



REQUEST FOR PROPOSALS

RFP # 2025-02

**STILWELL STADIUM CANOPY AND PARKING UPGRADES –
DESIGN SERVICES**

ISSUE DATE: June 17, 2025

CLOSING DATE: July 17, 2025

CLOSING TIME: 1:00 PM Pacific Time

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OREGON INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSALS

RFP # 2025-02

STILWELL STADIUM CANOPY AND PARKING UPGRADES – DESIGN SERVICES

SECTION I - INFORMATION REGARDING PROPOSAL

INTRODUCTION

The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to select a licensed design and engineering firm to provide full design services for a new bleacher canopy and parking improvements at Stilwell Softball Stadium. The project will build upon a conceptual design recently developed by Oregon Tech engineering students and overseen by Dr. C. J. Riley as part of a class project. All proposers must use the attached student design as a foundational reference and align the final plans as closely as feasible with the student vision, while ensuring compliance with all structural, safety, and code requirements.

IMPORTANT NOTICE

It will be the responsibility of potential proposers to refer daily to the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response to clarifying questions, cancellations, or other information pertaining to this Request for Proposals (“RFP”).

Mandatory Pre-Proposal Conference and Tour:

DATE: July 1, 2025

TIME: 1:00 PM – 2:00 PM PT

LOCATION: The mandatory pre-proposal conference and tour will begin in the Center for Excellence in Engineering and Technology (CEET), Room 250, located at 3201 Campus Drive, Klamath Falls, Oregon. The meeting is intended to clarify the requested information and provide an opportunity for questions and answers. There will be additional site data available for review and a site tour. There will be no other site tour opportunities for Proposers and their team members.

Attendance and sign-in are required in order to be eligible to submit a proposal.

Please RSVP to Thom.Darrah@oit.edu if you plan to attend the Mandatory Pre-Proposal Conference & Tour so that Oregon Tech may arrange logistics and information packages.

GENERAL INFORMATION

Issuing Office: The Facilities Office of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two (2) matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications:

Thom Darrah, Director of Facilities

Telephone: (541) 885-1661
Email: Thom.Darrah@oit.edu

RFP Process Questions:

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk
Telephone: (503) 821-1266
Email: Vivian.Chen@oit.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date..... June 17, 2025

Mandatory Pre-Proposal Conference & Tour July 1, 2025 (1:00 PM PT)

Deadline for Protest of Specifications July 7, 2025 (5:00 PM PT)

All Clarifying Questions Due July 8, 2025 (5:00 PM PT)

Notice of Interest Deadline July 8, 2025 (5:00 PM PT)

Closing Date (Proposals Due)..... July 17, 2025 (1:00 PM PT)

Deadline for Protest of Award Seven (7) calendar days after the date
on Notice of Award letter

Anticipated Contract Begin Date On or around August 4, 2025

GENERAL PROVISIONS

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapters 580-61 and 580-62 govern the procurement process for Oregon Tech.

1. Modification or Withdrawal of Proposal. Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 PM PT on the date indicated in the Schedule of Events via email. In the Notice of Interest, Proposer must provide the name of the primary contact person, plus that person's current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

3. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 PM PT, on the date

indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident, or unjustifiably restrict competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

4. Protests of the RFP/Specifications: Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 PM PT on the date indicated in the Schedule of Events or within seven (7) business days of issuance of any addendum at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

5. Addenda: If any part of this RFP is amended, an addendum will be provided on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>), with a copy to all parties who submit the Notice of Interest.

6. Post-Selection Review and Protest of Award: Oregon Tech will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR
- (C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the

protest after receipt. This decision shall be final.

7. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

8. Public Records: proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET UNDER ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2) and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

9. Investigation of References: Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

10. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of Proposer, and will not be reimbursed in any manner by Oregon Tech.

11. Clarification and Clarity: Oregon Tech reserves the right to seek clarification of each proposal or to make an award without further discussion of the proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear, and favorable manner possible.

12. Right to Reject Proposals: Oregon Tech reserves the right to reject any or all proposals if such rejection would be in the public interest, as determined by Oregon Tech.

