

# REQUEST FOR PROPOSALS

## **Construction Manager / General Contractor (CM/GC) Services**

*Prescott Elementary Outdoor Infrastructure Project*

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**Solicitation Open Date:** July 8, 2026

**Mandatory Pre-Bid Conference & Site Walk:** July 22, 2026

**Question Period Closes:** August 5, 2026

**Proposal Due Date:** 2:00 PM, August 21, 2026

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Parkrose School District, in partnership with ELSO, Inc., is soliciting proposals from qualified Construction Manager/General Contractor (CM/GC) firms to provide preconstruction and construction services for outdoor infrastructure improvements at Prescott Elementary School. This project includes landscape regrading, stormwater management improvements, accessible pathway construction, and a covered outdoor learning pavilion, guided by construction documents prepared by PLACE Landscape Architecture.

This is a publicly funded project subject to Oregon public contracting law (ORS 279C.337) and the grant compliance requirements of the Portland Clean Energy Fund, both of which are detailed within this solicitation. **Respondents are encouraged to review the full RFP carefully, including all PCEF wage, workforce equity, insurance, and reporting requirements, prior to submission.**

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***Issued by:***

[Parkrose School District](#)

10636 NE Prescott Street  
Portland, Oregon 97220  
(503) 408-2131

***In Partnership With:***

[ELSO, Inc.](#)

2828 NE Alberta Street  
Portland, Oregon 97211  
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***Project Funded By:***

Portland Clean Energy Community Benefits Fund (PCEF)

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*This document is intended to provide context and orientation. It is not a substitute for the contract drawings and specifications. All work shall be governed by the Design Development / Cost Estimation Set issued by PLACE Landscape Architecture (Project No. 25017) and subsequent Construction Documents.*

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# 1. Project Information

*Parkrose School District, in partnership with ELSO, Inc., is seeking a qualified general contractor to perform landscape regrading and stormwater management improvements, install accessible concrete pathways, and construct a covered outdoor learning pavilion with seating and storage at Prescott Elementary School. This work will improve site drainage, accessibility, and outdoor learning opportunities. Construction documents prepared by PLACE Landscape Architecture are included with this RFP and will govern the scope of work.*

***This project operates within a fixed grant budget. Proposals that demonstrate effective value engineering and efficient project delivery strategies will be viewed favorably. The District is not in a position to negotiate significant scope additions after award.***

## A. DELIVERY METHOD

The Owner has selected Construction Manager / General Contractor (CM/GC) delivery, also known as CM at Risk, pursuant to ORS 279C.337. Under this model, the selected CM/GC will provide preconstruction services during Construction Document development and, upon negotiation and execution of a Guaranteed Maximum Price (GMP), assume full responsibility for delivery of the public improvement.

## B. PROJECT TEAM

- i. **Client:** Parkrose School District & ELSO Inc.
- ii. **Jurisdiction:** Parkrose School District

### iii. **About Parkrose Sd & Prescott Elementary**

**Parkrose School District (PSD)** is a public K-12 district in Northeast Portland, serving approximately 2,800 students across four elementary schools, one middle school, and one high school. The District is committed to maintaining safe, durable, and high-functioning facilities that support a diverse student body and meet the long-term operational standards of the community.

**Prescott Elementary School** is a Title I school serving students in grades K-5. As a high-use community campus, the facility and grounds support educational and community programming. All improvements to the site must prioritize longevity, ease of maintenance, and adherence to District safety protocols.

### iv. **About ELSO, Inc.**

ELSO Inc. is a Portland-based nonprofit dedicated to advancing climate justice and environmental literacy for youth in under-resourced communities. ELSO's model centers community-led, place-based education, building durable programs that connect students to their environment, their school, and each other.

This project exemplifies ELSO's commitment to small-budget, large-impact work: a four-year effort to bring meaningful climate justice infrastructure to a Title I school community. Every dollar invested here is designed to compound, through lasting landscape systems, durable educational programming, and spatial environments built around the real needs of students, teachers, and families.

## C. LANDSCAPE ARCHITECT/DESIGN AUTHORITY

### i. **PLACE Landscape Architecture**

735 NW 18th Ave, Portland, OR 97209

- **Mauricio Villarreal**, Design Principal OR#416
- **Elisandra Garcia**, Principal PM · 915.490.9762

PLACE will lead Construction Document production June–July 2026 and provide construction administration. All RFIs, submittals, and field coordination shall be directed through PLACE.

PLACE will serve as the primary point of contact for project administration and coordination; however, contract award, contract amendments, change orders, and other material project decisions remain subject to Parkrose School District approval.

## D. COMMUNITY CONTEXT & PROJECT ORIGINS

Prescott Elementary serves a diverse East Portland community where over 80% of students qualify for free or reduced-price lunch. The school is located in an area identified by the Portland Clean Energy Fund as experiencing environmental and health disparities. This project is intended to provide outdoor learning and site infrastructure improvements that support student health, educational opportunities, and community use.

This outdoor learning and infrastructure improvement project is the result of a multi-year community engagement process involving students, teachers, and families. Through this process, stakeholders identified opportunities to improve site drainage, accessibility, circulation, and the quality and functionality of outdoor learning and recreation spaces. The work described in this solicitation reflects those community priorities and aims to enhance the campus environment in support of student learning and wellbeing.

## E. DESIGN INTENT & SCOPE OF WORK

The landscape intervention is organized around three integrated moves:

### i. **Accessible Pathway & Landform Regrading**

The primary design challenge is connecting the lower campus to the upper field via a fully ADA-compliant accessible pathway. Rather than introducing an engineered ramp structure, the design reshapes the existing topography – sculpting the earth to form a gently graded, continuous accessible route woven into the landscape. This approach transforms a compliance requirement into a spatial experience: the ramp becomes a landform, and the landform becomes a teaching tool. Grading work will also address existing drainage issues by redirecting stormwater away from outdoor activity areas and into a designed bioswale system.

