



## REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR ARCHITECT/ENGINEER (A/E)

### Hinsdale County School District RE-1

PO Box 39  
614 N. Silver St.  
Lake City, CO 81235  
(970) 944-2314

**PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 4:00 p.m. June 25, 2018**

**Deliver 1 electronic copy via email + 5 Original Copies to:**

### **Shawn Arthur, Administrative Assistant**

PO Box 39  
614 N. Silver St.  
Lake City, CO 81235  
(970) 944-2314  
shawn@lakecityschool.org

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to at the same time which will be after the "Clarification Deadline". Responses to clarification will be made available by email to all Candidates who requested the RFQ/P. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

## **I. PROJECT SCHEDULE**

RFQ/P Available	Monday 6/11/2018
OPTIONAL Site Visit	Monday 6/18/2018
RFQ/P Clarification Deadline	Tuesday 6/19/2018
RFQ/P Clarification Responses	Thursday 6/21/2018
<b>RFQ/P Responses due</b>	<b>Monday 6/25/2018</b>
Interview Invitations sent to Short-Listed Candidates	Thursday 6/28/2018
<b>Interviews</b>	<b>Monday 7/2/2018</b>
Candidate Notified of Selection	Tuesday 7/3/2018

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Contract Negotiations  
Decision Memorandum Sent to Unsuccessful Candidates  
**Notice to Proceed Given to Successful Firm**  
**Completion of design**

Tuesday 7/3 – Friday 7/6/2018  
Monday 7/9/2018  
**Monday 7/9/2018**  
**TBD**

## II. BACKGROUND

### Owner Background

See Facility Plan on website [www.lakecityschool.org](http://www.lakecityschool.org)

### Project Description

See Facility Plan and BEST Application on website [www.lakecityschool.org](http://www.lakecityschool.org)

## III. RFQ/P ARCHITECT/ENGINEER OBJECTIVE

The purpose of this RFQ/P is to solicit and contract with an A/E firm who will work with the Owner and the Owner's consultants to complete the project described in the above project description.

## IV. SUBMITTAL REQUIREMENTS

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels. ***No fees shall be included in the RFQ Submittal.***

### **SECTION 1 – LETTER OF INTEREST**

A maximum two page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, and signed by the principal-in-charge.

### **SECTION 2 – EXPERIENCE AND QUALIFICATIONS**

Please address each criterion listed below as it relates to your firms relevant experience and qualifications.

1. Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. (the Owner reserves the right to determine the acceptability of these individuals)
2. Provide all team members experience, background and responsibilities including resumes. Also include the projects and types of projects the architect and sub-consultants have worked on together.
  - a. The following positions are anticipated to be included on the Project Team: Architect, Interior Design, Structural Engineer, MEP, Acoustic Consultant, Kitchen Consultant, LEED/ CO-CHPS Consultant. Include how the team will provide cost checking prior to selection of General Contractor and after.
  - b. Please identify what services will not be included that the Owner might want to consider and include resumes and cost to include.
  - c. The Owner expects the team members to participate throughout the duration of the project. Any changes in key staff must be reviewed and approved by the Owner and the Owner's consultants.
3. Describe your firm's past experience with A/E services for educational facilities and educational programming.
4. Provide your firm's project organization structure and responsibilities.
5. Show your ability/approach to organize and meet schedules.
6. Identify projects your firm has completed with a similar size and scope to the proposed project.

