



**VITUS**  
CONSTRUCTION INC.

PROPOSAL FOR  
Lookingglass Fire Station Retrofit



March 15, 2023

# TABLE OF CONTENTS

1.	COVER LETTER	3
2.	FIRM EXPERIENCE	4
3.	CM/GC RELATED EXPERIENCE	13
4.	KEY PERSONNEL EXPERIENCE	17
5.	OVERALL PROJECT UNDERSTANDING/APPROACH	26
6.	SCHEDULING APPROACH	30
7.	COST CONTROL	32
8.	FEE	34
9.	REFERENCES	37
10.	ATTACHMENTS	39
11.	BONDABILITY LETTER	47

**34**  
YEARS IN  
BUSINESS

**30+**  
COMPLETED  
SEISMIC UPGRADE  
PROJECTS

**13**  
FIRE STATIONS

**450+**  
NEW AND  
REMODELS OF  
ESSENTIAL  
FACILITIES

**92**  
COMBINED YEARS  
OF EXPERIENCE  
ON OUR  
MANAGEMENT  
TEAM

**3000+**  
PROJECTS  
COMPLETED IN  
SOUTHERN  
OREGON

March 15, 2023

Lookingglass Rural Fire District  
Attention: Steven Rhodes, Fire Chief  
7173 Lookingglass Road  
Roseburg, Oregon 97471

RE: Lookingglass Fire Station Retroft RFP

Dear Steven

We appreciate the opportunity to submit our proposal for the work to be completed at Lookingglass Fire Station. Vitus Construction, Inc was formed in 1989 with the sole purpose of offering an alternative to the industry's standards of doing business. Our goal was to form a company that would build long-lasting relationships. Our motto has always been "Building the Future." My information is listed below, and I am the contact person for questions regarding our interest in this project.

We are a general contractor that offers personalized service in which your project is as important to us as it is to you. Vitus Construction's experienced team possesses proficient expertise, exceptional standards of service, quality skillset and strong core beliefs that represent the best value. We approach each project with a collaborative strategy engaging the entire team of clients, engineers, architects, subcontractors and employees to work together harmoniously. We feel this method strengthens communication throughout the process and ensures a successful final product and satisfied client.

We have never lost sight of our goal, which is not to be the biggest, but to strive to be the best. Our hands-on approach has established long-term relationships with many clients. We have a long project completion history with many public agencies to include fire stations, hospitals, and school districts.

Our recent project history has included similar type of scope outlined in this RFP which puts us in a good place to be familiar with the types of conditions we may come across. In 2022 we completed seismic work for three school districts in the Rogue Valley, as well as a fire station in Halsey, Oregon. One of the seismic projects also had a remodeling component. More details on these projects are laid out in the pages to follow.

We feel the best satisfaction in our industry is to complete a project that is done well, on time and has a satisfied customer. Our greatest reference is our satisfied customers. We carefully evaluate potential projects and only take on the jobs we can do and do well. We appreciate your time and consideration in reviewing our proposal. If selected, our goal would be to add you to our long list of satisfied repeat customers.

Sincerely,



Shalina Hamlet  
Vitus Construction Inc  
Vice President  
541-855-7177 Fax 541-855-7520/ shalina@vitusconstruction.com  
PO Box 1097 Gold Hill, Oregon 97525  
CCB# 63643



## 2. FIRM EXPERIENCE

## 2.1 Firm Description

Vitus Construction has grown its reputation, as well as its revenues, in over 34 years of being in business. Current firm size is \$33 million a year. Our references speak for themselves as we have developed an impressive list of return customers and have completed many significant Construction Manager/General Contractor projects in public, healthcare, K12 schools, and private sectors. Vitus has performed all types of building projects: new construction, remodeling, seismic rehabilitations, tenant improvements, building and system upgrade, and general maintenance and repairs for a wide array of clients. Our niche is our successful construction of challenging and complex projects.

Our company's strength resides in our ability to successfully complete the most challenging and complex projects. Our experience in the demanding environments of secure facilities such as healthcare, churches and educational facilities, which also must maintain full operational capabilities, has led to the development of a strong skillset comprised of aggressive scheduling, coordination and careful planning. We enjoy and specialize in a successful working team between the owner and design team. This is not a joint venture.

### Annual Volume of Figures

2022	\$33 M
2021	\$32 M
2020	\$26 M
2019	\$28 M
2018	\$17M

Vitus Construction is an Equal Opportunity Employer with an office located in Gold Hill and multiple workforces located throughout Oregon. Vitus has enjoyed stability in the Rogue Valley marketplace and by conscious choice we have remained local and relatively small. Vitus values its long-term relationships with Owners, vendors, subcontractors, financial institutions, and governing agencies which provide superior benefits for our clients. We have included a letter from our surety company showing our current bonding capacity which meets the requirements of this RFP. Please see section 11 for further review of the letter.

**Vitus Construction's core values of quality, safety, trust and thoughtfulness show in our work. Our relationship with clients is the foundation of our success.**

Vitus Construction demonstrates success in achieving smooth-running projects because of our commitment to proactive planning, open communication and resolve to prevent issues from ever becoming obstacles that delay or impact the cost and timeline of the job. Vitus has extensive experience in collaborating to achieve a more perfect solution to any problem. We are eager to communicate with the owner, design team, subcontractors and building agencies to settle any potential conflicts or problems. Vitus Construction has developed innovative solutions to seemingly dire difficulties.

Hanby Middle School Seismic Rehabilitation/Remodel  
Gold Hill, Oregon  
2022



## Safety

Vitus Construction, Inc., is dedicated to maintaining a safe work setting. People are our most important resource and their safety is one of our principal responsibilities. It is our policy to provide safe equipment, safe working practices and a safe working environment for all of its employees and subcontractors. Education and training of the hazards of the workplace are key elements.

We teach all to be aware of the responsibility each one of us as for our own safety as well as those working around us. Our goal is zero preventable accidents each year.



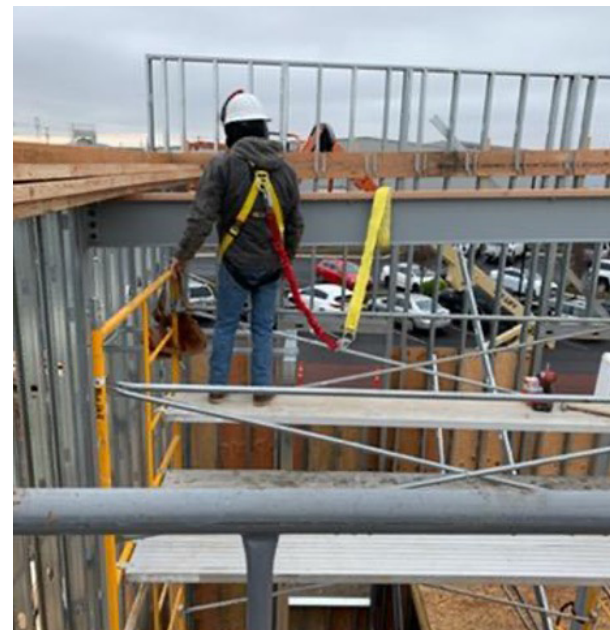
Vitus Construction, Inc., has a zero-tolerance drug and alcohol policy enforced by random drug screenings. During the course of a project, Toolbox Safety Meetings are held on a weekly basis. Additional safety meetings are also held whenever there is a change in activity occurring on the job site.

## Safety and the Public

Projects conducted at times and areas where every day citizens are about can add an extra element to safety that Vitus Construction takes very seriously. There is added responsibility for the safety of those around the facility and construction area as a whole.

We evaluate all potential hazards and take extra measure to ensure the safety of all who may be present. This includes evaluating the facility for possible exposure to harmful substances such as lead and asbestos. We will place negative air machines or "air scrubbers" in occupiable spaces when needed.

In order to create a safe environment our procedural approaches ensure everyone returns home for the day in the same way they left it. Our site supervisors take immediate steps to provide protection from physical dangers by using safety barriers and fencing, utilize site signage, and of course requiring proper personal protective equipment while on site. Extra training course are taken periodically, as required, or as necessary to



## 2.2 Project Experience

For over three decades, Vitus Construction has worked in all sorts of venues and on all types of construction projects. We have enjoyed working with various business owners, doctors, school officials, municipalities, assisted living facilities, county and state agencies, and church leaders. Project types included:

- Seismic Upgrades/Rehabilitations/Retrofits
- MEP Upgrades
- Remodels
- New Construction
- Renovations
- Tenant Improvements
- Additions
- Routine maintenance/upkeep

All project types listed have been conducted for both private and public sectors and have had budgets for multi-millions of dollars to smaller projects where budgets ranged from under one million to a couple thousand dollars. No project is too small for us to consider, especially when asked by return clients. We have worked hard to develop longstanding relationships and we take pride in and enjoy the fact we are trusted to continue performing ongoing work as required and needed.

Vitus Construction has extensive experience in seismic rehabilitation projects many of which were conducted in rural parts of the southwestern region of the state, and many were in coordination with ZCS Engineering & Architecture. These projects have all shared complex elements of phasing and fast-track completion. We have successfully completed over thirty retrofit projects for various schools and fire stations throughout Oregon.