13. Cancellation: Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

14. Proposal Terms: All proposals, including any price quotations, will be valid and firm over a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

15. Oral Presentations: At Oregon Tech’s sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for Proposer to clarify or elaborate on the proposal but will in no material way change Proposer’s original proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written proposals should be complete.**

16. Usage: It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the Scope of Work below.

17. Sample Engineer’s Agreement: Submission of a proposal in response to this RFP indicates Proposer’s willingness to enter a contract containing substantially the same terms listed in Exhibit A – Oregon Tech Sample Engineer’s Agreement, attached hereto and made a part hereof (“Sample Engineer’s Agreement”). No action or response to the Sample Engineer’s Agreement is required under this RFP. Any objections to the Sample Engineer’s Agreement terms should be raised in accordance with Paragraphs 3 and 4 of the “General Provisions” of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

18. Review for Responsiveness: Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the evaluation committee. If a proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and not submitted to the evaluation committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality that may be waived and then to determine if an error is grounds for disqualifying a proposal. Proposer’s contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

19. Rejections and Withdrawals. Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

20. RFP Incorporated into Contract. This RFP will become part of the Contract between Oregon Tech and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

21. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected and all protests, if any, have been resolved.

22. Prohibition on Commissions. Oregon Tech will contract directly with persons or entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

23. Ownership of Proposals. All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes, Chapter 192 (Oregon Public Records Law).

24. Clerical Errors in Awards. Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

25. Rejection of Qualified Proposals. Proposals may be rejected as a whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Engineer’s

Agreement.

26. Collusion. By responding, Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is fair and without collusion or fraud in all aspects. Proposer also certifies that no Oregon Tech officer, agent, or employee has a pecuniary interest in this proposal.

27. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

28. Commencement of Work: Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest has been decided, a contract has been fully executed, and Oregon Tech has issued a Notice to Proceed.

29. Use of Brand or Trade Names: Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition. Proposers may submit proposals for substantially equivalent products to those designated unless this RFP provides that a specific brand is necessary because of compatibility or other requirements. All such brand substitutions shall be subject to approval by Oregon Tech.

30. Best and Final Offer: Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of the initial proposal received. Therefore, each proposal should contain Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

TERM OF CONTRACT

The Contract is expected to begin on or about August 4, 2025, and extend to August 31, 2026, or upon final completion of the project. Oregon Tech intends to reserve the right upon thirty (30) days' notice to the Contractor to terminate the Contract for its convenience.

DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by **1:00 PM PT, July 17, 2025**. **The email subject line must be "Response to RFP #2025-02."** Proposers are encouraged to telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech's sole discretion.

Proposer is responsible for ensuring that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:

Email: Purchasing@oit.edu

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

PROJECT BACKGROUND

In 2019, Oregon Tech completed construction of the new John and Lois Stilwell Softball Stadium on its Klamath Falls, Oregon campus. The project included a new turf field, bleachers and press box, a concessions/restrooms building, a new scoreboard, batting cages, and field lighting, as well as field and stadium fencing.

SCOPE OF WORK

Oregon Tech is seeking a licensed design and engineering firm to provide full design services for a new bleacher canopy and parking improvements at Stilwell Softball Stadium. The project will build upon a conceptual design recently developed by Oregon Tech engineering students and overseen by Dr. C. J. Riley as part of a class project. All proposers must use the attached student design as a foundational reference and align the final plans as closely as feasible with the student vision, while ensuring compliance with all structural, safety, and code requirements.

Student Design

The complete student design document may be found:
<https://acrobat.adobe.com/id/urn:aaid:sc:US:0838d47d-fee0-4c4c-99eb-ec19f293a8f>.

Project Timeline

The successful firm must provide all necessary design services to prepare complete, bid-ready construction drawings, specifications, bid schedule, engineer's estimate, and services during bidding and construction administration. The selected firm will complete one hundred percent (100%) design and construction documents prior to October 31, 2025. Oregon Tech would like to complete all necessary construction before August 31, 2026.

Specific Tasks

The successful firm will be responsible for performing the following tasks:

1. Attend site visit(s) to review existing conditions and participate in the kick-off meeting with Oregon Tech Project Manager Representatives and other Oregon Tech staff, as necessary, to review the initial project scope, schedule, and budget.
2. Advise Oregon Tech on recommended building material options based on expected lifespan, purpose, advantages and disadvantages, and suitability for Klamath Falls environmental conditions and building construction.
3. Prepare ninety-five percent (95%) construction documents, technical specifications, and an updated construction cost estimate.
4. Incorporate final Oregon Tech review comments and prepare one hundred percent (100%) bid-ready construction documents.
5. Respond to contractor questions and prepare addenda during the bidding phase.
6. Prepare conformed construction documents incorporating all addenda.
7. Administer local agency entitlements (including but not limited to permits), if necessary or required.