7. Identify and describe any claims, lawsuits or legal settlements your firm has had in the past (5) five years or are currently pending.
8. Demonstrate experience understanding and analyzing school operations, school programs, enrollment projections and demographic data.
9. Knowledge of LEED & CO-CHPS criteria and program requirements.
  - a. It is intended that your firm will provide administration of the USGBC LEED or CO-CHPS process as if in pursuit of a LEED Gold or CO-CHPS certification for the project (though such actual certification is waived for this project). Describe your firm's USGBC LEED and CO-CHPS project experience, including the expertise of your sub-consultants. Does your firm employ LEED Accredited Professionals? Does your firm provide consulting for LEED or CO-CHPS, or will your firm provide these services through a sub-consultant? Provide LEED and CO-CHPS credentials and experience for personnel and/ or firms that will provide LEED or CO-CHPS consulting.
10. Each firm shall include on the design team an individual or firm with demonstrable experience in High Performance (HP) design review. Such individual or firm shall have at least three years experience with HP design review. Identify 3 projects that the person/firm has completed or has in design in the last 3 years using HP school design principles and describe at least 2 of the principles that were implemented in the facilities. The goal of the noted consultant is to achieve lower total utility costs over time, to provide ease of maintenance, and to foster improved learning environments for all occupants. Please identify some strategies that could be used to achieve these goals on this project.
11. Understanding of the Owner, its organization and leadership.
12. Identify any other unique challenges/approaches that you have experienced that will assist the Owner with a successful project.
13. This project requires the Candidate to carry, at a minimum, general liability insurance and workers compensation according to State laws. Also errors and omissions insurance. Please provide sample insurance coverage/limits you would carry for this project.

### **SECTION 3 – SCOPE OF SERVICES**

The Candidate chosen will be the architect of record and be expected to provide the design and construction administration services necessary to complete this project. The project will be targeting LEED Gold. Additionally all steps of the process should consider High Performance Design which includes an integrated High Performance Design Review. The selected firm will assist the Owner in developing building Construction Goals and Values. The General Scope of Services includes but is not limited to the following:

#### **1. Programming/ Conceptual Design**

The Candidate will assist the Owner in the development of a program that meets the needs of the school. The Candidate will develop a basic site plan, building footprint/ floor plan and exterior design concept format. The Candidate shall utilize the Master Plan already developed for this project and prepare 2-3 schemes for the Owner to review. The Candidate shall provide an understanding that the options presented can be completed within the Owner's BEST grant budget and other parameters. The delivery method selected for the project is CM/GC. The Owner is interested in advertising and selecting the CM/GC team based on the schematic design. The Candidate will present the concept to the Owner's Capital Construction Committee (CCC) for review and refinement. The Candidate will present the multiple schemes to the Owner's Board of Directors for approval of a single scheme. The Candidate will plan an informational meeting for the public with the Owner's Representative.

#### **2. Schematic Design (SD)**

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Consisting of SD drawings, outline specifications and other documents illustrating the scale and relationship of Project components. Schematic Design should include the evaluation of systems for the project including the ability of the Owner and their staff to operate and maintain the new facility given the High Performance Design components. The project budget must be within the Owner's BEST Grant budget. The Candidate will present SD documents to the CCC for review and refinement and to Owner's Board of Directors. The Candidate will plan an informational meeting for the public with the Owner's Representative. SD documents shall be provided to the CM/GC to prepare a construction cost estimate, and the Candidate shall assist the CM/GC in reviewing and verifying the construction cost estimate.

**3. Design Development (DD)**

Consisting of DD drawings, outline specifications, and other documents to fix and describe the size and character of the entire Project as to site, architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. Continuing review of High Performance design ideas and operation and maintenance by the Owner.

The Design Development Documents shall be developed in sequence replicating the proposed Bidding Packages. DD documents shall be provided to the CM/GC to update the construction cost estimate, and the Candidate shall assist the CM/GC in reviewing and verifying the construction cost estimate. The project must be within the BEST Grant budget in order for the project to move into Construction Documents.

**4. Construction Documents (CD)**

Consisting of CD drawings and specifications setting forth in detail the requirements for the construction of the Project. These shall include a complete set of architectural, civil, site development, structural, mechanical, electrical drawings including low voltage systems and I.T., kitchen design and specifications and any other information necessary for the design of the project.

The Candidate will assist the CM/GC in preparation of a written report summarizing the construction cost estimate through the completion of this phase of work. After working on the construction documents with the CCC, the Candidate will prepare a presentation of the Final Design for the Owner's Board of Directors and plan an informational meeting for the public with the Owner's Representative.

**5. Bidding Phase and Construction Administration**

The Candidate will assist the CM/GC in obtaining bids by rendering interpretations and clarifications of the drawings and specifications in appropriate written form. The Candidate shall assist the Construction Manager in conducting mandatory pre-bidding conferences with all principal bidders.

