

# REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

**Highland Local Schools**  
**March 24, 2021**

## **A. Project Description**

Highland Local Schools Board of Education (the “Owner”) is requesting responses to this Request for Qualifications (RFQ) for professional design services in connection with a Preschool Addition to be construction on the current Elementary School Building. The main program of the Preschool Addition will include (but not be limited to) four classrooms, therapy room, and meeting room. The Architect will assist the Owner in Master Plan, Design, Architecture and engineering of the Preschool addition. Total amount of additional space is estimated to be approximately six thousand square feet.

The Owner is considering utilizing a General Contractor to construct the Project.

Qualifications received may be retained in a file maintained by the Owner for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is requested to provide annual updates to the qualifications to keep them current. The file may be used for projects or design needs for which design fees are estimated to be less than \$50,000.

## **B. Scope of Services**

The Owner is interested in working with a design professional that has extensive experience in the design, construction, and renovations of educational facilities and public improvements. The Owner anticipates that the design professional will assist with planning and developing the program for the Project and participate in or lead meetings with the Owner’s board and staff and to the extent feasible, incorporate their input into the conceptual plans and design for the Project. The Owner also anticipates that the design professional will assist with assessment of the Project site identified by the Owner, assist with scheduling, evaluate potential operating costs, review reports related to and advise on site testing and development, in addition to performing design and contract administration duties. The design professional’s scope will include design and construction administration services as well as post-construction services.

The Owner anticipates that the following base disciplines and consultants will be provided as a part of the Architects’ team and identified in this RFQ response:

- Architecture
- Mechanical, Electrical, Plumbing
- Structural Engineering
- Civil Engineering / Landscape Architecture

The Architect should list potential sub-consultants for the disciplines below and will work with the Owner to finalize the selection of sub-consulting firms prior to execution of the contract between Architect and Owner.

- Interior Design
- Technology Pathways Engineering

The Owner will utilize the American Institute of Architects B101-2017, Standard Form of Agreement Between Owner and Architect, as amended. For construction, the Owner will utilize American Institute of Architects A101-2017, Standard Form of Agreement Between Owner and Contractor, as amended and the American Institute of Architects A201-2017, General Conditions of the Contract of Construction, as amended.

The current anticipated project schedule is as follows:

<b>Activity</b>	<b>Anticipated Date</b>
RFQ Response	April 15, 2022
Notification of Most Qualified	April 19, 2022
Anticipated Professional Services Start	Late April 2022
Anticipated Substantial Completion	September 2023

The current estimated construction cost is currently \$2,100,000.00.

### **C. Submittal Instructions**

If you are interested in being considered for this Project, please submit your written statement electronically with a subject line marked “Statement of Qualifications for Professional Design Services.”

**The proposals should be emailed to: Jon Mason, Treasurer [jmason@hlsd.us](mailto:jmason@hlsd.us)**

**Deadline for Submissions – April 15, 2022 @ 12:00 PM.**

Electronic submittals should be combined into one PDF file named with the project name listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

This RFQ sets forth the intent of the Owner as to the procedure and criteria through which a firm will be selected but is not to be construed as setting forth specific terms of a contract between the firm and Owner. Except as required by law, the Owner reserves the right in its sole discretion, to modify this procedure and criteria.

The Owner, through its duly authorized officials, reserves the right to reject any, part of, or all statements and to waive any formality pertaining to any statement, without the imposition of any form of liability. The companies whose statements are not accepted will be notified after a binding agreement between the successful firm and the Owner is executed, or upon the Owner’s rejection of all statements.

Responding firms shall be ranked in accordance with the criteria herein and the highest ranked firm shall enter negotiations for a contract with the Owner.

All questions concerning this RFQ shall be directed in writing via email to Jon Mason, Treasurer [jmason@hlsd.us](mailto:jmason@hlsd.us) by **April 12, 2022 @ noon**. Questions will be reviewed, and the Owner will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

#### **D. Evaluation Criteria**

Responses shall include the name, address, telephone number, facsimile number of the firm and, if respondent has more than one office, which office will be assigned to complete the work for the Project. The response must identify the primary point of contact, including their email address.