### ii. **Native Ecological Planting**

The revegetated slope and meadow areas are planted with Pacific Northwest native species selected for stormwater performance, seasonal interest, and educational value. Bioswale plantings (BES Zone A/B species) manage drainage. A wildflower meadow, learning garden, and foundation shrub layer provide habitat, sensory richness, and curriculum connection. All planting areas receive compost-amended and scarified soil per specifications on Sheet L4.00 and L6.00.

### iii. **Outdoor Learning Pavilion**

A circular timber pavilion anchors the upper field as a permanent outdoor classroom; designed for full-group instruction, flexible seating configurations, and year-round shelter. The circular form was selected through engagement as a symbol of unity and inclusivity. The pavilion will be specified under a separate set; contractor coordination is required at the interface with site grading and pathways.

## F. PRECONSTRUCTION SERVICES

The CM/GC shall provide the following preconstruction services from the date of preconstruction services agreement execution through GMP execution:

### i. **Cost Validation & Estimating**

- Review and provide written cost feedback on the Cost Estimation Set
- Provide updated cost estimates at 60% and 90% Construction Documents
- Identify scope items presenting significant cost risk and propose value engineering alternatives with written cost-benefit analysis
- Coordinate with Owner and PLACE to align cost expectations with available project budget prior to GMP submission

### ii. **Constructability Review**

- Provide written constructability review at 60% CDs and prior to GMP, identifying conflicts, ambiguities, or constructability concerns in drawings and specifications
- Review and provide recommendations on landform grading, bioswale drainage sequencing, accessible pathway grades, and pavilion interface coordination
- Identify long-lead material or equipment items and provide procurement recommendations

### iii. **Phasing & Site Logistics**

- Develop a proposed construction phasing and site logistics plan for Owner and PLACE review, reflecting that Prescott Elementary is an active school campus
- Coordinate proposed construction sequencing with school calendar and operations; sequencing plan shall minimize disruption to students, staff, and families
- Identify access routes, staging areas, and tree/equipment protection requirements per Sheet L1.00

### iv. **Subcontractor Outreach**

- Identify subcontractor trade packages and develop a proposed subcontractor qualification and selection process for Owner review, consistent with ORS 279C.337(3)
- Conduct outreach to Minority, Women, and Emerging Small Business (MWESB) subcontractors and document outreach efforts

### v. **Pavilion Interface Coordination**

- Review the timber pavilion design intent and identify all interface scope items at the boundary between site work and pavilion structure
- Participate in at least one coordination meeting with Owner, PLACE, and pavilion contractor to resolve interface scope prior to GMP

Submissions must include an estimate of costs for these services within the timeline described in Section 5.A and based on the design plans provided in Section 3.A.

## G. GUARANTEED MAXIMUM PRICE (GMP)

### i. **GMP**

The GMP shall not exceed \$360,000 for all costs associated with the CM/GC contract. If the CM/GC's GMP proposal exceeds this amount, CM/GC and PLACE shall identify value engineering options sufficient to bring the GMP within budget prior to GMP execution.

### ii. **GMP Process**

The following process will govern GMP development for this project:

- GMP Amendment to the public improvement contract shall be executed upon Owner approval. Owner will not authorize any amount in excess of the GMP without written agreement to material changes in scope per ORS 279C.337(2)(g).
- All savings realized by the CM/GC performing the Work for less than the GMP will accrue to the Owner. Any remaining funds at the end of the project will be returned to the Owner or reallocated to the project scope at the Owner's sole discretion.

**iii. GMP Contents**

The GMP shall include, at minimum:

- All direct construction costs by CSI division
- CM/GC general conditions
- CM/GC fee (percentage of direct cost)
- Contingency (Owner-controlled and CM/GC-controlled, stated separately)
- Allowances for items not yet fully defined at time of GMP, including pavilion interface items
- List of all assumptions, clarifications, and exclusions

## **H. EXPECTATIONS FOR THE CONTRACTOR**

This is an active elementary school campus. Construction will occur in proximity to students, staff, and families. The contractor is expected to maintain a safe, respectful, and well-organized site at all times, with particular attention to:

- Preservation of all existing trees, play equipment (except for structures within the build site), and concrete paths designated to remain per Sheet L1.00.
- Protection of existing drain inlets and coordination of drainage renovation with new grading.
- Sequencing that minimizes disruption to school operations; coordination with PLACE and ELSO before any work affecting occupied areas.
- Sensitivity to the community investment this project represents —contractors are expected to maintain a professional and respectful work environment.

## 2. Technical & Design Package

### A. CONSTRUCTION DOCUMENTS

#### i. Cost Estimation Set & Pavilion Renderings

Preliminary design drawings, including a Cost Estimation Set and renderings for the Outdoor Learning Pavilion, are provided in Attachments B & C. Current photos of the site are also available in Attachment A.

**Regarding the Pavilion Renderings:** The procurement approach for the outdoor learning pavilion will be determined during preconstruction in collaboration with the selected CM/GC. The decision will be based on a cost-benefit analysis comparing a custom design-build approach against installation of a prefabricated structure. Respondents with relevant experience in either approach are encouraged to indicate that capability in their proposal.

**Regarding the cost estimate for these plans:** We have designed the project with flexibility, understanding that our vision and budget will need to be reconciled. Once awarded, we will work with the contractor team to value-engineer the project in order to achieve our priority goals.