The Candidate must attend construction meetings either weekly, bi-monthly and as needed based on the stage of construction and will assist the CM/GC in administration of the project by reviewing submittal and shop drawings, providing observation during construction, and providing project documentation in the form of supplemental instructions, requests for information, change orders, etc.

Please provide a narrative description of your approach to the scope requested, describing quantity and types of proposed meetings, site visits, unique methodologies, etc. Additional services or scope may be proposed and identified in the final contract, fees for these services should be identified as a line item in the fee proposal for consideration. Any exclusions from services or deliverables described must be explicitly identified in this submittal.

## **SECTION 4 – SCHEDULE**

Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects? Include information as to how the location of the project will impact your operating procedure.

It is expected that your firm has the current capabilities and capacity to complete the project. Provide a detailed project schedule, including milestones, from the notice to proceed date to the completion of the project. Provide reasoning, in this section, for any modifications or alterations your firm wishes to make to the recommended project schedule

## **SECTION 5 – REFERENCES**

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this A/E team has performed collectively. The Owner reserves the right to check additional references beyond those provided in the submittal.

## V. SUBMITTAL REVIEW & SELECTION PROCESS

The selection process consists of two phases, followed by negotiations with the apparent winner.

### Phase 1 – RFQ Review

The Owner’s Selection Committee will evaluate and score the RFQ submittals based on the selection criteria listed below:

<b>Selection Criteria</b>	<b>Max Point Possible</b>
Section 1: <b>Letter of Interest.</b> How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: <b>Experience and Qualifications</b> Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel in addition to other items as stated.	30 points
Section 3: <b>Scope of Services.</b> Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work.	30 points
Section 4: <b>Schedule.</b> Ability to complete the planning tasks within the timeframe needed. Submitted complete & understandable schedule.	20 points
Section 5: <b>References.</b> Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	10 points
<b>Total Points</b>	<b>100 points</b>

### Phase 2 – Interview

An interview invitation will be sent out to the three Candidates with the highest RFQ/P submittal scores on the date noted in the project schedule. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ/P responses and to introduce key members of the A/E team.

The interviews will consist of a short presentation followed by a longer period for questions and answers. During the short presentation, the lead consultant for the project should be identified along with members of the A/E team. Please note team members that will not be directly working on the project are not invited to the oral interviews.

The apparent winner will be determined based on their interview score, which is separate from their RFQ/P submittal score.

## VI. FEE PROPOSAL

Shortlisted Candidates shall prepare a detailed fee proposal as outlined below. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

Detailed fee proposals shall include the following:

- ✓ Total not to exceed fee;
- ✓ Statement of work;
- ✓ Confirmation that all scope items from the original RFQ/P will be addressed;
- ✓ Any exclusions with explanations;
- ✓ # of hours;
- ✓ # of people;
- ✓ Other resources;
- ✓ How the resources are to be used;
- ✓ Breakout of anticipated reimbursables included in the fee proposal;
- ✓ Hourly rates for all personnel involved in the project;
- ✓ Number of site visits anticipated to complete the work;
- ✓ Breakout of fees for any non-required scope proposed;

The negotiated fee is anticipated to include all costs including reimbursables for the project resulting in a “not to exceed” format contract.

Only the fee proposal of the apparent winner will be revealed to the selection committee.

If the apparent winner’s fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.



## VII. Acceptance and Rejection

After the final selection has been made, the Owner will provide a summary of scores and a decision memorandum to each of the RFQ/P Candidates.

The Owner reserves the right to select any or reject any and all proposals in their best interest. The Owner also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications. The Owner also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The apparent winner will be responsible for submitting a draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

## VIII. RFQ/P Supporting Material

**The following are to be utilized by the A/E team:**

1. Owner's Master Plan
2. Grant Application – Narrative, Building Program, Plan Diagrams, Schedule, and Project Budget included in the awarded BEST Grant.
3. Capital Construction Assistance Public Schools Facility Construction Guidelines. A/E to reference this document as a guideline during the design process.
4. 24-80.1-104 C.R.S. ref: Colorado Historical Society; Town of Lake City Historic District guidelines. Both to the extent possible.
5. Statewide Facilities Assessment – For reference in the existing condition of the facility