Proposals shall be limited to twenty-five (20) pages, excluding resumes of key personnel.

Submittals should include the following:

1. Firm's History– Information about the firm's history (number of years in business, etc.).
2. Education & Technical Training/Experience – Identify your firm's assigned team for the Project. Provide the education, technical training, and experience of the principal in charge of the Project and the project manager, as well as any other individuals assigned to the Project, and proposed consultants, if any. Detail the assigned team's experience in providing substantially similar services (i.e., design services for similar facilities, additions to existing buildings, and specifically for any experience with the general contractor delivery model) and describe the team's experience working together on similar projects. Describe:
  - a. Experience, planned approach, and specific expertise in assisting with Project planning, Project site assessment/testing, and schedule development. Include the team's experience leading and participating in meetings with the Owner to develop the program for the Project.
  - b. Approach to incorporating practical, tested, energy efficiency and sustainability features into similar projects that will enhance the design, be easy/economic to maintain and contribute to energy conservation and savings for the long-term maintenance and operations of systems for the Project.
  - c. Experience, approach, and specific expertise in planning for the use of space, technology, and systems that support Owner's functions.

- d. Experience and approach to obtaining all applicable permits and governmental approvals, including, but not limited to, obtaining approval of building plans as well as building, electrical, plumbing, and HVAC permits, as applicable.
3. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project team, the available equipment and facilities, and the team’s ability to perform the required professional design services competently and expeditiously (i.e., are resources currently available or committed to other projects).
4. Proposed Schedule and Coordination of Design & Construction
  - a. Proposed design phase milestones for completion of the design services including completion dates or durations in calendar days for programming, schematic design, design development and construction documents, as well as an anticipated timeline for the construction and closeout phases of the Project. Provide a detailed narrative demonstrating the firm’s ability to manage the Project schedule.
  - b. Describe the steps the firm will take to coordinate design and construction work on the Project with the Owner and general contractor with respect to scheduling the Project, maintaining the construction schedule, and close-out of each stage of the Project.
5. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of five relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:
  - a. Project owner, name of project and location;
  - b. Brief description of the project, including size of project (e.g., square footage and number of stories) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
  - c. The initial scheduled completion date and the actual date services were completed or the current anticipated completion date;
  - d. Construction budget, change order amounts, and actual construction cost;
  - e. Your firm’s assigned team members for the project;
  - f. Other relevant information about the project and the firm's services; and,
  - g. Reference contact person and phone number.
6. Past Performance with Owner – Describe the firm's past experience with the Owner, if any.

7. Proximity to the Site – The firm’s location and proximity to the site for purposes of site visits and attending meetings with the Owner.
8. Project Estimates and Budget – The firm's procedures for:
  - a. Project budget development, including but not limited to, procedures for initial budget development with the Owner and the process for reviewing and evaluating the budget in coordination with Owner at various stages of the design process; and,
  - b. The firm's experience over the past five years with preparing or evaluating project estimates and construction costs, monitoring project costs, and completing a project within the initial budget with emphasis on any experience with construction manager at risk projects.
9. Consultants – For each consultant the firm anticipates engaging for the Project, identify the following:
  - a. The name, address, point of contact, and the consultant’s discipline.
  - b. Relevant past work of the proposed consultants.
  - c. Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
  - d. The identities and qualification of the individual(s) the consultant will use for the Project.
10. Professional Liability Insurance Coverage & Claims History – Include:
  - a. The coverage amounts and types of insurance coverage, particularly the firm’s commercial general liability and professional liability limits.
  - b. Provide specific information on the firm’s performance history, in the last ten years, with respect to: (a) termination for default, (b) litigation by or against your firm, and (c) judgments entered for or against your firm. Include ANY AND ALL instances that are related, regardless of office location or project type.
11. Why your firm - Provide a brief description of what makes your firm different from other firms pursuing the project.

Responses should be concise and to the point but should include the information necessary to communicate the information you desire. Additional promotional materials will not be considered and should not be included with any statement submitted for this Project.