### B. PERMITTING

The following permits are anticipated to be required for this project:

- **Site Development Permit (Portland PP&D)** The primary permit covering the grading, accessible ramp/landform, and rain garden earthwork. Submitted through DevHub.
- **Grading & Clearing Permit (City Code 24.70)** Required for the slope regrading work. Retaining walls over 4 feet also requires a permit, and any trees 6" + diameter within the disturbance area get reviewed as part of the Tree Plan under Title 11. Confirm whether any existing trees fall within the grading limits per Sheet L1.00.
- **Building Permit.** Required for pavilion construction. The Engineer of Record shall be identified prior to permit submission. Responsibility for this permit to be determined based on pavilion procurement approach.
- **Tree Protection Plan.**

The Design team will obtain any required design and land use permits, while the Contractor is responsible for obtaining any required construction permits.

## 3. PCEF Grant Compliance

This project is funded in part by the Portland Clean Energy Community Benefits Fund (PCEF). All contractors and subcontractors are required to comply with the following PCEF grant conditions as a term of contract award. Respondents must demonstrate their understanding of and ability to meet these requirements within their proposal.

### A. PCEF WAGE FLOOR CONFIRMATION

#### i. [PCEF Wage Requirements](#)

All work performed under this contract is subject to PCEF wage requirements. Respondents are required to acknowledge and confirm compliance with the following as part of their proposal submission:

*By law, payments for work funded by PCEF must be at least 180 percent of the [relevant state minimum wage](#). PCEF's wage requirement applies to workers that are paid by the grantee as well as workers paid by contractors and subcontractors of the project, including, for example, office staff.*

*For projects with construction budgets (hard and soft costs) that include PCEF funds equal to or greater than \$350,000 at a single site there is an additional wage requirement of prevailing wage payment to workers in trades*

for which a prevailing wage is defined, excluding projects with privately owned, predominantly affordable residential housing construction. Definitions for this requirement are as follows:

- Prevailing wage refers to industry-specific wage and fringe benefit standards required by law on certain types of construction projects. Oregon’s prevailing wage rate (PWR) law is administered by the [Bureau of Labor and Industries \(BOLI\)](#).
- “Affordable housing” means the occupants’ incomes are no greater than 60 percent of the area median income, or no greater than 80 percent if the occupants are owners.
- “Predominantly” for affordable housing means at least 60 percent of the project is designated for affordable housing.
- “Residential” means no more than four stories in height and no commercial space. (ORS 279C.810(2)(d); OAR 839-025-0100(1)(e)).

Respondents must include a statement within their proposal confirming that all workers, contractors, and subcontractors engaged on this project will be compensated in compliance with PCEF wage requirements as described above and that they will be able to provide wage documentation on a quarterly schedule as described in Section 3.B: Demographic Reporting.

## B. DEMOGRAPHIC REPORTING

The selected contractor will be requested to submit an [Ongoing Workforce Demographics Report](#) covering all project personnel and subcontractors. Reports may be submitted to ELSO, Inc. on a quarterly basis for the duration of the project, in accordance with the following schedule:

Reporting Milestone	Due Date
Contract Execution/Notice to Proceed	No later than August 28, 2026
Q4 (Oct-Dec) 2026 Report	January 1, 2027
Q1 (Jan-Mar) 2027 Report	April 1, 2027
Q2 (Apr-Jun) 2027 Report	July 1, 2027
Project Completion Report	July 19, 2027

## C. INSURANCE REQUIREMENTS

In accordance with the requirements of the Portland Clean Energy Community Benefits Fund (PCEF), the selected contractor shall obtain and maintain insurance coverage meeting or exceeding the requirements outlined below for the full duration of the contract and any extension periods. Coverage shall be primary and at least as broad as ISO CG 20 01 04 13. No work shall commence until all required insurance certificates have been submitted to and approved by ELSO, Inc and the Parkrose School District.

All required insurance shall be issued by companies with an AM Best rating of A- or better, duly licensed and authorized to do business in the State of Oregon.

### i. Insurance Certificate

Prior to contract execution, the contractor shall provide certificates of insurance, including all required endorsements, to ELSO, Inc and Parkrose School District. Coverage must be continuous and uninterrupted for the full term of the contract. The contractor must provide written notice at least thirty (30) calendar days prior to any cancellation, non-renewal, or material change to any required policy.

**ii. Additional Insureds**

All liability coverage, with the exception of professional liability, errors and omissions, and workers' compensation, shall name the City of Portland and its officers, agents, and employees, as well as ELSO, Inc. and Parkrose School District, as additional insureds with respect to work performed under this contract. Proof of additional insured status must be provided via endorsement form attached to the general liability certificate.

**iii. Required Coverage**

**Commercial General Liability** The contractor shall maintain commercial general liability and property damage insurance at a minimum of \$2,000,000 per occurrence for bodily injury and property damage arising from project work.

**Additional Insured Endorsement** A blanket additional insured endorsement naming the City of Portland, Oregon and its officers, agents, and employees must be attached to the general liability certificate of insurance.

**Automobile Liability** If any vehicle is used in performance of this contract, the contractor shall maintain automobile liability insurance covering bodily injury and property damage at a minimum of \$2,000,000 per accident, covering any vehicle used in connection with project work.

**Workers' Compensation** The contractor shall comply with Oregon workers' compensation law (ORS Chapter 656) and maintain coverage for all subject workers at the following minimums:

- \$500,000 each accident
- \$500,000 disease, each employee
- \$500,000 disease policy limit
- A current and valid certificate of workers' compensation insurance must remain on file with ELSO, Inc. for the duration of the project.

**Physical Abuse and Sexual Molestation Liability** Contractor shall maintain physical abuse and sexual molestation liability coverage as an endorsement to their commercial general liability policy. Coverage must include losses arising from actual or threatened physical abuse, mental injury, sexual molestation, and negligent hiring, supervision, or retention. Minimum coverage is \$1,000,000 per occurrence with an annual aggregate of no less than \$3,000,000, exclusive to this coverage. Coverage must be written on an occurrence basis and must include defense costs outside the coverage limit.

