

REQUEST FOR QUALIFICATIONS (RFQ)
Bond Projects Architectural Services
Maplewood Richmond Heights School District (MRHSD)
Various Locations

Issue Date: July 8, 2025

Submission Deadline: July 30, 2025, by 10:00 AM CDT

I. Introduction

The Maplewood Richmond Heights School District (“Owner” / “MRHSD”) is seeking qualified architectural firms (“Firms”) for the professional architectural design services for the projects to be completed as part of the Bond Projects associated with the April 2025 Bond Approval. It is the intent of the MRHSD to qualify and select up to three firms to which assign the projects identified in this RFQ and well as other potential projects yet to be identified.

II. Background

The firms will work with a team of the Owner’s staff on the project, and the Owner’s Representative, NAVIGATE Building Solutions (herein after NAVIGATE).

Project Locations

The projects will be located at the following MRHSD facilities.

- Middle School & High School (MSHS) - 7500 Lohmeyer, Maplewood, MO 63143
- Elementary School (ELEM), 7314 Glades Avenue, Richmond Heights, MO 63117
- Early Childhood Center (ECC), 2810 Burgess Avenue, Maplewood, MO 63143

Projects Description and Schedule

The anticipated projects that will require design services are as follows:

- ECC Library Project - This area is scheduled to receive an update to make it more inspiring and improve layout for function and use for students, staff, and community.
- ECC & ELEM Kitchen Projects - The two kitchens are in need of equipment audit and minor changes to improve flow. Updated finishes needed.
- Middle School/ High School Kitchen Project - In 2024 we opened a new café; however, there was no work completed in the kitchen area. The kitchen area needs redesigned, including an equipment audit.

- High School Theater Curtains/Flooring/Lighting Project - Door upgrades, floor finish, curtains, lighting.
- MSHS Plumbing System Repairs - Concerns with hot water distribution throughout the middle school/ high school.
- MS/HS, ELEM, & ECC HVAC Projects - Multiple Rooftop units to be replaced, heat pumps, and controls throughout the district.

Projects listed may be added to or deleted by district at their discretion.

The Elementary Seed To Table project civil and structural design services are not included and are part of a separate RFQ. The architectural design services are being provided pro bono by Acernus.

Anticipated Project Schedule

July 8, 2025	Issue Architectural Services RFQ
July 30, 2025	Receive RFQ Responses
August 2025	Evaluate Responses, Interviews, and Select Firms
September 2025	Board Approval
October 2025 - February 2026	Design
March 2026 - April 2026	Permitting & Procurement
May 2026 - August 2026	Construction
August 2026	Complete

1. _____

III. Scope of Services

The following scopes of services may be requested of the Architectural firm based on the awarded project:

1. Programming - Independent verification of existing needs assessment and programming review with Owner at the beginning of design.
2. Architectural and Interior Design.
3. As part of the Conceptual design phase, multiple high-level floor plans/site plans may be required for Owner consideration.
4. Mechanical Engineering
 - a. The specifications and the plans may need to be established to allow code required commissioning. A third party commissioning agent may be hired outside this contract to develop the commissioning plan. In addition the commissioning agent may oversee the commission plan during construction as the CXA. ME will be required to coordinate with the CxA.
5. Plumbing Engineering
6. Electrical Engineering

7. Fire Alarm (Delegated Design)
8. Fire Protection Engineering (Sprinkler Delegated Design)
9. Structural Engineering
10. Civil Engineering (Not Required)
11. Low Voltage Design - Audio Visual, Telcom & Data Backbone, Security (including perimeter entry, card access systems, CCTV, Wireless Access Points), and coordination with Owner's Technology/IT staff and preferred vendors.
12. Landscape & Lawn Irrigation (Not required)
13. Furniture - Preliminary furniture plans and coordination with Owner's furniture vendor to produce final plans: Circadia.
14. Signage Design - Code required signage and coordination with Owner's designer and vendor.
15. Public Agency Interface - All pre-planning required for AHJ approvals and permitting.
16. MEPFP and Low Voltage Specialty Systems Cost Estimating by MEPFP and Low Voltage design team members at SD and DD phase of design.
17. Coordination with and of Owner's Technology staff and vendors.
18. Code Analysis - Overall building and life safety code reviews to be conducted by all disciplines. All meetings with Authorities Having Jurisdiction (AHJ's) to confirm code interpretations and design assumptions and to pre-plan for permitting.
19. Presentations to Board - One presentation per phase.
20. Typical Construction Phase Administration and Code Required Commissioning (if Owner elects not to retain a Third Party Commissioning Agent).
21. Provide professional photographs of the finished project in digital format to the Owner and the Owner's Representative.
22. Kitchen Design Consultant
23. Post-Bid Conformed Set of Documents to be provided prior to the commencement of construction.
24. At the completion of the project, incorporate all project changes (proposal requests, ASIs, CCDs, RFI answers that revised the documents, into the electronic project drawings and provide a final set to the Owner in both pdf and CAD format.
25. Projects may require early procurement packages due to current industry conditions, i.e.: electric switchgear/equipment, mechanical equipment, etc.
26. Design team must have Building Information Modeling or other advance modeling capabilities for Owner consideration.
27. The only anticipated delegated design items are noted above.

