

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Professional Design Services for Rochester High School and General Architectural Services

DUE: May 10, 2019 No Later Than 2:00 PM

ROCHESTER SCHOOL DISTRICT

Jill Pratt
Business Manager
Rochester School District
10140 Highway 12 SW
Rochester, WA 98579

RELEASE DATE: April 29, 2019

DISTRICT CONTACTS:

Any attempt to communicate with Rochester School District personnel regarding this RFQ other than Ms. Jill Pratt WILL result in your firm's SOQ being removed from consideration.

Jill Pratt, Business Manager, Rochester School District
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(360) 273-5536 x1005

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1.0 INTRODUCTION

Rochester School District (RSD) desires to retain a professional architectural firm to provide conceptual pre-bond design services. Services may extend to those including but not limited to planning, budgeting, permit expediting, delivery and procurement strategies, public communication, OSPI documentation, bidding, contracting, construction phase, closeout, warranty phase and post occupancy surveys. This RFQ is pursuant to RCW 39.80.

2.0 PROJECTS DESCRIPTION

The design firm will be expected to work closely with RSD staff and OAC Services, Inc. (OAC), on planning and executing the work associated with the renovation & expansion of Rochester High School. We have not determined the delivery method yet and it will be at the choosing of the Rochester School District.

There may be additional general architectural work for other projects throughout the district on an as-needed basis if they occur.

3.0 PROJECTS SCHEDULE

The successful architectural firm will be enlisted to assist RSD and OAC in determining the best overall schedule for delivering the project, considering the needs of the school district as well as the current and projected construction environment. Early pre-bond conceptual services will begin immediately upon execution of a contract and will extend as necessary in preparation of a potential bond measure.

4.1 SCOPE OF ARCHITECTURAL SERVICES

RSD is seeking an architectural design firm to provide conceptual pre-bond architectural design services for the project. RSD intends to award the design contract in the overall best interest of the District in accordance with the project schedule and the strengths and capabilities of the design firms responding to this RFQ. Upon successful passage of a bond measure, the District may choose to retain the selected architectural firm for the complete architectural and engineering design services and any appropriate specialty subconsultants. Any proposed engineering services and specialty subconsultants should be reviewed by the District and OAC, to include review of qualifications, experience and project approach. The District reserves the right to approve the selection of all engineering services and specialty subconsultants.

The District has not yet been determined what delivery method will be used, however, the District is considering GCCM. The designer will be tasked with site evaluation and planning and assisting the District and OAC on delivery methods. If the district wishes to use some form of alternative delivery there could be another selection process depending on the method chosen.

General Small Works architectural work throughout the District may be necessary and we may utilize the selected firm to perform these small works projects.

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1. **General administration and supervision:** All aspects of the design process and services for the project will be provided and as defined in American Institute of Architects (AIA) Form B103, A101 or A133, and A201, all as modified by the District's Attorney. If the GC/CM project delivery method is selected for use, firms will be provided the contract provisions of AIA 133 and general conditions AIA A201 documents to align all A/E services with this alternative public works contract delivery procurement.
2. **Planning and Scheduling:** This will include input into the schedule of the project's scope of work to include but not limited to new additions, renovations, modernizations, site improvements, phased design and/or construction. All planning and scheduling will be in close coordination with RSD administration, maintenance & operations staff and OAC.
3. **Communication and Coordination:** The Architect will assist the contractor and construction managers as the communications and coordination hub for all activities necessary for a successful project including RSD departments and outside vendors.

A more detailed scope of work and contract, in strict accordance with applicable statutes and regulations, will be negotiated with the successful proposer.

5.0 REQUIRED INSURANCE

The successful firm will be required to maintain commercial general liability, automobile liability, worker's compensation and professional liability insurance throughout the term of the contract. The minimum acceptable limits of commercial general liability will be \$2.0 million per occurrence and \$4.0 million annual aggregate on a combined single limit basis for bodily injury and property damage. Professional liability limits shall be not less than \$2.0 million per occurrence and annual aggregate.