**iv. Continuous Coverage**

The contractor shall maintain continuous, uninterrupted coverage for the duration of the contract. In the event of cancellation or termination of any required policy, the contractor shall immediately notify ELSO, Inc. and provide a replacement policy with equivalent terms. Failure to maintain required insurance constitutes a material breach of contract.

# 4. Site-Specific Operational Requirements

## A. PROJECT SCHEDULE

The project must be substantially complete and the site fully accessible and safe for student use by July 19, 2027, with all grant-funded expenditures finalized no later than August 19, 2027. Proposals must demonstrate a credible construction schedule that meets these deadlines.

Milestone	Date
Notice to Proceed	No later than August 28, 2026
Workplan Complete	No later than October 1, 2026
Substantial Completion	No later than July 19, 2027

## B. ANTICIPATED SURVEY & CONSTRUCTION WINDOWS

### i. Parkrose District Schedule

The following dates for the 2026-27 school year are provided for planning purposes, and the Parkrose School District academic calendar is included as Attachment D and should be referenced in full when developing a proposed project schedule:

- **First day for students on site:** August 31, 2026
- **Winter Break:** December 21, 2026 to January 4, 2027
- **Spring Break:** March 22-29, 2027
- **Last day for students on site:** June 11, 2027

### ii. Anticipated Survey & Construction Windows

Respondents are strongly encouraged to concentrate significant construction activity during periods when students are not present on site, including school breaks, holidays, and other non-student days as identified in Attachment D.

Any period of two or more consecutive non-student days (including weekends, District-designated teacher workdays, planning days, etc.) may be available for construction activity, subject to advance coordination with the District per Section 4.B.

Limited site access for non-invasive activities such as surveying, assessment, and planning may be available on student days. All access during active school hours requires escort by an authorized school representative and must be arranged in advance through the District per Section 4.B.

**Important Note on Phasing:** If work cannot be completed within a single continuous construction window, the contractor must plan and execute work in clearly defined phases. At the conclusion of each phase, all work areas must be either fully secured and inaccessible to students, or restored to a condition that is 100% safe and freely usable. No partially completed work areas may be left accessible to students or faculty at any time.

## C. SITE-SPECIFIC OPERATIONAL REQUIREMENTS

### i. Site Access

Close coordination with Parkrose School District will be required for all site access throughout the life of the project. The contractor will be expected to identify specific construction windows and access needs early in the project schedule and obtain District approval in advance. All work will be performed within the enclosed school grounds. Limited building access may be made available on a case-by-case basis as determined by the approved work plan.

**ii. Student Safety and Site Security**

This work will be performed on an occupied elementary school campus. At certain points during the project, the distance between active construction areas and regularly occupied areas, including covered basketball courts, pedestrian walkways, the main school building, and an annex building, may be as little as 10 feet. The safety of students and faculty on campus is the highest priority throughout the duration of this project.

Contractors must submit a narrative describing the firm's approach to maintaining safety on occupied school campuses. At minimum, the narrative must address:

- Protocols for phased construction and interim site conditions when students are present
- Physical separation of all active work areas from student and faculty areas by means of appropriate safety fencing or barriers meeting Oregon OSHA requirements and Parkrose School District standards
- Clear delineation of contractor access routes that do not conflict with student circulation
- Procedures for daily site cleanup and securing of materials, tools, and equipment at the end of each work period

The full scope of coordination required cannot be determined until a contractor is engaged; however, proposals should demonstrate relevant experience managing construction on occupied school or similarly sensitive sites.

**iii. Background Check Requirements**

All contractor and subcontractor personnel who will be present on the school campus during school hours or during any period when students or youth program participants may be on site must satisfy Parkrose School District background check requirements prior to beginning work or be escorted by a District authorized school representative.

Personnel working exclusively during confirmed non-school hours and outside of any active youth programming periods are not subject to this requirement, but must coordinate all site access through the District as described in the Site Access section.

Respondents should acknowledge their understanding of and willingness to comply with District background check requirements in their proposal. The selected contractor will receive complete background check procedures upon contract execution.

## 5. Scoring & Evaluation Criteria

### A. WORKFORCE & EQUITY PLAN

As a community-centered initiative located within the highly diverse Parkrose School District, this project is committed to equitable contracting and workforce practices. Respondents are required to submit a Workforce & Equity Plan as part of their proposal, demonstrating how they will meet the following goals:

**i. COBID-Certified Firm Participation**

A minimum of 30% of total contract value shall be directed to firms certified through the Oregon Certification Office for Business Inclusion and Diversity (COBID), including Minority-Owned Businesses (MBE), Women-Owned Businesses (WBE), Emerging Small Businesses (ESB), and/or Service-Disabled Veteran Businesses (SDV) (collectively, "Certified Businesses"). Certified Businesses may participate as prime contractors, subcontractors, or suppliers.

**ii. Local Workforce Preference**

In alignment with the project's community benefit goals, preference will be given to proposals demonstrating meaningful participation from firms and workers based in the Portland Metro area. Respondents should identify any local subcontractors or suppliers anticipated for this project.

**Workforce & Equity Plans will be evaluated as a scored component of the proposal and should include, at minimum:**

- The anticipated percentage of contract value directed to Certified Businesses
- Names and COBID certification status of any identified Certified Business partners (if known at time of submission)
- A narrative describing the respondent's approach to recruiting and retaining a diverse workforce for this project

## **B. SPECIALIZED QUALIFICATIONS**

ELSO, in partnership with The District, is seeking a contractor whose experience and values align with the community-centered mission of this project. Beyond technical competency, we are looking for firms that bring genuine commitment to equitable, sustainable, and child-safe outcomes and who see this project as an opportunity to invest in the Parkrose community.