8. Submit bid-ready construction documents in the following hard copy and electronic formats. Electronic files shall be provided on a thumb drive and emailed to the Oregon Tech Project Manager:
 - a. One set of 8½” x 11” print-ready (hard copy) technical specifications
 - b. One set of 11” x 17” print-ready (hard copy) signed and stamped drawings
 - c. Electronic copy of technical specifications in Word and PDF formats
 - d. Electronic copy of all signed and stamped drawings, individually saved as PDF files formatted for printing on 11” x 17” paper
 - e. Electronic copy of all drawings in AutoCAD format
9. Provide construction administration services, including attendance at the pre-construction meeting, review and approval of submittals, review and approval of contractor pay applications, preparation of design clarifications, and review of change orders.
10. Perform a sufficient number of inspections to ensure the contractor completes the project per the approved specifications and drawings. Inspection services shall occur throughout construction, as well as at substantial completion and final inspection.

SECTION II – INFORMATION REQUIRED FROM PROPOSERS

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The proposal should be written on standard size (8½” x 11”) paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

File Size Limit

Proposer’s submission may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Non-Discrimination and Oregon Tax Laws Certification** sheet, signed by an authorized company official.
2. The proposal must also include the following:
 - a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of Proposer, address, current telephone number, e-mail address, name and title of Proposer’s contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind Proposer.
 - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. **Summary Statement.** Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than five hundred (500) words) any special considerations the Oregon Tech should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. Proposers may be asked to provide written clarification if the proposal is

unclear. **Proposals that do not specifically address the scope of work or do not include the complete proposal content may be rejected.**

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

1. Background Information	20 points
2. Scope of Work	20 points
3. Cost Summary	20 points
4. Quality of Proposal	15 points
5. Incorporation of Student Design Vision	25 points

Total Possible:	100 points
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SECTION III – QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order, beginning with question 1 by restating the question and then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Background Information (maximum 20 points)

Description of experience in the successful completion of similar services for higher education. Experience working with Oregon issues is preferred. Firms should provide evidence of the successful completion of at least three such projects. Please provide the contact person's name, address, and current telephone numbers for such projects.

Identify the specific person(s) who would be responsible for the proposed work and include a brief resume for each. Please list references for each person identified, including the name, address, and current telephone number of an appropriate reference contact person.

2. Scope of Work (maximum 20 points)

Using the Scope of Work as a guide, outline a work plan with target dates for beginning and completion of essential steps necessary to meet the deadlines.

3. Cost Summary (maximum 20 Points)

Pricing and fee schedules should be on an hourly rate and sufficiently descriptive to facilitate acceptance of a proposal. List the not-to-exceed (NTE) amount you propose for consulting services. Pricing should outline all estimated expenses, such as travel, lodging, printing and mailing, and miscellaneous expenses, which are separately reimbursable

4. Quality of Proposal (maximum 15 Points)

The proposal is fully compliant and responsive. Responses display a thorough understanding of the scope of work and present a complete recommended approach.

5. Incorporation of Student Design Vision (maximum 25 Points)

The proposal should use the student's design as a foundational reference and align the final plans as closely as feasible with the student's vision, while ensuring compliance with all structural, safety, and code requirements. The proposal should clearly outline how the student's design vision will be incorporated into the final design.

SECTION IV – CONTRACT TERMS AND REQUIRED DOCUMENTS

NOTICE OF INTEREST

RFP # 2025-02

STILWELL STADIUM CANOPY AND PARKING UPGRADES – DESIGN SERVICES

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

Please email the completed Notice of Interest no later than July 3, 2025, at 5:00 PM PT to Purchasing@oit.edu.

**BIDDER/PROPOSER
NON-DISCRIMINATION AND OREGON TAX LAWS CERTIFICATION**

**RFP # 2025-02
STILWELL STADIUM CANOPY AND PARKING UPGRADES – DESIGN SERVICES**

I, the undersigned, have read all the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that the named firm has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, or Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon-certified minority, women, or emerging small business (check all applicable): ☐ DBE ☐ MBE ☐ WBE ☐ ESB

Certificate of Compliance with Oregon Tax Laws

I, the undersigned (check one):

- ☐ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax Laws.
- ☐ hereby certify under penalty of perjury that I am authorized to act on behalf of the firm herein named, and to the best of my knowledge, such firm is not in violation of any Oregon Tax Laws.

For purposes of this certification, “Oregon Tax Laws” means a state tax imposed by Oregon Revised Statutes (ORS) 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Governmental/Non-Profit ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

EXHIBIT A

OREGON TECH SAMPLE ENGINEER'S AGREEMENT

[Please see attached.]