In the last five years we have completed over a dozen seismic upgrades for fire stations and school districts across southern Oregon. We also have a long history of new construction and major renovation projects for Central Point, Eagle Point, Grants Pass and Medford School Districts, City of Medford, Grants Pass and Jackson and Josephine Counties. Several of these projects have also been fast-track phased construction bid packages with tight construction schedules. Below are the last five completed projects of similar nature:

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
Butte Falls Elementary School Butte Falls, Oregon	Seismic Rehabilitation	Butte Falls School District #91 Phil Long / 541-890-1007 plong@buttefalls.k12.or.us  ZCS Engineering & Architecture Steven Davidson / 541-884-7421 stevend@zcsea.com	2022	\$2,047,791.00	\$0*	\$2,016,636.66
Eagle Point High School Eagle Point, Jackson County, Oregon	Seismic Rehabilitation	Eagle Point School District 9 John Harding / 541-973-7710 HardingJ@eaglepnt.k12.or.us  ZCS Engineering & Architecture Steven Davidson / 541-884-7421 stevend@zcsea.com	2022	\$2,044,130.00	\$0*	\$2,044,130.00

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
Hanby Middle School Gold Hill, Jackson County, Oregon	Seismic Rehabilitation & Remodel	Central Point School District 6 Spencer Davenport / 541-494-6200 spencer.davenport@district6.org  Otak CMP Steve Ennis / 541-618-9155 steve.ennis@otak.com  BBT Architects Bennett Sapin / 541-382-5535 bsapin@bbtarchitects.com	2022	\$8,744,625.40	\$121,016.52	\$8,865,641.92
Umpqua Community College Whipple Fine and Performing Arts Roseburg, Oregon	Seismic Rehabilitation	Umpqua Community College Jess Miller / 541-440-4698 jess.miller@umpqua.edu  ZCS Engineering Zach Stokes / 503-659-2205 zachs@zcsea.com	2021	\$857,805.00	\$554,188.00	1,411,993.00
Halsey Fire Station 51 Halsey, Oregon	Seismic Rehabilitation	Halsey-Shedd Rural Fire Protection District Travis Hewitt / 541-369-2419 halseyfire@rtinet.com  ZCS Engineering Kristofer Toning / 503-659-2205 kristofert@zcsea.com	2021	\$1,745.967.00	\$192,497.52	\$1,938,464.52

\*Owner used contingent funds.



Hanby Middle School  
Seismic Rehabilitation/ Remodel



## 2.2a Specific Facility Experience–Public Agencies and Public Contracting

Assisting our public agencies in serving the community is one way we stay true to our motto, “Building the Future”. In addition to projects with local school districts, we have completed numerous projects for the cities across Curry, Douglas, Josephine, and Jackson Counties. Projects completed have also been contracted directly with Curry County, Jackson County, Josephine County, and the State of Oregon.

We have also done work with the US Forestry Department and the FAA. We have completed steps for prequalification for many of the public agencies listed above and have retainer contracts on file with several as well. Over half of our revenues are driven by public works projects. Please see the table on the next page for a list of our recent projects with public agencies.

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
Sweet Home Fire Station 21  Sweet Home, Oregon	Seismic Rehabilitation	Sweet Home Fire District Shannon Pettner / 541-367-5882 spettner@sweethomefire.org  ZCS Engineering & Architecture Shawn Smoot / 503-659-2205 shawns@zcsea.com	2022	\$1,268,990.00	\$0*	\$1,268,990.00
Medford School District Outdoor Eating Spaces  Medford, Oregon	Outdoor Structure Addition	Medford School District 549C Andy Chasteen / 541-842-1138 Andy.Chasteen@medford.k12.or.us  Otak CMP Steve Ennis / 541-618-9155 steve.ennis@otak.com  Structural Solutions, Inc Jason Prins / 541-608-8117 Jason@structuralsolutionsinc.net	2022	\$809,600.00	\$13,477.78	\$823,077.78
Sams Valley Elementary School  Central Point, Oregon	MEP & Site Upgrades	Central Point School District 6 Spencer Davenport / 541-494-6200 spencer.davenport@district6.org  Otak CMP Steve Ennis / 541-618-9155 steve.ennis@otak.com  BBT Architects Matt Appleby / 541-382-5535 mappleby@bbtarchitects.com	2021	\$2,867,123.00	\$0*	\$2,867,123.00

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
Patrick Elementary Gold Hill, Oregon	MEP & Site Upgrades	Central Point School District 6 Spencer Davenport / 541-494-6200 spencer.davenport@district6.org  Otak CMP Steve Ennis / 541-618-9155 steve.ennis@otak.com  BBT Architects Matt Appleby / 541-382-5535 mappleby@bbtarchitects.com	2021	\$2,968,904.00	\$0*	\$2,968,904.00
North Middle School Grants Pass, Oregon	Seismic Upgrade	Grants Pass School District 7 Sherry Ely (now with NWRES D) 503-614-1253 sely@nwresd.k12.or.us  ZCS Engineering Sylas Allen / 541-500-8588 sya@zcsea.com	2020	\$1,945,455.00	\$83,819.00	\$2,029,274.10



North Middle School,  
Grants Pass, Oregon

## 2b. Specific Facility Experience Remodeling

Vitus Construction has a widespread background in remodeling projects. Over the years, many projects included interior and exterior remodeling to existing timber framed structures. Many of the structures that we have worked on in the past were built decades ago. For example, Hanby Middle School (listed in most recent project experience) was constructed in 1910 and is a historic building in the City of Gold Hill. It is important to have a seasoned team which can adapt to any unique design issues that may arise.

Specific examples of successfully completed remodeling projects includes:

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
<p>The Church of Jesus Christ of Latter-Day Saints Temple</p> <p>Central Point, Oregon</p>	Remodel	<p>The Church of Jesus Christ of Latter-Day Saints Trulan Preece / 801-353-1200 trulan.preece@churchofjesuschrist.org</p> <p>John Stark Architect LLC John Stark / 503-544-6840 jsbellaopus@msn.com</p>	2022	\$2,348,478.00	\$143,604.04	\$2,492,082.04
<p>Umpqua Community College Whipple Fine and Performing Arts</p> <p>Roseburg, Oregon</p>	Seismic Upgrade and Remodel	<p>Umpqua Community College Jess Miller / 541-440-4698 jess.miller@umpqua.edu</p> <p>ZCS Engineering Zach Stokes / 503-659-2205 zachs@zcsea.com</p>	2021	\$857,805.00	554,188.00	1,411,993.00
<p>Grants Pass Public Safety (Essential Facility)</p> <p>Grants Pass, Oregon</p>	Building Remodel	<p>City of Grants Pass Jim Hamilton / 541-450-6321 jhamilton@grantspassoregon.gov</p> <p>CDArchitect Dave Straus / 541-779-4363 dstraus@cdarchitectsllp.com</p> <p>Project Manager Bill Watson / 541-841-2876 bill@bill-watson.com</p>	2020	\$4,750,700.00	\$866,648.76	\$5,617,348.76

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
South Middle School Grants Pass, Oregon	Seismic Upgrade and Remodel	Grants Pass School District 7 Sherry Ely (now with NWRES D) 503-614-1253 sely@nwresd.k12.or.us  ZCS Engineering Joey Gipner / 541-500-8588 joeyg@zcsea.com	2018	\$1,125,190.00	\$313,754.63	\$1,438,944.63
Curry County Library Building Addition Gold Beach, Oregon	Building Addition	Curry County Jeremy Skinner / 541-247-7246 jeremy@cplib.net  HGE, Inc Joe Slack / 541-269-1166 x 234 jslack@hge1.com	2018	\$2,106,214.00	\$29,095.74	\$2,135,309.74