### ***i. Required or Preferred Certifications***

Respondents should identify any relevant certifications held by their firm or proposed subcontractors, including but not limited to:

- ADA/Accessibility compliance experience on public or school facilities
- Any Oregon-specific licensing relevant to proposed scope of work

### ***ii. Child Safety and Accessible Design Experience***

Given that this project will serve an elementary school campus and must be accessible and safe for children of all abilities, respondents should demonstrate relevant experience including:

- Design and construction of outdoor spaces serving children, including playgrounds, schoolyards, or recreational facilities
- Application of applicable safety standards such as ASTM F1487 (playground equipment), ADA Standards for Accessible Design, and the CPSC Public Playground Safety Handbook.
- Experience navigating construction on occupied school or similarly sensitive sites with vulnerable populations present

### ***iii. Community Impact and Social Investment***

This project is grassroots in origin and community-led in design, with goals related to climate resilience and community benefit within the Parkrose community. In addition, the Portland Clean Energy Fund is specifically designed to direct climate and equity investments to frontline communities. **We are looking for contractor partners who share those values.**

**Respondents are encouraged to describe the following in their proposal:**

- Experience on community-driven projects, particularly those delivering significant impact within constrained budgets
- Environmental stewardship practices, sustainable materials sourcing, or other climate-aligned approaches relevant to this project's scope

## **C. WEIGHTED SCORING RUBRIC**

Proposals will be evaluated by a selection committee using the weighted criteria below. The committee will score each proposal independently before deliberating collectively and recommending a contractor to the Parkrose School District Board for award.

Parkrose School District, in partnership with ELSO, reserves the right to negotiate contract price with the highest-ranked proposer. If negotiations are unsuccessful, the District may proceed to the next ranked proposer and continue until a satisfactory agreement is reached.

SCORING CATEGORY	WEIGHT	EVALUATION CRITERIA
<b>Cost Estimate &amp; Fee Structure</b>	30%	Evaluated on total proposed cost, clarity of cost breakdown, and demonstrated value relative to scope. ELSO & the District reserves the right to seek clarification on any line items.
<b>Relevant Experience &amp; Qualifications</b>	30%	Evaluated on ability to meet specialized qualifications as well as demonstrated experience with projects of similar scope and context.  Relevant experience includes but is not limited to: <ul style="list-style-type: none"> <li>• Construction or improvement projects on K-12 or similarly occupied/sensitive sites</li> <li>• Accessible design for children and public spaces (ADA compliance, playground safety standards, etc.)</li> <li>• Projects that demonstrate ability to deliver meaningful outcomes within constrained budgets</li> </ul>
<b>Workforce &amp; Equity Plan</b>	25%	Evaluated on proposed COBID-certified firm participation percentage, identification of MBE/WBE/ESB/SDV subcontractors, local workforce commitments, and demonstrated experience with equitable hiring practices.
<b>Schedule</b>	15%	Evaluated on feasibility of proposed timeline, demonstrated understanding of school calendar constraints, phasing approach during occupied periods, and ability to meet the July 19, 2027 substantial completion deadline.

## 6. RFP Process

### A. TIMELINE

Parkrose School District invites qualified contractors to submit proposals in accordance with the schedule and process described below. All respondents are responsible for monitoring any addenda or updates issued during the open period.

Open Date	Site Walk	Question Period Ends	Close Date
July 8, 2026	July 22, 2026	August 5, 2026	2 PM August 21, 2026

#### i. RFP Open Date

This RFP will be publicly posted on July 8, 2026 on OregonBuys. From the open date through the close of the question period, respondents are encouraged to review all documents thoroughly and submit any questions or requests for clarification in writing per the process described below.

#### ii. Site Walk (Mandatory)

**A mandatory Pre-Bid conference and site walk will be held on Wednesday July 22, 2026 at Prescott Elementary School (10410 NE Prescott St, Portland, OR 97220). Attendees should meet at the main school entrance at 2:00 PM.**

**Attendance is required for proposal eligibility.** Respondents who do not attend the site walk will not be permitted to submit a proposal. This requirement ensures that all bidders have firsthand familiarity with site conditions, access constraints, and operational requirements described in Section 4.C prior to preparing their proposals.

Representatives are encouraged to come prepared with questions about site logistics, phasing, and any conditions relevant to their proposed scope and schedule. The project design team will be present during the site walk to address questions related to design intent and scope documents.

## **B. HOW TO SUBMIT QUESTIONS & CLARIFICATIONS**

The District requires all questions, requests for clarification, or material exceptions regarding drawings, specifications, or grant requirements to be submitted in writing. Contractors may use either of the following two tracks:

**i. Track 1: OregonBuys Forum**

Registered vendors may submit questions directly through the "Q&A" tab associated with this solicitation on the OregonBuys platform.

**ii. Track 2: Email Inquiries**

Alternatively, questions may be sent via email directly to [robyn\\_stolin@parkrose.k12.or.us](mailto:robyn_stolin@parkrose.k12.or.us) and CC: [elisandra.garcia@place.la](mailto:elisandra.garcia@place.la)

**Subject Line Must Read: RFI: Prescott Grounds Project - [Your Firm Name]**

**iii. Issuance of Addenda**

Regardless of how a question is received (OregonBuys or Email), the District and PLACE Landscape Architecture will compile all formal answers into a written Addendum no later than August 12, 2026.

The Addendum will be publicly uploaded to OregonBuys.

The Addendum will simultaneously be emailed directly to all contractors who attended the mandatory site walk, requested plan sets, or provided contact information.

