermiston School District (“District”) invites sealed written proposals for architectural and related services related to potential school district building renovation, addition, and/or new construction projects in anticipation of a potential May 2017 capital referendum (“bond issue.”) The scope of services to be provided may include, but are not necessarily limited to; initial planning and architectural programming, analysis of existing building conditions, conceptual design development, community involvement, and other architecturally-related pre-bond program planning. If the bond issue is successful, additional services including schematic design, design development, preparation of construction documents and associated contracts, and architecturally-related Contract administration may be considered.

Prospective proposers may obtain a copy of the RFP, including the terms and conditions of the Agreement to provide the requested services, by requesting a digital copy by contacting Wade Smith, Deputy Superintendent, by email at: [wade.smith@hermiston.k12.or.us](mailto:wade.smith@hermiston.k12.or.us) or by phone at: 541-667-6013. Proposers must attend a mandatory pre-proposal conference on November 17, 2015, at 2:00 p.m., Pacific Standard Time. The conference will be held at 305 SW 11<sup>th</sup> St, Hermiston, OR 97838.

Proposals will be accepted until the deadline of 4:00 p.m., December 7, 2015. One original and five hard copies of the Proposal must be submitted in sealed packages or envelopes to Wade Smith, at the Hermiston School District, 305 SW 11th Street, Hermiston, OR 97838. Proposers shall also provide one courtesy copy of the Proposal in PDF format on a USB storage or similar flash storage device. All packages and envelopes must be marked clearly with the note: “RFP--Architectural and Related Services, 4:00 p.m., December 7, 2015.”

**NO ORAL, TELEPHONIC, ELECTRONIC OR FACSIMILE PROPOSALS WILL BE ACCEPTED.**

Proposals received after this time will be subject to rejection at the District’s discretion.

The District may in its discretion reject any proposal that is not in compliance with the RFP or the prescribed public contracting procedures and requirements. In addition, the District may cancel the RFP or reject any or all proposals if doing either would be in the public interest as determined by the District in its sole discretion.