Curry County Public Library  
Gold Beach, Oregon

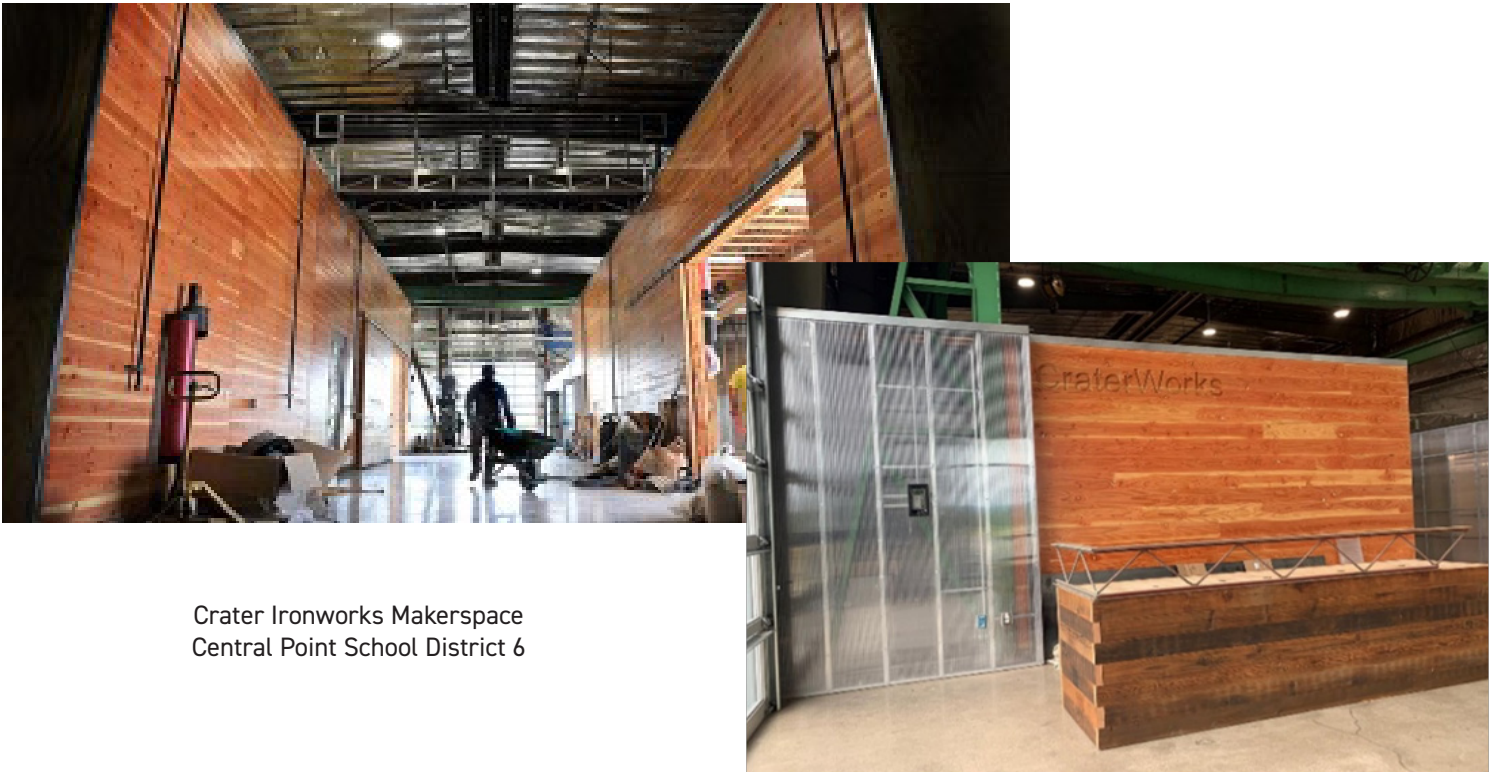


### 3. CM/GC RELATED EXPERIENCE

### 3. CM/GC RELATED EXPERIENCE

Vitus Construction has worked on many public sector CM/GC-GMP projects with great success. We are cognizant that we make every dollar count. In our work with many of the fire districts, Vitus has been able to provide valued and creative design ideas to mitigate the cost of the overall project, allowing the owners to better utilize their funding and stretch what they can to maximize the scope.

Our goal is to not circumvent the design team but to offer ideas as differing site conditions may develop, enabling us to accomplish the task at hand in a more effective and efficient way. Through this process we have offered suggestions to our design team and owners based upon our experience as we progress through the final design. By offering the best quality at the most affordable price, it allows for funding to be placed into other areas.



Crater Ironworks Makerspace  
Central Point School District 6



Recent CM/GC projects include:

Project	Description	Contacts	Completion Date	Contract Amount	Change Order Total	Final Contract Amount
Halsey Fire Station 51 Halsey, Oregon	Seismic Rehabilitation	Halsey-Shedd Rural Fire Protection District Travis Hewitt / 541-369-2419 halseyfire@rtinet.com  ZCS Engineering Kristofer Topping / 503-659-2205 kristofert@zcsea.com	2021	\$1,745,967.00	\$192,497.52	\$1,938,464.52
Sams Valley Elementary School Central Point, Oregon	MEP & Site Upgrades	Central Point School District 6 Spencer Davenport / 541-494-6200 spencer.davenport@district6.org  BBT Architects Matt Appleby / 541-382-5535 mappleby@bbtarchitects.com	2021	\$2,867,123.00	\$0*	\$2,867,123.00
Pacific High School Langlois, Oregon	Seismic Upgrade	Port Orford-Langlois School District Steve Perkins / 541-348-2455 steve.perkins@2cj.k12.or.us  ZCS Engineering Stephen Chase / 541-500-8588 stephenc@zcsea.com	2019	\$1,277,839.00	\$0	\$1,277,839.00
Central Point School District Capital Improvement Projects Central Point & Sams Valley Oregon	Seismic Upgrades and Vocational School Remodel	Central Point School District 6 Spencer Davenport / 541-494-6200 spencer.davenport@district6.org  Arkitek Christopher Brown / 541-591-9988 arkitek@arkitek.us	2019	\$5,380,107.40	\$152,671.58	\$5,380,107.40
Griffin Creek Elementary Medford, Oregon	Seismic Upgrade and Classroom Addition	Medford School District 549C Ron Havniear / 541-842-9646 ron.havniear@medford.k12.or.us  Steve Ennis / 541-618-9155 steve@ennisarchitect.net	2018	\$2,945,031.00	\$26,136.08	\$2,980,167.08

A past project that we are particularly proud of is the construction of the Columbia River Washington LDS Temple located in Richland, Washington. This project was not only a CM/GC type of process but was also on a fast track. The plans were being cultivated as we moved the project along. This project was done in 11 months at a cost to the owner of nearly \$12 Million, which was 30% under budget. This was the prototype for other facilities of this nature. Two other similar projects were completed in the subsequent year; one with an 18-month completion time at \$18 million and one at \$20-million that was completed in a 20-month period. It is also noteworthy that the church scored the highest marks available for quality and was rated first in terms of excellence.

Since the Temple projects, we have worked on many seismic rehabilitation projects. These projects, primary for fire districts and educational facilities, require us to turn anywhere from \$1.2 million to \$2 million projects in 10 weeks or less. Just this past year, we had a combined 11 seismic projects for both schools and fire stations to complete by the end of summer. All projects were completed on time and below budget.



Columbia River Temple – Church of Jesus Christ of Latter-Day Saints





## 4. KEY PERSONNEL EXPERIENCE

## 4. KEY PERSONNEL EXPERIENCE

Vitus Construction was founded by Corey Vitus over 30 years ago. It remains a family-owned company with his daughter, Shalina Hamlet, merging into the business. Corey prides himself in his hands-on approach to project management. He will lead as the Project Executive and will stay in constant communication with the project manager and superintendent to stay informed on the daily progress.

For this project, Corey has assembled a team of key personnel with both individual and team experience in various remodeling, new construction and seismic projects. The team has successfully completed remodeling and seismic rehabilitation projects for fire districts. One benefit to having a hands-on owner that has spent time in the field improves the understanding of keeping the project moving without accelerated costs. When you have differing site conditions, one must be on top of their game and capable of adapting to a different location.

Shalina, Vice President, brings 23 years of experience to the project management team. She will be assisting Corey as Project Manager. Shalina has worked on various remodeling projects for public agencies all across the Rogue Valley. This last summer she managed restrooms remodels at two Central Point School District's Elementary Schools. Shalina worked closely to ensure the Eagle Point High School Technology Center Classroom Remodel and Grants Pass Public Safety Building Remodel projects ran smoothly during 2020-2021. During the same time period she managed the 2nd Story Renovation of the Jacksonville City Hall Building. She also assisted with seismic rehabilitation projects to four local fire stations for Fire District #3.