## **C. PROPOSAL SUBMISSION INSTRUCTIONS**

**Closing Date & Time: August 21, 2026 at 2:00 PM PST**

Proposals must be received by the District prior to the Closing Date and Time. Bidders are provided two alternative tracks for submitting their packages. The District will evaluate all proposals identically regardless of the submission track selected:

**i. Track 1: Electronic Submission via OregonBuys (Preferred)**

Proposals may be submitted electronically through the OregonBuys e-procurement system. Bidders utilizing this track must ensure all files are fully uploaded, attached to the correct solicitation record, and submitted prior to the 2:00 PM deadline.

**ii. Track 2: Hard Copy / Drop-off Submission (Alternative)**

To ensure broad accessibility for all firms, bidders may alternatively deliver their proposal package in person.

**Delivery Location:** Parkrose School District Office, Main Front Desk 10636 NE Prescott St, Portland, OR 97220

**Attention:** Robyn Stolin, Supervisor of Maintenance

**Requirements:** Submissions must be delivered in a sealed envelope clearly labeled on the outside with: "PROPOSAL: Prescott Elementary Grounds Improvement Project - [Your Firm Name]". Bidders must provide one (1) printed hard copy and one (1) electronic copy on a USB flash drive inside the envelope.

**Note:** Late submissions, whether delayed in transit or arriving at the front desk after 2:00 PM, will not be opened or considered. Postmarks will not be accepted as proof of timely delivery.

## **D. PROPOSAL SUBMISSION CHECKLIST**

**Please confirm your proposal includes the following before submission:**

- Firm qualifications, team roster, and CCB license information
- Relevant project experience and references
- Proposed preconstruction approach, cost estimate, and fee structure
- Preliminary project schedule
- Site safety narrative
- PCEF wage compliance acknowledgment
- Workforce & Equity Plan
- Specialized qualifications and certifications
- Proof of required insurance (or written confirmation of ability to obtain)
- Confirmation of attendance at the mandatory Pre-Bid Site Walk

***Proposals must be received no later than 2:00 PM on August 21, 2026. Incomplete proposals may be deemed non-responsive.***

# ATTACHMENTS

## A: CURRENT IMAGES OF SITE



*Steep slope near school entry / exit, floor drain*



*Steep slope during flooding*



*Opportunity to increase access and accessibility*



**Existing trees on slope, opportunity to increase access and accessibility**



**Playground equipment on upper area of site**



**East Covered Space, retaining wall, steep slope, broken asphalt slab**



***Slope condition near Annex building and East Covered Space, trench drain (to be rain garden)***



***Site where flooding occurs during downfall***

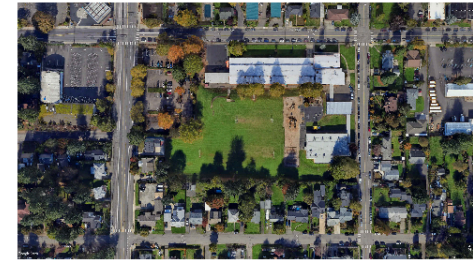
## B: COST ESTIMATION SET

# YOUTH CLIMATE EDUCATION PROJECT AT PRESCOTT ELEMENTARY SCHOOL

**CLIENT:**  
PRESCOTT ELEMENTARY SCHOOL & ELSO INC.

**JURISDICTION:**  
PARKROSE SCHOOL DISTRICT

**PROJECT DESIGN TEAM:**  
LANDSCAPE ARCHITECT: PLACE  
735 NW 18TH AVE, PORTLAND, OR 97209  
PRIMARY CONTACT: ELISANDRA GARCIA 915.490.9762