6.0 SELECTION AND AWARD PROCESS

Firms may earn up to a possible 100 Maximum Points for their SOQ submittal. RSD intends to shortlist 2 - 4 of the most highly qualified proposers based on the proposed staff, relevant experience, approach and other factors. The tentative schedule for Architect selection is as follows:

Issue Request for SOQ:	April 29, 2019
Advertise:	April 29 and May 6, 2019
Last Day for Questions:	May 8, 2019

Statements of Qualifications Due: May 10, 2019, by 2:00 PM

Interviews (tentative): **May 20, 2019**, between 8:00 AM and 4:00 PM. RSD anticipates notifying shortlisted firms for interviews on or about **May 15, 2019**.

Expected Award: May 23, 2019 pending Board Approval

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7.1 SOQ SUBMITTAL FORMAT

Respond to each SOQ section set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. SOQs shall be organized in a manner that will enable the RSD selection team to quickly access pertinent information. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the SOQ. The submittal shall be bound in 8-1/2" x 11" format; six (6) signed hard copies and one PDF copy supplied via digital media thumb drive are required. The PDF must be identical to the hardcopy and include a table of contents for each of the required sections. Page limit of submittals is 25 pages maximum (not including covers, cover letter, org chart, divider tabs or staff resumes).

SOQs must be received by the date & time required in section 6.0, at:

**Ms. Jill Pratt
Business Manager
Rochester School District
10140 Highway 12 SW
Rochester, WA 98579**

The SOQ format is as follows:

7.2 Letter of Interest:

The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals. The letter should be signed by a corporate executive with the authority to bind the firm.

7.3 Staffing Plan:

7.3.1 Provide an organizational chart and a narrative staffing plan defining proposed staff, reporting relationships and key responsibilities for each staff member. Describe your anticipated relationship with key RSD staff.

7.3.2 Provide detailed resumes for each proposed staff member including relevant experience, employment history, education, and personal references.

7.3.3 Provide a matrix which shows proposed staff and their percent utilization, availability and location for all current projects that they are now engaged and in the next three years.

7.4 Relevant Experience:

7.4.1 Provide a description of the history and capabilities of your firm. Describe the types of projects or services the firm normally performs and the relative dollar value of each.

7.4.2 Provide project and program profiles of three (3) **successfully completed contracts similar in scope and complexity to the Rochester High School**. Clearly describe the scope of services provided, the staff assigned to each project, the project budget and

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schedule outcomes against planned. Other required project information includes contact information for the Owner and Contractor for each referenced project or program.

- 7.4.3** Provide a table listing the budget amounts of each school (project) listed above, the final contract amount and the total change orders for each project.

7.5 Project Approach:

Describe why you believe this project is a good fit for your firm

- 7.5.1** Discuss your firm's approach to designing, awarding and constructing the project. Discuss the major challenges to successful completion and how your team proposes to approach them. Discuss what expectations your project team has of RSD and OAC.
- 7.5.2** Provide your firm's approach to quality control of the design documents during design and construction.
- 7.5.3** Describe your firm's approach to managing the project budget during each phase of design.
- 7.5.4** Provide 3 examples how your firm identified and resolved design errors and omissions on previous projects.

7.6 Other Services:

- 7.6.1** Describe your expectations and approaches to assist and maximize the use of services such as the GC/CM delivery method, Value Analysis, Constructability Review, Commissioning and Warranty Phases.

7.7 Target Value Design:

- 7.7.1** Provide 3 to 5 examples of working with an owner using the Target Value Design method of Lean Principles. How will you and your firm work with the GC/CM and Owner's team to help manage this process.

8.0 INTERVIEWS

Should your firm be invited to interview, questions will be directed to the proposed key project staff. **At a minimum, the Architectural Principal in Charge and the project manager and design manager dedicated to the project shall be in attendance. Interviews are currently anticipated to be May 20, 2019.** In addition to presenting qualifications, experience, and the project team's approach, the interviewees will be expected to respond to questions from the panel regarding the firm's SOQ.

The length, format and selection committee make up for the interview will be provided to the short listed firms.

Following interviews, the Selection Committee shall determine the most highly qualified firm based on information supplied in the SOQs, references and interviews. The most highly qualified proposer will be asked to enter into contract and fee negotiations and execute a contract.

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9.0 QUESTIONS AND STAFF CONTACTS

All questions related to this RFQ shall be submitted via email no later than as required in section 6.0 to

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From the period beginning on the date of the issuance of this RFQ and ending on the date of the selection of the most highly qualified proposer, no person or entity submitting a response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process, or the award of the contract with any member of the Rochester School District, Board of Directors, selection members, or any member of the interview committee.

END OF DOCUMENT