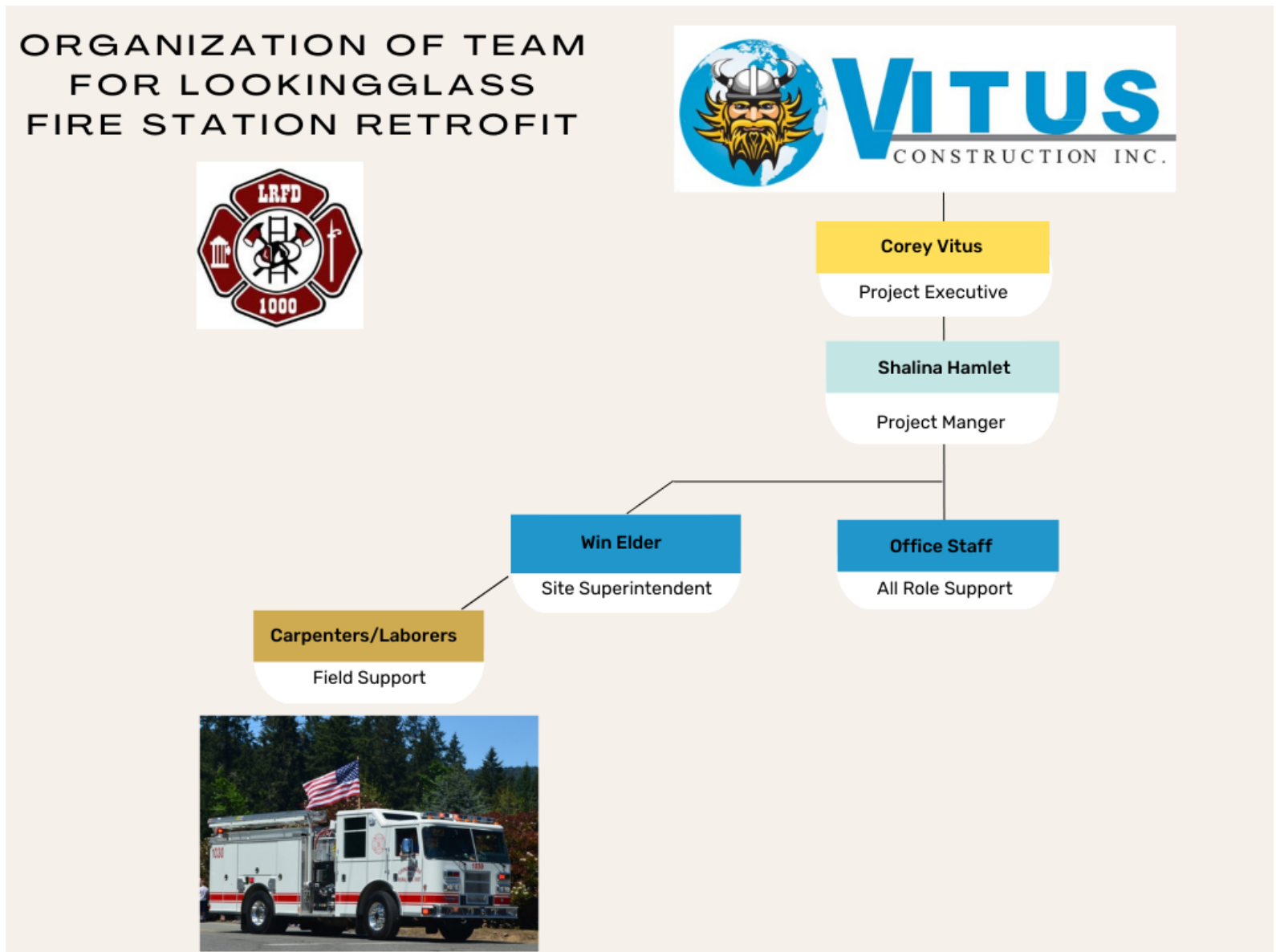


Jacksonville City Hall 2nd Floor, Jacksonville, Oregon

The Project Superintendent, Win Elder, has had great success in seismic rehabilitation projects for Vitus Construction. He has recently completed seismic upgrades at Halsey Fire Station 51. He is currently working on remodel projects within the Reedsport School district and for Oregon Department of Transportation. As superintendent, he would be dedicated to this project 100% of the time until completion. Win has been reserved for your project.

One of the strengths of our construction team is the approach where our entire firm becomes intimately involved in every project that we perform. We limit our volume of work to that which ensures that we have a commitment to each project to provide that personal touch. Should we be successful, we would place our full resources strategically to achieve your ultimate goals. We have more than sufficient manpower to accelerate this project to keep it running smoothly and on task. Vitus Construction stands ready to move forward with your project in an uncompromising manner.

## 4.1 Organization of Team



## 4.2 TEAM MEMBER RESUMES

Please review the following pages for resumes of our key personnel.



## Corey E. Vitus

Corey prides himself on being a consistent presence on the project. He believes the reason for such successful projects is the willingness to work under all circumstances. Having satisfied clients, particularly in the medical, educational and governmental facilities is Corey's top priority.

Vitus Construction has built a long list of clients based on trust, honesty, integrity, hard work and quality of craftsmanship. As a project executive, he prides himself on being on the project consistently. His references are his best resources. His goal is a "satisfied customer," particularly those involved in medical, educational and governmental facilities as related to this project.

As you review his resume, you can see by his long list of repeat customers, he has built a trust with his clients. He believes this is based on honesty, integrity, hard work and quality of workmanship.

### PRESIDENT

VITUS CONSTRUCTION, INC.  
1989 – Present

EDUCATION  
State Carpenter Apprenticeship Program

Phase I FTE: 0.25  
Phase II FTE: 0.25

### PROJECTS

#### JACKSON COUNTY SCHOOL DISTRICT 6

- Crater Ironworks Makerspace
- Sams Valley Elementary Seismic Upgrade
- Mae Richardson Seismic Upgrade
- New elementary school – Central Point Elementary
- Central Point Maintenance Building
- Scenic Middle School Modular
- Jewett Elementary School Expansion

#### JOSEPHINE COUNTY SCHOOL DISTRICT 7

- Highland Elementary Seismic Upgrade
- South Middle School Seismic Upgrade
- Riverside Elementary Seismic Upgrade
- Grants Pass High School Administration Remodel
- Grants Pass High School Administration Remodel
- Highland Elementary Classroom Addition
- Lincoln Elementary Classroom Addition

#### EAGLE POINT SCHOOL DISTRICT 9

- Eagle Point New Concession Stand
- Eagle Point High School Tech Center
- Eagle Point High School Gym

#### MEDFORD SCHOOL DISTRICT 549C

- Hoover Elementary Seismic Upgrade
- Griffin Creek Elementary Seismic Upgrade
- Griffin Creek Elementary Additional Classrooms
- Oak Grove Elementary School Addition
- Jefferson Elementary School Addition and Remodel
- Kennedy Elementary School Repairs
- North Medford High School Repairs
- Howard Elementary School Addition and Remodel
- Kennedy Elementary School Addition and Remodel
- Roosevelt Elementary Remodel
- North Medford High School Site Improvements
- South Medford Steps Classroom Addition

#### PHOENIX TALENT SCHOOL DISTRICT 4

- Phoenix High School Auto Shop Addition
- Phoenix High School Press Box Remodel

### **PORT ORFORD-LANGLAIS SCHOOL DISTRICT**

- Driftwood Elementary Seismic Upgrade

### **CENTRAL CURRY SCHOOL DISTRICT 1**

- Riley Creek Elementary Seismic Upgrade
- Gold Beach High School Seismic Upgrade

### **SOUTHERN OREGON UNIVERSITY (over 54 projects)**

- Raider Stadium
- McNeal Hall
- BioTech
- Bookstore HVAC and Roofing
- Britt Hall
- Central Boiler
- Concessions
- EDU/Physical Education Mechanical
- Lab Remodel
- Library Renovations
- McNeal Hall Building Relocation
- Old Mill Village Phase I & II
- OLLI Office Building Remodel Phase I, II & III
- Outdoor Classrooms
- Raider Stadium Improvements Phase I & II
- Recreational Building
- Rogue Federal Credit Union
- Stevenson Union

### **CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS**

- Bellinger Lane Meeting House, Jacksonville
- Columbia River Washington Temple
- Medford, Oregon Temple
- LDS Gold Beach Chapel Remodel
- Chiloquin
- Medford 1st, 6th & Stake Remodel
- Medford 4th & 5th Remodel

### **COMMUNITY HEALTH CENTER**

- Remodel of Myrtle Street Building
- Remodel of Ashland Center

### **PROVIDENCE MEDFORD MEDICAL CENTER**

- Providence Administration Office Remodel
- Providence/Shady Cove Remodel
- Providence Compassionate Care Remodel
- Providence Pre-Op/Post-Op Remodel
- Providence Therapy Pool Remodel
- Providence Works Move
- Providence 2 East Nurses Station Remodel
- Providence Building "B"
- Providence Physical Therapy Remodel
- Providence Building "C"

### **MISCELLANEOUS**

- Trinity Episcopal Church
- Curry County Public Library

### **ASANTE HEALTH SYSTEMS/ROGUE VALLEY MEDICAL CENTER**

- RVMC Old Oncology Remodel
- Asante Cardiac Rehab Remodel
- RVMC Old Pharmacy Remodel
- Medford Medical Office Remodel 3rd Floor
- Asante Administration Change @ ER
- RVMC Vascular Lab
- RVMC Construction Office Remodel
- RVMC MRI Suite Remodel
- Asante CT Scan Remodel
- Asante Patient Registration Remodel
- Pharmacy/RVMC Diabetes Ed Remodel
- Asante Cheney Family Place Remodel Ph 2
- Asante NICU Remodel
- Asante Emergency Room Remodel
- Asante Phlebotomy Remodel
- Asante Pathology Remodel
- Asante Mental Health Remodel Phase I & 2
- Remodel Service Center – Ground Floor
- Three Rivers Hosp Remodel – Washington & Franklin Campus
- Black Oak Medical Building Phase I & 2
- ITS Building Remodel
- Asante Cardiac Observation Building
- Child Development Center
- Southern Oregon Health Trust, Murphy Medical Office Building
- Southern Oregon Health Trust, Stewart Medical Office Building
- S.O. Health, White City Medical Office
- Asante Medical Arts Building Remodel
- RVMC Pediatric Pavilion Renovations