 VICINITY MAP

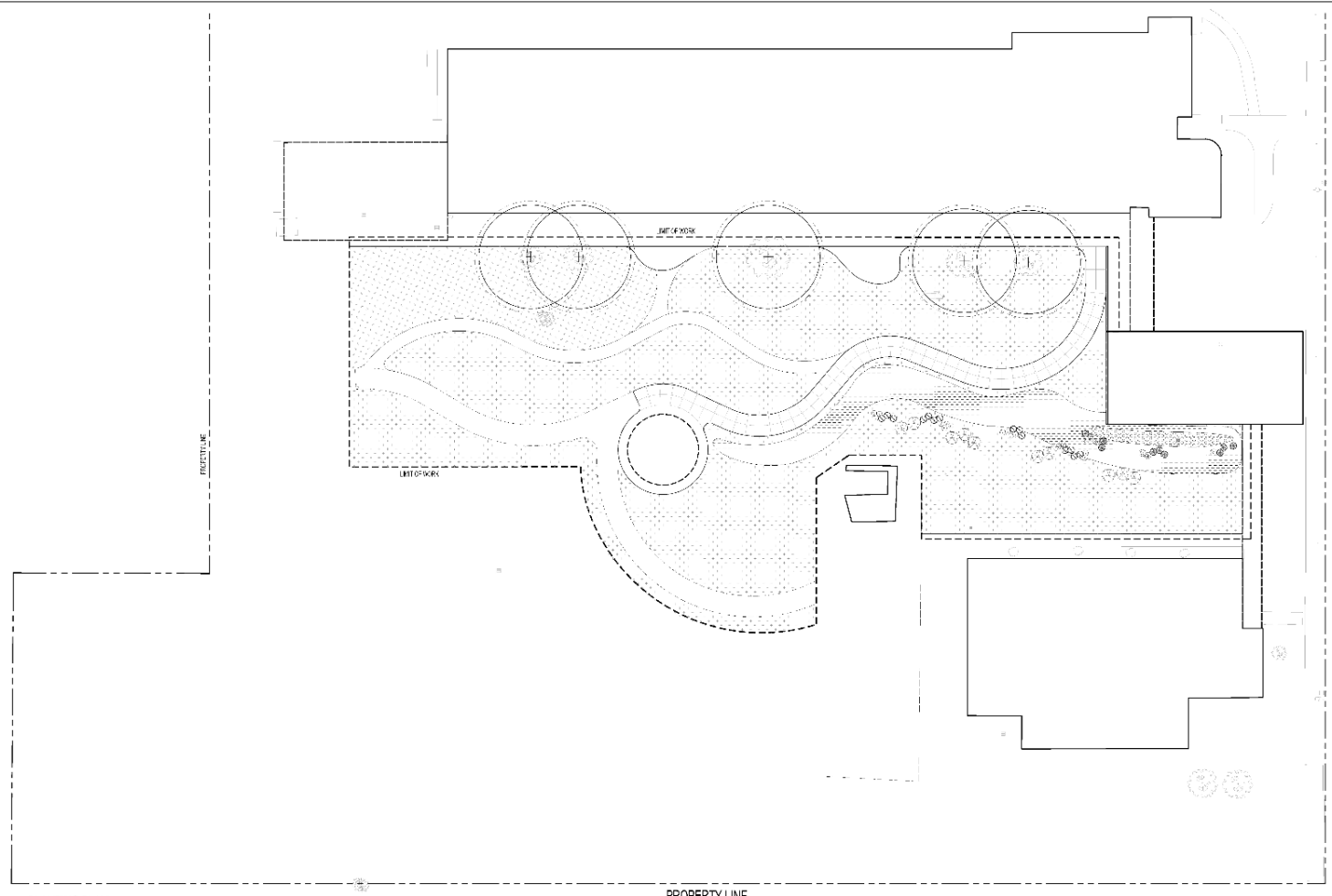
### SHEET INDEX

SHT NO.	SHEET TITLE
L1.00	MATERIALS PLAN
L2.00	LAYOUT PLAN - NOT INCLUDED
L3.00	GRADING PLAN
L4.00	PLANTING PLAN
L5.00	IRRIGATION PLAN - NOT INCLUDED
L6.00	SITE DETAILS
L7.00	SITE SECTIONS
L8.00	PERSPECTIVE VIEWS





SCALE: 1"=20'  
 DATE: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 NOT FOR CONSTRUCTION

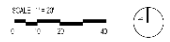


1 PLANTING PLAN

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	MINIMUM SIZE (FEET/INCHES)	CONTAINER/DIAMETER	SPACING	COUNTY	NOTES
	020	AMELANCHIER ALABAMA	SPRINGBERRY	10 FT. (3.05 M)	10 GAL	AS SHOWN	IL	PLANTING MULCH
	004	RED TWIG DOGWOOD	RED TWIG DOGWOOD	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH
	004	WAX MYRTLE	WAX MYRTLE	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH
	004	SPYRAEAE	COMMON SPYRAEAE	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH

- PLANTING NOTES**
- VERIFY LOCATION OF EXISTING TREES TO REMAIN PRIOR TO SOIL PREPARATION. ALL TREES AND SHRUBS INDICATED TO REMAIN.
  - VERIFY AND CORRECT ALL WORK BEFORE ALL FURTHER WORK. ALLIES BEFORE EXCAVATION. NOTIFY ALL UTILITIES PRIOR TO EXCAVATION. VERIFY ALL UTILITIES PRIOR TO EXCAVATION.
  - VERIFY THAT THE SOIL IS SUITABLE FOR PLANTING. IF NOT, SOIL SHOULD BE AMENDED TO HEALTHY GROWING CONDITIONS. THE PRESENT SOIL IS CLASSIFIED AS SANDY LOAM. SOIL SHOULD BE AMENDED TO HEALTHY GROWING CONDITIONS. THE PRESENT SOIL IS CLASSIFIED AS SANDY LOAM. SOIL SHOULD BE AMENDED TO HEALTHY GROWING CONDITIONS. THE PRESENT SOIL IS CLASSIFIED AS SANDY LOAM.
  - UNLESS OTHERWISE NOTICED, ALL PLANTINGS SHALL BE TRIANGULARLY SPACED.
  - LABELLING SYSTEM TO AN INDUSTRY STANDARD SYSTEM. WHEN PLANTS ARE LABELED, LABEL FORMER INDICATES TOTAL NUMBER OF PLANTS IN GROUP, IDENTIFY THE GROUP'S SPECIES AND QUANTITY.
  - WHERE SPACING DIMENSIONS ARE INDICATED AS A RANGE, INDICATE THE MINIMUM AND MAXIMUM NUMBER OF PLANTS TO BE PLANTED WITHIN THE AREA SHOWN ON THE DRAWINGS.

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	MINIMUM SIZE (FEET/INCHES)	CONTAINER/DIAMETER	SPACING	COUNTY	NOTES
	001	RED TWIG DOGWOOD	RED TWIG DOGWOOD	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH
	001	WAX MYRTLE	WAX MYRTLE	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH
	001	SPYRAEAE	COMMON SPYRAEAE	4 FT. (1.22 M)	AS SHOWN	AS SHOWN	IL	PLANTING MULCH

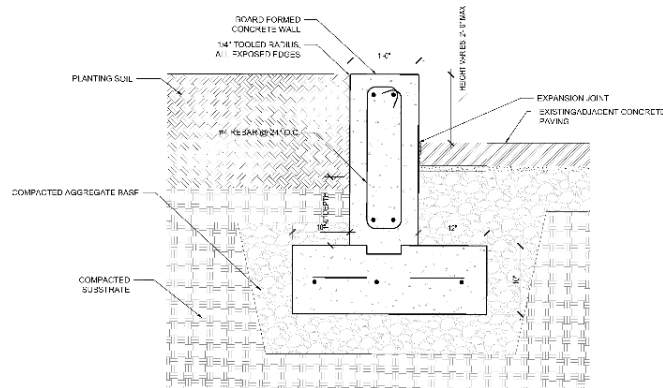


PRESCOTT ELEMENTARY SCHOOL

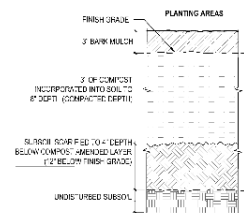
10430 NE Prescott St.  
 Portland, OR 97220  
 PROJECT NUMBER: 25017  
 DATE: MAY 05, 2026  
 SCALE: 1"=20'  
 DRAWN BY: \_\_\_\_\_