Services Owner Is Providing

- Owner's Representative Services by NAVIGATE
- 3rd Party Special Inspections (if required)
- 3rd Party Commissioning Services (if implemented)

IV. Qualification Submittal Requirements

Submittals should be specific and with adequate detail to accurately define your firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

General Information and Subconsultant Team Structure

Please have all packets organized in the following order

Submittals shall be no more than forty (8 1/2 x 11) pages in total length (not including cover, table of contents, or section dividers). Double sided counts as 2 pages. All pages must be sequentially numbered within each section. An identifiable tab sheet must precede each submission section. Include a detailed index for easy reference.

Provide a company profile including a brief history of the lead firm. Include an organizational chart depicting key team members and any sub-consultants to be used on the project, their area of responsibility, and their relationship to your firm.

Provide the following information on the lead firm:

- Date, state, and type of business organization
- Federal and State tax ID numbers.
- Names of Owners, Principals, and/or Officers
- Civil or criminal claims, judgments, or suits within the last ten (10) years
- Evidence of the firm's financial wherewithal to complete the project.
- The name, title, email address, mailing address, and telephone number of the officer authorized to represent the firm.

Relevant Firm Project Experience

Include a summary of the lead firm's experience and qualifications with K-12 school projects. Include dates, description, size, costs, locations, key personnel, and references for three similar projects.

Key Personnel Qualifications

Provide a staffing proposal with the names and resumes of the key personnel (including sub-consultants) to be committed to the project. Please only include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your firm (or sub-consultants firm), their expected areas of responsibility, a list of previous experience on similar projects, licenses/registrations, and the office location where they reside.

Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.

Describe your firm's contingency plan to respond with appropriate backup staff in the case of death, disability, illness, or separation.

Project Understanding / Approach / Schedule

Describe your understanding of the project and approach to delivering the Design Services requested. Please provide a statement of commitment to being able to begin work immediately upon receipt of written authorization to proceed and your firm's estimated timeline to complete the requested services.

Record of Performance / References

Provide a record of past performance with respect to your ability to design to budget. Provide references for the immediate past three (3) clients (please list in order based upon contract date) that have utilized your firm's services.

Please provide a list of any professional liability claims made against your firm in the last ten years.

Proximity and Familiarity

List your firm's specific experience with:

- MRH School District
- Membership in the Mid-County Chamber of Commerce.
- Projects in Maplewood and Richmond Heights, MO

V. Evaluation Criteria

Proposals will be evaluated on:

- General Information/Team Structure
- Team's Previous History Working Together
- Relevant Experience - Firm
- Relevant Experience - Key Staff
- Project Approach/Understanding/Schedule
- Record of Performance/Reference
- Proximity and Familiarity

Upon review of all responsive Statements of Qualifications using the criteria outlined above, the Owner may conduct interviews, however, the Owner may also choose to proceed without interviewing any respondents.

VIII. Miscellaneous Information

- Nothing contained herein will create any contractual relationship between the Owner and the firm submitting a response. Statements contained in the response of the successful firm may become part of the agreement for services.
 - Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
 - The Owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications, attesting that all the information provided is true.
 - The owner is not responsible for any costs incurred by the firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
 - As part of your cover letter, provide the name, address, telephone number, and email address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.
 - Firm shall include with their Statement of Qualification a current Certificate of Insurance (COI) evidencing all of the firm's standard coverages and amounts.
 - Upon final ranking of the firms, contract negotiations shall commence. Contract negotiations will require the selected firm to work with the Owner and Owner's Representative to proceed with the development of a Scope of Services and costs for all the components of the selected project(s) as outlined in Section III. The contract form will be the AIA B101, modified to include final terms and conditions and requirements mutually agreeable to both parties.
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IX. Submission Instructions :

Submit sealed proposals labeled:
MRH - Bond Projects Architectural Services

RFQ for Professional Design Services

“Name of Firm”

By **July 30, 2025, at 1:00 PM** to:

Dr. Michael Dittrich
Director of Operations
Maplewood Richmond Heights School District
2531 S. Big Bend Blvd
Maplewood, MO 63143

Include 3 hard copies and one digital copy on USB Drive in a sealed envelope.