## ASANTE HEALTH SYSTEMS/ROGUE VALLEY MEDICAL CENTER (Continued)

- Southern Oregon Health Trust, Ruch Satellite Clinic
- Southern Oregon Health Trust, White City Satellite Clinic
- RVMC 3rd Floor Demolition
- Surgical Storage Remodel
- Asante Jacksonville Clinic
- Asante Internal Medicine
- Family Practice II Remodel
- Home Medical Elevator Conversion
- Asante/Southern Oregon Health Trust Pharmacy Remodel
- Southern Oregon Linen Service Laundry Facility
- Home Medical Addition (Old Westerner)
- Home Medical Car Damage
- Home Medical Casework
- Hearthstone Manor Storage Remodel
- Asante Health Services Remodel
- Asante Heart & Lung Remodel
- Asante Cardiology Suite Remodel
- Asante Pulmonary Consultants Remodel
- RVMC Adolescent Care Remodel
- Donald P. Robertson Storage Addition
- Southern Oregon Health Trust Clinics
- Southern Oregon Internal Medicine Licenser ADA Upgrade
- Family Practice Group Licenser ADA Upgrade
- Children & Adolescent Clinic Licenser ADA Upgrade
- R. Alan Miller, D.O. Licenser ADA Upgrade
- Southern Oregon Pediatrics Licenser ADA Upgrade
- Donald P. Robertson, D.O. Licenser ADA Upgrade
- Valley Family Practice Licenser ADA Upgrade
- William J. Sager Licenser ADA Upgrade
- Valley Family Practice Addition and Remodel
- 2nd Floor Demolition
- PRMA Remodel
- Adolescent Care Remodel
- Skilled Nursing Remodel and Addition
- Administration Office Remodel
- Respiratory Therapy Remodel
- Health Services/Administration Remodel
- Emergency Department Remodel
- Jefferson Child Care Development Sidewalks
- Health Services Remodel
- Physical Therapy/Occupational Therapy Remodel Phase II
- RVMC Site Improvements
- Hearthstone Manor Alzheimer Remodel
- RVMC 2 North Addition and Remodel
- Hearthstone Manor Remodel
- Smokers Lounge
- ASHLAND COMMUNITY HOSPITAL
- ACH Medical/Surgical Expansion
- ACH Surgery-Pre-Op Holding
- ACH Basement Storage
- ACH Same Day Surgery Remodel
- ACH Waterbirth Room
- ACH Home Health Remodel
- ACH Administration Addition
- ACH Medical Surgery Remodel
- ACH Fire Wall Requirements
- ACH Dr. Jones
- ACH Procedure Room
- ACH Fire Life Safety Requirements
- ACH Operating Room Number #3
- ACH Birthing Center Remodel
- ACH Surgery Expansion - Phase I
- ACH Operating Room Structural Renovations
- ACH CT Scan Suite
- ACH Emergency Department Renovations
- ACH Nurses Station Corridor
- ACH Nurses Station Remodel
- ACH Corridor Improvements
- ACH Parking Lot Renovations
- ACH Lobby Canopy
- ACH Home Health Renovations
- ACH Electrical Renovation
- ACH Service Tunnel
- ACH Physical Therapy
- ACH Mammography, Respiratory Therapy Addition
- ACH Gazebo
- ACH Lab Storage
- ACH Surgery Break Room
- ACH Radiology
- ACH Surgery Center Remodel
- ACH Old Admitting



## **VICE PRESIDENT**

Years of Experience: 23 years  
Years with Vitus: 5 years

Phase I FTE: 0.25  
Phase II FTE: 0.25

## **REFERENCES**

Bill Watson  
Grants Pass Public Safety  
541-841-2876

Spencer Davenport  
Central Point School District 6  
541-494-6211

## **Shalina Hamlet**

Shalina Hamlet brought 18 years of industrial manufacturing experience to the team when she joined Vitus Construction five years ago. As former Vice President of Operations for Pacific Crest Transformers, she has an extensive background in the electrical transformer industry. Shalina oversaw general operations, scheduling, logistics and product supply of the liquid filled distribution transformer manufacturing plant in Medford, Oregon as well as the sub-assembly plant in Monterrey, Mexico. She is recognized for her optimized production scheduling, capacity planning and production coordination between manufacturing facilities and major supply chain vendors to ensure customer delivery dates were met with quality products.

Prior to Operations, Shalina managed the Sales Team and Quotations Department as Vice President of Sales for Pacific Crest where she was recognized for her longstanding Client Relationships. Knowing customer satisfaction is top priority, she believes in an open honest approach with hard work, performance and quality of workmanship. She has a thorough understanding of the proposal process and developed programs that were used in house to accurately and efficiently streamline proposal and document control processes. She has a keen eye for detail and with thorough review of the technical specification, drawings and contracts, she can often offer cost analysis reductions through application suggestions for the customer.

Since joining Vitus Construction, Shalina has been an integral part of the team. She oversaw the Eagle Point High School Tech Center Classroom Addition, the New Concession Stand for Eagle Point High School and the remodeling project for Grants Pass Public Safety Building. She has assisted in many seismic renovation projects including South Middle School, Griffin Creek Elementary, Mae Richardson and Sams Valley Elementary seismic upgrades as well as others.

With focus on Quality Control, Health and Safety Standards and minimized Environmental Impact, Shalina has achieved consistent success in combining project planning with tactical execution to streamline construction and meet project completion dates.

# Win Elder

## SITE SUPERINTENDENT

Years of Experience: 35 years

Years with Vitus: 7 years

Phase I FTE: 1.0

Phase II FTE: 1.0

## References

Tim Wilson  
Principal - Gold Beach High School Curry  
County School District  
(541) 247-2003

Steve Perkins Superintendent  
Port Orford Langlois School District  
(541) 348-2455

Travis Hewitt  
Fire Chief Halsey-Shedd Fire  
(541) 369-2419

Win Elder has been groomed to work in highly sensitive areas. He is constantly aware of all the most current methods, laws and techniques for construction in these ever-changing conditions. Win was the project superintendent for the Riddle Elementary Seismic Rehabilitation Phase 2 and 3 completed in 2019 and was superintendent for Green Elementary Seismic Upgrade and Fullerton Elementary Seismic Rehabilitation for Roseburg School District. Win is always looking ahead to avoid any mis-steps. His attention to detail and to planning is second to none. Win is consistently committed to quality of construction and has a keen eye for detail, especially when it comes to essential facilities.

## Highlighted Projects:

- Halsey Shed Fire Station #51  
Seismic Upgrade (Halsey, OR)
- Sweet Home Fire Station #21  
Seismic Upgrade (Sweet Home, OR)
- Pacific High School Cafeteria  
Seismic Upgrades (Sixes, OR)
- Gold Beach High School  
Seismic Upgrades (GoldBeach, OR)
- Butte Falls Elementary School  
Seismic Upgrades (Butte Falls, OR)



Gold Beach High School  
Gold Beach, OR



## 4.3 ADDITIONAL TEAM MEMBERS

In addition to our lead team, Vitus Construction has strong support both in the office and in the field. Jessie Kinney is a key facilitator who helps with document control by tracking submittals, RFIs, contracts and key documents. Our accountant team will track all costs as we progress through the project. Our experienced carpenters and laborers are well trained to skillfully and professionally complete direction given from the lead team and ensure quality results.

Some of our greatest strengths come from the individuals we hire. This is not only true of our own employees but of our subcontractor base as well. Vitus solicits subcontractors that we have worked with often, are familiar with and have our confidence that they will get the project completed in a timely manner and with a quality finished product. We have been successful with having excellent vendor relationships throughout this process.

We pride ourselves in taking the team approach where collaborative efforts between the engineers, owner's representatives and ourselves bring forth a successful completion. We bring our subcontractors into this as well so we can all work in unison for the objective. We feel that when all parties win, we have created a successful project.



Griffin Creek Elementary School  
Seismic Rehabilitation and Classroom Addition  
Medford, Oregon



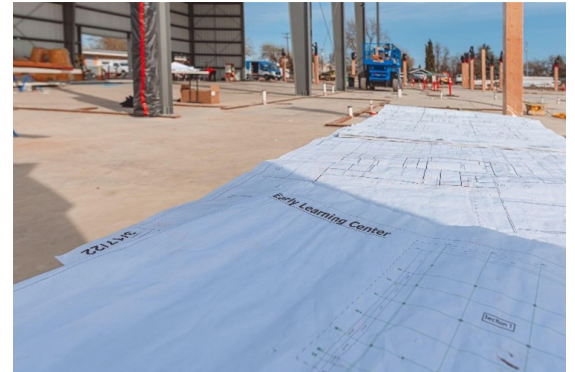
## 5. OVERALL PROJECT UNDERSTANDING / APPROACH

## 5.1 Organizing the Project

Our first task at hand would be to work on the design to streamline the process. Scheduling is extremely critical. We will be highly focused on a scheduling strategy in the event that this project is awarded to Vitus Construction. If chosen, we will immediately review the construction documents as they are developed, to evaluate budget and scope. Most important in the initial scheduling process are the requirements and wishes of the owner. Throughout this project we will offer ideas on how to expedite and mitigate the successful completion of this project within budget and on time. A preliminary construction schedule will be prepared to facilitate planning and successful completion of the project.

A project schedule will be distributed to all team members to ensure all are aware of project progress. In addition, our project executive will visit the jobsite weekly to evaluate and punch out work as the project progresses to assure that the best product is achieved.

We will develop cost estimates and provide cost comparisons as required before material selection, keeping in mind the guaranteed maximum price budget. As the material selection and documents are developed, Vitus Construction will play an active role in recognizing potential budget overruns and will make recommendations for substitute materials or construction methods.



We will identify areas of potential constructability issues, suggest alternate materials and methods to attain the best possible cost and review lifecycle cost issues.

Vitus Construction will actively investigate product availability to prevent possible construction delays and will research specialty items requiring long lead times. If a particular specified material or product will impact the progress of the project, we can explore alternate products. Vitus will examine the documents regularly to assist with completeness and clarity.

We will provide individual attention to each area of the project with a fully competent staff. We have strategized to ensure that our crew is available during your timeline for successful completion with quality, function and within cost.

## 5.2 Phasing and Packaging

Our firm takes a unique approach with its methodology on how we develop the guaranteed maximum price. We attempt to involve all parties for the best possible outcome. The contractor, owner and architect all become part of our network to ultimately develop the final price. We start by soliciting the subcontractors that are best suited to the type of construction methods of the project and that can commit their forces to the firm timeline. We then review their quotes for compliance, accuracy and completeness. All responsive quotes are then bound in a summary book, including an estimate spreadsheet which reflects our recommendations and all costs associated with the GMP. Our recommendations will be based on the best value to the owner, not only using cost as an indicator, but also quality and performance. We then deliver these bound volumes for your review, after which we will schedule a team meeting to review each quotation and conclude a final guaranteed maximum price.

## 5.3 Project Management

Once the GMP has been finalized, subcontracts and purchase orders will be issued. The project team will be assembled, and all participants will be asked for their agreement to the construction goals, schedule and requirements. Clear communication is essential for a smooth process to meet the goals and schedule of our clients.