PLANTING PLAN

L4.00

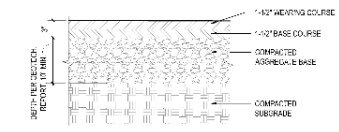


6 CONCRETE RETAINING WALL  
 1'4" x 1'4"

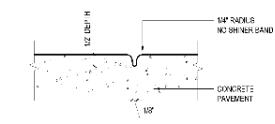


- NOTES:
1. ALL 50% AREAS UNHURLED OR UNCOMPACTED DURING CONSTRUCTION AND NOT COVERED BY BUILDING OR PAVEMENT, SHALL BE AMALGAMATED WITH COMPOST AS DESCRIBED BELOW.
  2. SUBSOIL SHOULD BE SCARIFIED LOOSELY 3 INCHES BELOW AMENDED LAYER TO AVOID DEPTH OF UNCOMPACTED SOIL, EXCEPT WHERE SCARIFICATION WOULD DAMAGE TREE ROOTS OR AS DETERMINED BY THE ARCHITECT/ENGINEER.
  3. 3 VOLUMES OF COMPOST SHALL BE FILLED IN 10% INCH SOIL DEPTH. 1% UNIMPROVED TOP SOIL FOR SOIL SPECIFICATION OR CONSTRUCTION WAY SUBSTITUTE 1% OF IMPROVED SOIL. CONTAINERS: 80% COMPOST 30% VOLUME MIX FOR AFTER PLAN. (NO W/), 4% INCHES OF BARK MULCH OR APPROXIMATELY EQUAL.
  4. SETBACKS TO PREVENT JUNCTION SETTLING DO NOT COMPACT AND TRAP AIR WITHIN 3 FEET OF ALL "Y" INFRASTRUCTURES (POLES, WELLS, METERS ETC.).
  5. SOIL SHALL BE COMPACTED TO A APPROXIMATELY 95% PROCTOR SOIL DENSITY AND 10% MOISTURE PERCENT (COMPACTED) STATE.

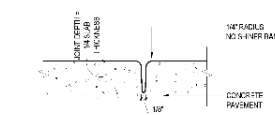
7 SOIL PROFILE  
 3" x 1'0"



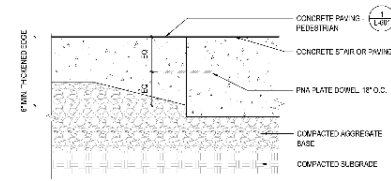
1 CONCRETE PAVEMENT  
 1'2" x 1'4"



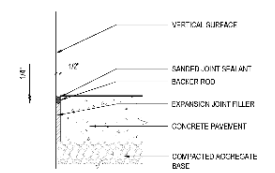
2 SCORE JOINT  
 6" x 1'0"



3 CONTRACTION JOINT  
 6" x 1'0"



4 ISOLATION JOINT  
 3" x 1'0"



5 ISOLATION JOINT  
 3" x 1'0"

NOT FOR CONSTRUCTION

PRESCOTT ELEMENTARY SCHOOL

10430 NE Prescott Dr.  
 Portland, OR 97223  
 DRAWING NO. 25017  
 DATE: MAY 01, 2026  
 SCALE: AS NOTED

DETAILS

SHEET NUMBER  
**L6.00**



# PLACE

735 NW 18th Avenue  
Portland, OR 97209  
503.334.2080  
www.place.la

CONTRACT NO.

START

NOT FOR  
CONSTRUCTION

REVISION NO.

DATE



1 EAST ENTRY TO PAVILION



2 NATURAL PATHWAY



3 BIRDS EYE VIEW



4 RAMP PATHWAY



5 TOP OF CONCRETE RAMP



6 PAVILION ENTRY



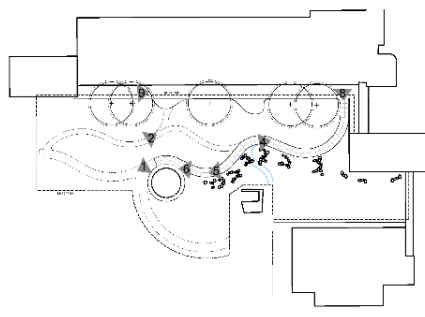
7 PAVILION INTERIOR



8 RAMP ENTRY



9 OUTDOOR HALLWAY



KEY MAP

## PRESCOTT ELEMENTARY SCHOOL

30' x 30' REFERENCE SCALE  
Portland, OR 97220

OWNER

COST ESTIMATION SET

PROJECT NUMBER

25017

DATE

MAY 15, 2020

NO.

1

DESIGNED BY

LANCASHIRE ARCHITECTS

PERSPECTIVE VIEWS

DATE PLOTTED

L8.00

## C: OCTAGONAL ROOF PAVILION RENDERINGS





PLACE



PLACE









# D: PARKROSE SCHOOL DISTRICT CALENDAR

## 2026-2027 Parkrose School Year Calendar

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31F					

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1F2	2	3	4	5
6	7	8	9	10	11	12
13	14K	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23C	24C	25	26	27	28
29	30					

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11L	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Key:	
C	Conference Day - No School
	Holiday - No School
	No School
K	First day for PreK & Kindergarten
F	First Day for 1st-6th, 9th
F2	First Day for 7th-8th, 10th-12th
L	Last day of school