

REQUEST FOR QUALIFICATIONS FACILITIES AND SAFETY PLAN

Section 1: NOTICE TO INTERESTED ARCHITECTURAL SERVICES

The Maplewood Richmond Heights School District is seeking proposals from qualified architects to assist the District with the following services:

- Create a Facilities and Safety Plan to include:
 - Renovations and construction of instructional and health & fitness spaces at the facility located at 7539 Manchester Rd.
 - Safety initiatives throughout the MRH School District facilities
- Bond Planning
- Facility Programming, Design, and Contract Administration

The District reserves the right to adjust the Scope of Services and completion schedule for services based on District budget and needs.

Section 2: ESSENTIAL DATES

ADVERTISEMENT POSTED:

October 19 & October 26

RFQ QUESTIONS and/or CLARIFICATIONS:

Received in writing no later than (October 29, 2018) to:

*Amber Silver
7539 Manchester Rd.
Maplewood, MO, 63143
amber.silver@mrhschools.net*

RFQ DUE DATE:

November 2, 2018

EVALUATION, REVIEW, & SELECTION:

November 5, 2018

Section 3: GENERAL SCOPE OF SERVICES

a. Facility & Safety Planning (Plan) and Bond Planning Services

It is expected that a single firm will be selected for the purpose of providing Facility & Safety Planning and Bond Planning Services. The District intends to select, from the qualified responders, a firm who will produce a comprehensive Facility and Safety Plan. This firm and the Plan will be used to provide Bond Planning Services and support informative presentation materials for the District. All materials produced will be used by the District to present and communicate the long-term needs of the District to staff and to the District's communities.

The firm selected will provide Facility & Safety Planning and Bond Planning Services to include at a minimum:

1. Review, research, analyze, and validate the District's need for future facilities/buildings to serve the District's growth.
2. Provide the District with updated architectural programming and project space planning of existing facilities.
3. Provide research and data to substantiate needs of the District to pursue a future bond referendum.
4. Summarize findings and recommendations with a comprehensive Facility & Safety Plan.
5. Produce public educational bond planning materials and presentations as required to communicate to the District's Board of Education and educate the District's community concerning the Facility & Safety Plan.

b. Facility Programming, Design, and Contract Administration

It is anticipated that the same firm will also provide Basic Architectural Services including but not limited to:

- Site Acquisition Evaluation
- Project Scope Programming
- Schematic Design
- Design Development
- Safety Planning and Design
- Energy Modeling
- Contract Documents
- Administration of the Construction Contract
- Project Close Out & Warranty

Section 4: SELECTION PROCESS

A Selection Committee of the Board of Education and the District's Administrative staff will review submitted RFQ's. The committee will select a short list of respondents who may be interviewed by the Selection Committee. Additional information may be requested from firms selected. The District anticipates selecting a single Architectural Firm for Facility, Safety, and Bond Planning. The District retains the option to select multiple firms to perform Facility Programming, Design, and Contract Administration on a project by project basis. The Selection Committee will submit recommendations for finalists to the Superintendent and Board of Education. Finalists will present their firm to the Board of Education at a scheduled Board meeting. The Board will make a selection based on the evaluation of the firm's qualifications, presentation, and recommendation of the Superintendent and Selection Committee. Based on each firm's qualifications and the District's needs and funding, the District will negotiate a contract for individual projects with one of the selected firms. If the District is unable to reach a contract agreement with a selected firm, the District will terminate discussions and proceed to the next firm deemed most appropriate. All contract revisions and approvals are subject to approval by the District's legal counsel and the District's Board of Education.

Section 5: REQUIRED INFORMATION

TAB ONE: GENERAL INFORMATION

Provide the following information about your firm:

- Firm name
- Corporate address and branch office addresses (if applicable)
- If multiple offices, which office will be the primary office responsible for the MRH School District?
- Type of organization (Sole Proprietorship, Partnership, Corporation, etc.)
- Former company name(s), if any, and year(s) established
- Year present firm established
- Name of parent company, if any
- List firm owner(s) and city/state of residence
- Contact person for this RFQ, title, Missouri registration number (if applicable), telephone and e-mail

In the past five years (including time under former names/ownership structures), have there been or are there currently any judgments, claims, arbitration/mediation proceedings or suits against your firm or its officers? If yes, please attach details of each.

Firm must provide a financial statement for each of the past three years. A balance sheet does not meet this criterion.

Provide your firm's banking institution, contact person and phone number.

Professional Liability Insurance Information:

- Provide insurance agency name and contact information
- Describe limits per project, limits in aggregate and deductible
- Include a copy of your firm's current loss run ratio from your Professional Liability Insurance carrier.

TAB TWO: PERSONNEL

Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting.

Provide a list of assigned staff to Maplewood Richmond Heights School District and briefly discuss their roles on the project.

Include professional resumes for key personnel and their responsibilities for the duration of the contract. Indicate the education and professional licensing of each person as it relates to this project.

Include a list of previous projects in which you provided services for community engagement as well as the architectural services in a district similar to MRH School District.

TAB THREE: PROFESSIONAL SERVICES

Please check all services your firm provides in-house and list any others not listed here.

- Planning
- Architectural Design
- Construction Documents
- Civil Engineering
- MEP Engineering
- Safety Planning and Design
- Technology Design
- Security Design
- Structural Engineering
- Construction Administration
- Educational Specifications
- Technical Specifications
- Cost Estimating

Who would your firm propose as a consultant firm for the following areas, and how long have you worked with this consultant?

- Structural Engineering
- MEP Engineering
- Civil Engineering/Landscaping
- Safety Design

- Technology Design
- Security Design
- Kitchen
- Roof
- Acoustical
- Bond Planning/Public Relations

What software, if any, would be used by your firm to gather data and produce the facility assessment? What are the benefits to MRH School District?

What software will be used by your firm to produce construction documents? What are the benefits to MRH School District?

TAB FOUR: PROJECT MANAGEMENT PLAN

Include a plan describing how your firm would manage a district-wide facilities safety assessment for Maplewood Richmond Heights School District and how it could support the District in future bond planning, working with committees and voter communications.

Following a successful bond referendum, provide information on how your firm would work with the District on programming and design.

Discuss your firm’s construction administration services and procedures.

TAB FIVE: RELEVANT EXPERIENCE

What experience does your firm have working within a 50-mile radius of the MRH School District in the last five years? And, state specifically:

1. Number of educational projects completed during this time frame in this region
2. Number of projects currently in progress in this region

List K-12 public educational districts where your firm has completed a comprehensive facility assessment in the past five years, include:

1. Client name
2. Date of completion
3. Number of facilities included
4. Areas assessed
5. Client contact information

List K-12 public educational districts where your firm has completed either new construction or renovation projects in the past five years, include:

1. Client name
2. Name of project(s)
3. Date(s) of completion
4. Final cost(s)

5. Square footage(s)
6. Short description of the project(s)
7. Client contact information

List current public educational districts where your firm is currently working, include:

1. Client name
2. Name of project(s)
3. Estimated date(s) of completion
4. Budget(s)
5. Estimated size(s)
6. Short description of the project(s)
7. Client contact information

END OF QUESTIONNAIRE