Vitus Construction will respond quickly to requests made by the owner, consultants, governing authorities and subcontractors. Weekly job meetings will commence once construction has begun. Scheduling, safety and submittals will be prioritized. We will also identify potential delays, manpower needs, cost impacts and other pertinent issues. All members of the project team will have a forum for their concerns and needs at these meetings. Management efforts will also include a comprehensive construction schedule.

Our accomplished site superintendent is experienced in fast-paced projects. Vitus Construction assures that Win will remain dependable and focused from the pre-construction phase through construction, project closeout and CM/GC summary report completion of this project. He will complete daily logs recording the weather, personnel on site, problems encountered and all necessary pertinent information relevant to the progress of the job.

The superintendent will furnish weekly updates to the subcontractors and suppliers. He will also document any field conditions necessitating changes and will refer them immediately to all necessary team members. He will maintain an organized, clean and safe worksite which will also benefit the ultimate cost and progress of the job.

A baseline schedule will be created using input from the subcontractors, suppliers and the owner. Vitus Construction feels that the schedule is key to completing the project on time and within budget. As the project progresses, any deviation from the schedule will be met with strategies to get the project back on track and can be discussed at our weekly construction meetings. We will welcome the Fire District to offer input and ideas. The schedule will be updated weekly with course corrections, if needed, to ensure the completion date is met.

## 5.4 Organizational Tools

Vitus Construction utilizes a job cost accounting system, Sage 300, that promotes real time monitoring of all costs:

- Labor
- Materials
- Commitments

This enables us to isolate and identify any cost issues immediately. Appropriate remedies can be taken early to avoid incurring cost overruns. Planning is a skill we demand of our employees, vendors and subcontractors. Our office staff is committed to efficient paper flow and consistent procedures with attention to documentation and clear dissemination of crucial information.

In working with the engineers and design professional, we feel it is essential to keep in constant communication through RFIs, submittals, and direct contact. We like to get this communication completed, as much as possible, prior to commencing work. Our goal to having the project completed on time is to be able to identify the materials, have them approved and on-site day one to avoid any delays. With all the construction work occurring at this time, there are often shortages of products. We find by ordering these materials early, we can ensure that we are not waiting on products. Preplanning is the key to the success of a project completed on time and within budget.

## 5.5 Problem Solving

One such challenge encountered by Vitus Construction was on a recent seismic upgrade project for Highland Elementary School in Grants Pass, Oregon. After the award of the grant funds, it was discovered that much of the school sat upon liquefaction which in the case of a seismic event could have sank up to 12 inches and has the potential of collapsing the building. Since these costs were not accounted for in the grant funds, the project was in jeopardy of moving forward. The original budget did not account for adding pilings and steel beams that were assessed to be necessary for corrective measure. Beams were not only cost prohibitive but were not able to be drilled without excessive amounts of additional work as the classroom floors would not handle the load of the piledriver.

Our team worked with the engineers and piledrivers, which included driving several different piles adjacent to the structure to find methodology that was affordable and obtainable. We then made a collaborative effort and found a solution to the steel beams. We decided on a lamination of Glulam wood beams that met the needs for the project and reduced the overall cost to enable the project to move forward. There was also a delay in contract issuance, but Vitus Construction was able to successfully complete the project in time for school to resume after the summer break. Through this collaborative effort, we were able to accomplish the task of completing the project on time and under the anticipated budget.



Sams Valley Elementary School



## 6. SCHEDULING APPROACH

## 6. Scheduling Approach

Vitus Construction has completed several seismic rehabilitations for local fire stations over the years. These projects have all shared complex elements of phasing and fast-track completion. All projects have been completed within the allocated time. Our success is the result of comprehensive scheduling and responsive management.

Most important in the initial scheduling process are the requirements and wishes of the owner. The baseline construction schedule is reviewed by all members of the team; Owner, design professionals, subcontractors and suppliers. We actively seek their input and buy-in at the earliest possible point in the project. At that time, potential delivery or manpower issues can be identified and mitigated.

Our completion schedules are developed, weekly updated, easily understood and clearly indicate each subcontractor's and supplier's responsibilities, and a detailed breakdown of their scope of work, with milestones and critical path items highlighted. The schedule is updated by the project manager and superintendents on a weekly basis and included on each weekly progress meeting's agenda. We can make course corrections quickly and minimize impact to the complete schedule. We prefer to use our own crews whenever possible to keep total and full control of scheduling. We believe this is essential to successfully completing these quick timeframe projects.



Medford School District Outdoor Eating Space

Recently, we had projects simultaneously demand calculated planning to ensure project completion would not be delayed despite each of their challenges. South Middle School was a very large endeavor and Hoover Elementary had a second phase of construction awarded after Phase 1 had commenced well into summer break. For scheduling, we divided both projects into several independent components and distributed the needs of each. On these projects we had large moment frames in the gyms. Knowing from experience, there are often soils and accessibility issues to mitigate, we had one crew start these areas of concern while other crews began on separate tasks.

We mapped out critical paths based on the owner's occupancy needs. Prioritizing accordingly, we concentrated on the office, classrooms, library and gyms strategically to ensure teachers and staff could get back into the school with enough time to prepare for the start of the new school year.

Vitus Construction demonstrates success in achieving smooth-running projects because of our commitment to proactive planning, open communication and then resolve to prevent issues from ever becoming problems that delay or impact the cost of the job.



## 7. COST CONTROL



## 7. COST CONTROL

Vitus Construction Inc. has a unique approach with each new client. The control of construction costs begins with knowledge. From the very start of the project, we review the entire project package (including jobsite, team members, community considerations, environmental impact, contingencies, etc.) familiarizing ourselves with all of its intricacies. Each member of the construction team must be aware of the true scope of their work.

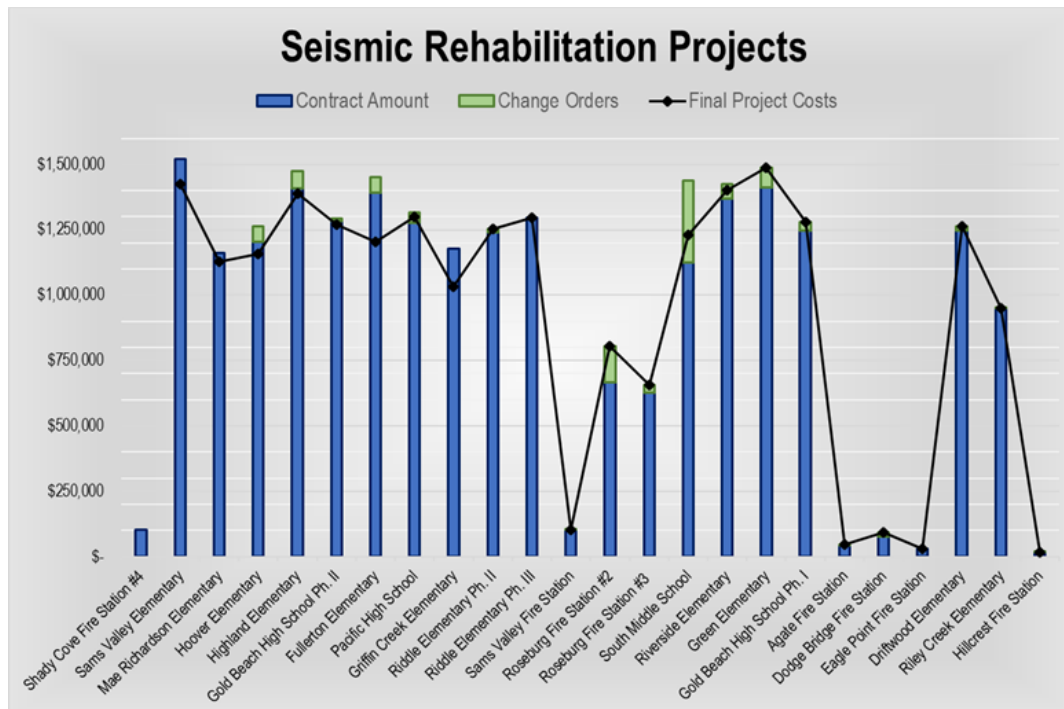
Our key personnel will review the project documents as they progress and assist in identifying areas of potential cost savings. The project executive will examine all aspects of constructability and time requirements.

Each subcontractor and supplier are required to become thoroughly familiar with the plans and specifications prior to bid. If clarifications are necessary, the time for explanation is before a quote is offered. It is our experience that the greater the grasp of the details of the project the more value the owner will receive.

Once the GMP is determined, each item of work is assigned a value which will be tracked and monitored throughout the project utilizing our job cost accounting system. Labor costs are closely analyzed and subjected to scrutiny for each phase of Vitus' work. We set up commitments for all subcontracts and purchase orders in our accounting software. Each invoice will be entered against these commitments and our system flags our accounting department in the event of any overruns. Reports are easily generated and reviewed frequently to ensure the owner's needs and budgets are being met.

During the project we continue to look for ways to save cost by making suggestions to the design team for more a cost-effective way to complete the work at hand.

If the actual cost of the work is lower than the guaranteed maximum price (including fees and payment for general conditions), Vitus Construction proposes to return 100% of the savings to the owner.





## 8. FEE

## 8.1 Construction Phase Fee

The total construction management fee is to be **3.48%** (assessed to the direct costs for the building cost, onsite general conditions and liability insurance). Please see the table below.

## 8.2 Not to Exceed Cost

This fee is for a “Not- to- Exceed” cost to provide evaluations, estimates and schedule to the point of achieving a mutually agreed upon Guaranteed Maximum Price not to exceed **\$2,050,540.00**.

	PRE-CONSTRUCTION SERVICES	Labor	Labor Rate	Total
1	Upon authorization to proceed, provide preliminary evaluation of the budget, program and other documents prepared by ZCS and their consultants.	16	\$93.50	No Charge
2	During the course of the design, consult with the Owner and the Design Team regarding design and construction planning for rehabilitation work, selection of materials and systems, construction feasibility, materials and labor availability, time requirements, costs, Alternative designs and materials, budgets and economics. Attend meetings with the Owner and Design Team to be held at ZCS's office.	32	\$93.50	No Charge
3	Prepare scheduling, cost estimates, value-engineering recommendations, review Design Team's documents for constructability, and provide different options for sequencing of the work.	16	\$93.50	No Charge
4	Provide estimating and cost control services. Provide recommendations to the Owner for keeping costs within the project budget. Prepare estimates and estimate reconciliations at major design milestones. Develop a project budget and reporting system and provide monthly cost status reporting, including cash flow projections.	32	\$93.50	\$2,992.00
5	Review and provide advice on the Design Team's documents for completeness, adequate detailing, compliance with program and adherence to codes or applicable agency requirements.	10	\$93.50	No Charge
6	Implement a cost-loaded scheduling system for use during the preconstruction and construction phases.	12	\$93.50	No Charge
7	Implement all long-lead procurement items and recommend and implement an early purchase phase project approach if warranted.	16	\$93.50	\$1,496.00
8	The project will be built under the jurisdiction of the Douglas County Building Department. The CM/GC will submit for and obtain all required permits and retain copies for the Owner's permanent files. All plan check and building permit fees and any required System Development Charges will be paid by the Owner. All other permit fees will be applied for and paid for by the CM/GC.	8	\$93.50	No Charge
9	Perform labor, vendor and supplies analysis. Develop bid packaging strategy that encourages maximum participation by Minority and Women Owned Emerging Small Businesses Enterprises; local contractors, subcontractors, vendors and labor resources as well as diversity of workforce. Implement bid process that conforms to the Owner's requirements.	16	\$60.50	\$968.00
10	Plan for construction; work with the Design Team to prepare early bid packages for specific portions of the Project, such as asbestos abatement, demolition, foundation and structural framing, or other portions of work.	12	\$93.50	No Charge
11	It is anticipated that the work of the Project shall be divided into bid packages consisting of separate trade contracts, with the CM/GC acting as the general contractor to these separate subcontractors. Recommend bid package strategy to the Design team. Perform subcontractor, supplier and labor analysis. Develop interest in the project and provide lists of possible subcontractors and suppliers. Encourage maximum participation by local contractors, suppliers, vendors, and labor resources. Develop a bidder prequalification process.	16	\$93.50	No Charge
12	Develop a Guaranteed Maximum Price proposal for the entire project based on at least 75% completed Construction Documents prepared by the Design Team.	8	\$93.50	No Charge
13	Publicly advertise and competitively bid all the work of the Project to the subcontractors, as stated in the Special Provisions of this RFP and per public bidding requirements. The subcontracts will be between the CM/GC and the subcontractors. The schedule for the Project will be guaranteed by the contract between the Owner and the CM/GC. The contract and/or subcontracts will contain liquidated damages provisions, in the event of late completion.	16	\$93.50	No Charge
14	Distribute bid documents and addenda prepared by the Design Team. Include subcontract and bidding conditions particular to the CM/GC's operations and in keeping with public contracting requirements. Facilitate bidder questions and responses. Conduct Pre-Bid Conferences and site visits.	32	\$93.50	No Charge
15	Prepare final construction estimates for each bid package before it goes to bid. Review and report on all bids comparing these to final estimates.	1	Lump Sum	\$400.00
16	Receive and publicly open all bids and conduct bid analysis. Award contracts. Conduct Pre-Construction Conferences. These bid packages shall be bid and awarded in conformance with State of Oregon Public Contracting Code and Model Public Contracting Rules.	16	\$93.50	No Charge

Pre-Construction Fee – Total Not to Exceed: **\$5,856.00**

## 8.3 Construction Phase Staffing Costs

Vitus Construction is committed to staffing for the duration of your project, beginning with design, continuing through completion and punchlist. Corey Vitus, President, will act as Project Executive, Lead Estimator and Quality Control, all of which are included in the CM/GC fee. Corey will be assisted by Shalina Hamlet, Vice President, who has full authority. Jessie Kinney will act as administrative support from our office to process RFI's, agendas, meeting minutes and safety programs. Shalina and Jessie's labor will also be included in the CM/GC fee.

Project Executives:	No charge - \$0/hour
Project Manager:	No charge - \$0/hour
Project Superintendent:	\$96.00/hour

\*Labor rate includes all burdens and mark ups.

Please see CMGC Cost Matrix in the section 10, Attachments, for separate line-item breakdowns.

## 8.4 Bonding

The 100% Payment and Performance Bond will be one percent (1%) of the direct construction cost plus fee. Vitus Construction is committed to the owner's protection from subcontractor claims. As a general contractor, we provide a performance and payment bond which protects you as the owner from any failure. We carefully review each subcontractor to validate that they have the ability to perform by virtue of their labor and resources. We further evaluate past performances and current work on hand. If they appear not to be able to comply with the criteria, we simply do not accept their proposal.

A "Sub-guard" bond will not be applicable to this project; therefore, we will not be offering a cost for this service. Please refer to Section 11 for a letter from Markel Insurance Company confirming Vitus Construction's ability to provide 100% payment and performance bonding for this project.

The cost of General Liability Insurance is included in our CM/GC Fee.



## 9. REFERENCES

# References

**Owner Name: Phil Long**

Agency: Butte Falls School District #91

Project: Butte Falls Elementary School Seismic Retrofit

Contact Information: (541)890-1007/ plong@buttefalls.k12.or.us



**Owner Name: Jess Miller - Director of Facilities and Security**

Agency: Umpqua Community College

Project: UCC, Performing Arts Building Seismic Rehabilitation

Contact Information: (541) 580-6815 / jess.miller@umpqua.edu



**Owner Name: James McNamara**

Agency: Southern Oregon University

Project: Britt Hall Phase II & III

Contact Information: (541)552-6888/ mcnamaraj@sou.edu



Southern Oregon University - Britt Hall  
Ashland, Oregon



# 10. ATTACHMENTS

**ATTACHMENT A  
PREQUALIFICATION STATEMENT**

PROJECT TITLE: Lookingglass Fire Station Retrofit  
Construction Manager / General Contractor

PROJECT LOCATION: Roseburg, Oregon

Proposers must meet certain minimum Prequalification Criteria in order to be eligible to submit proposals. In the interest of expediting the contract awards and reducing preparation expense to potential Proposers, the Owner will allow Proposers to self-certify that they meet the following pass/fail Prequalification Criteria and are therefore eligible to propose on this procurement:

**Bonding Capacity:** The Proposer must be capable of providing, for the full term of the project and one year after completion, a 100% Performance Bond and 100% Payment Bond for a project valued up to 100% of the construction costs, estimated to be up to **\$2,050,450** for this CM/GC Contract.

Do you meet these criteria (  ) Yes or (  ) No ?

**Specialized Experience:** The Proposer must have completed at least two projects of similar or greater scope, which have been contracted in the Northwest United States (Alaska, Washington, Oregon, Idaho, Montana, Northern California) within the last five years.

Do you meet these criteria (  ) Yes or (  ) No ?

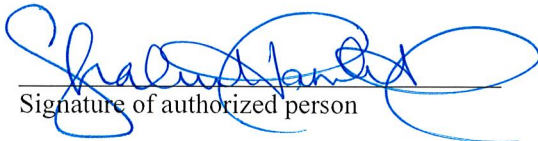
**Availability:** The Proposer's anticipated work in terms of time and magnitude for the time period March 2023 through September 2024, must accommodate this project, including availability of key personnel for this project.

Do you meet these criteria (  ) Yes or (  ) No ?

**Licenses:** The Proposing firm and its subcontractors must be licensed to do business in the State of Oregon. This means that the firms must have current Oregon Construction Contractors Board registration.

Do you meet these criteria (  ) Yes or (  ) No ?

If not, how do you propose conforming to this requirement?

  
Signature of authorized person

Vice President  
Title of authorized person

**END OF DOCUMENT**



**ATTACHMENT B  
STATEMENT OF ASSURANCES**

PROJECT TITLE: Lookingglass Fire Station Retrofit  
Construction Manager / General Contractor

PROJECT LOCATION: Roseburg, Oregon

- 1) The undersigned attests that he/she has the authority and/or responsibility to represent the organization submitting this Proposal in all phases of the Request for Proposal (RFP) process and in this Statement of Assurances.
- 2) The Firm understands that this RFP is considered an integral part of the RFP process, and RFP terms shall be binding on the Firms. Failure of the successful Firm to accept these obligations in a Contract as authorized by the Statement of Assurances may result in cancellation of an award.
- 3) The proposer accepts all terms and conditions contained in this RFP and the RFP and Proposal Response, and any modifications will be made part of the contract documents. It is understood that all proposals become part of the public file on this matter, unless limited and specific information is identified and exempt under Oregon Public Records Law.
- 4) The undersigned understands that any false or substantially incorrect statement in the RFP or Statement of Assurances may disqualify this Proposal from further consideration or any further Contract.
- 5) Firm understands that in responding to the RFP, Firm agrees to comply with all applicable federal, state, and local laws, regulations and requirements related to the RFP and performance of any resulting Contract, including but not limited to those referenced in this RFP.
- 6) The undersigned acknowledges receipt of and agrees to be bound by addenda numbered 0 through 0, inclusive and any additional addenda issued until intent of Award has been posted.
- 7) The Firm certifies that the Contractor can meet the insurance requirements outlined in the proposed Contract (Insurance Coverage Required) and that the Firm understands that such coverage must be kept active during the entire term of the Contract, if selected. Contractor shall commence no work under this contract until the Contractor and every subcontractor has a public works bond filed with the Construction Contractors Board in accordance with ORS 279C.830 and all other bonding and insurance requirements have been met and a Notice to Proceed has been issued.
- 8) Non-Collusion: The undersigned certifies that:
  - a) This bid has been arrived at independently and is being submitted without collusion with any other vendor of materials, supplies, equipment or services to limit independent bidding or competition, and
  - b) The contents of this bid have not been communicated by the undersigned or its employees or agents to any person not an employee or agent of the undersigned or its surety on any bond furnished with the bid, and will not be communicated to such person prior to the official opening of the bid.
- 9) The Contractor is a resident Contractor ✓ or nonresident Contractor \_\_\_\_\_ of the State of Oregon as defined in ORS 279A.120.

10) The Undersigned certifies that they are in compliance with requirements for construction contractors or landscape contractors and are registered and bonded with the State of Oregon Construction Contractors Board as follows:

(a) Registration NO. 63643 Expiration Date: 1/16/2024

11) The Undersigned agrees, if awarded a contract, that they will comply with the provisions of **ORS 279C.800 – 279C.870** or **Davis-Bacon 40 U.S.C 3141 et seq** as applicable, pertaining to the payment of the prevailing wage rates. By signing below the Undersigned agrees that he/she affirmatively acknowledges the following:

(a) Compliance with ORS 279C.838 and 40 USC 3141 et seq (if both state and federal Davis-Bacon applies. IF the state rate is higher, the contractor and every sub-contractor shall pay at least the state rate); or compliance with ORS 279C.840 (Davis-Bacon does not apply, and only the state prevailing rate of wage is to be paid); or compliance with 40 USC 3141 et seq (only Davis-Bacon rate of wage applies, or is the highest one for all of the job categories).

12) In the event the Proposer is awarded the contract and fails to complete the work within the time frame specified, including extensions granted, liquidated damages shall be paid to the Owner as outlined in the General Conditions attached in the Contract.

13) By signing this page Contractor hereby certifies that s/he has not discriminated against minority, women or emerging small business enterprises in obtaining any required sub-contracts, and Contractor hereby certifies that to the best of Contractor’s knowledge, s/he is in compliance with all Oregon Tax laws described in ORS 305.380(4).

I, the undersigned, have read and thoroughly understand the requirements, special provisions, Proposal Instructions and all other Conditions of the RFP issued by Lookingglass RFD for the **Lookingglass Fire Station Retrofit**. I have read and understand the entire contract provisions included in the RFP and agree to abide by and fulfill the requirements thereof if awarded the Contract as a result of this RFP.

Firm Name: Vitus Construction, Inc

Address: PO Box 1097, Gold Hill, Oregon 97525

Phone: 541-855-7177 Fax: 541-855-7520

Authorized Representative’s Signature: 

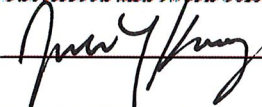
Type or Print Name: Shalina Hamlet

Representative’s Title: Vice President

Date: 3/15/23

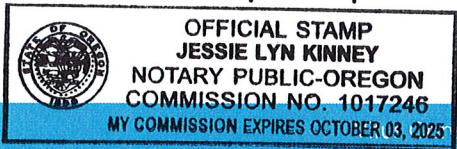
Federal Business I.D. No. 93-1005619

Subscribed and sworn before me this 15 day of March, 2023

 Notary Public for the State of Oregon

County of Jackson

My commission expires 10/3/25



ZCS Document

**See page above for completed notarization**

Lookingglass RFD  
Lookingglass Fire Station Retrofit

\_\_\_\_\_ **Notary Public for the State of** \_\_\_\_\_.

**My commission expires** \_\_\_\_\_.

**END OF DOCUMENT**

**ATTACHMENT C  
DEMONSTRATED DRUG TESTING PROGRAM**

PROJECT TITLE: Lookingglass Fire Station Retrofit  
Construction Manager / General Contractor

PROJECT LOCATION: Roseburg, Oregon

ORS 279C.505 requires that all public contracts contain a provision requiring contractors to demonstrate that an employee drug-testing program is in place. Proposer is therefore required to certify that Proposer has an employee drug-testing program in place that applies to all employees and will maintain a drug testing program at all times during the performance of the Contract awarded. Failure to maintain a program shall constitute a material breach of contract.

Proposer states that the Proposer:

CHECK ONE:  Does ( ) Does not Comply with the following:

Proposer has a drug-testing program in place and in compliance with ORS 279C.505(2) which applies to all employees. Proposer shall maintain a drug-testing program at all times during the performance of the Contract awarded. Failure to maintain such a program shall constitute a material breach of contract.

I, the undersigned, a duly authorized representative of the Proposer, hereby certify that the answers to the foregoing questions and all statements therein contained are true and correct.

  
\_\_\_\_\_  
Signature of the authorized Representative

Printed Name: Shalina Hamlet

Firm: Vitus Construction, Inc

Representative's Title or Position: Vice President

Telephone No: 541-855-7177

**END OF DOCUMENT**

**ATTACHMENT D**  
**CMGC COST MATRIX**

	Direct Cost of Work	General Conditions	CM/GC Fee	Owner Cost
Project Superintendent		X		
Senior Project Manager (for project specific time only)		X		
Project Manager		X		
Assistant Project Manager		X		
Field Foremen		X		
On Site Clerical support		X		
Scheduler (for project specific time only)		X		
MEP Coordinator (for project specific time only)		X		
Safety Coordinator (for project specific time only)		X		
Employee fringes, vacation and sick leave		X		
Project related travel, lodging, meals, per diem, etc.		X		
Jobsite office and storage trailer rental		X		
Job office furniture, equipment and expendables		X		
Job office security and cleaning		X		
Costs for project based vehicles		X		
Postage and Shipping		X		
Project photos		X		
Computers, copiers, Printers, Fax Machines		X		
Document printing		X		
Warranty and correction of non-conforming work	X			
Commissioning coordination		X		
Cost estimating		X		
Value engineering		X		
Temporary toilets		X		
Drinking water		X		
Contractor signage		X		
Safety equipment for CM/GC personnel		X		
First aid supplies & Fire Extinguishers		X		
Substance abuse testing/monitoring		X		
CM/GC mobilization/demobilization		X		
Jobsite security		X		
CM/GC parking/shuttles		X		
Phone & Internet installation & line charges		X		
Telephones, cell phones, radios, pagers		X		
Small tools for CM/GC usage		X		
General Superintendents			X	
Project Executive			X	
CM/GC principal(s) in charge			X	
Payroll/Accounting/ Data Processing			X	
Bonuses			X	

Corporate safety officer			X	
Home office administration			X	
Corporate IT support			X	
Computer Software			X	
Home office payroll costs, fringes, bonuses, etc.			X	
Soils report				X
Initial site survey				X
Special inspections and testing				X
Planning and building permits and fees				X
Developments fees				X
Performance/ payment bond		X		
Subcontractor bonds	X			
Builder's risk insurance				X
General liability insurance		X		
Subcontractor Default Insurance		X		
Contractor Controlled Insurance Program (CCIP)		X		
Construction surveying/building layout	X			
Subcontracts	X			
Wages for trade labor	X			
Labor burden for trade labor	X			
Materials and equipment for site logistics	X			
Rental equipment used on site	X			
Temporary fencing	X			
Barricades	X			
Temporary enclosures	X			
Temporary Stairs	X			
Opening protection	X			
Safety railings and falls protection	X			
Weather protection	X			
Temporary utilities hookup	X			
Temporary utility bills	X			
Periodic cleanup	X			
Dump fees	X			
Final cleanup	X			
Flagging/traffic control	X			
Dust control	X			
Trade permits (is not included in subcontracts)	X			

**END OF DOCUMENT**



# 11. BONDABILITY LETTER



March 6, 2023

Attn: Steven Rhodes, Fire Chief  
Lookingglass Rural Fire District  
7173 Lookingglass Road  
Roseburg, OR 97471

Re: Vitus Construction, Inc.

To Whom It May Concern:

It is with pleasure that we express our confidence in our contractor client Vitus Construction, Inc.

We have written bonds for Vitus Construction and have approved numerous requests for bid and performance bonds. While we do not have a formal bond limit for Vitus Construction, we would consider any reasonable requests for surety credit. In the past, we have considered bonds in the \$40,000,000 single range with an aggregate limit in the \$50,000,000 plus range.

Any arrangement for bonds is a matter between Vitus Construction, Inc. and the surety and we assume no liability to you or third parties if for any reason we do not execute bonds or if circumstances change after the date of this letter.

Should you have any questions, please feel free to contact me.

Sincerely,

Eric Englund  
Branch Manager  
Markel Insurance Company