

Request for Architectural Qualifications Clarinda Community School District Clarinda, Iowa

Issued: December 14, 2018

Submittals Due: January 07, 2019 by 2:00 p.m.

Introduction

The Clarinda Community School District (CCSD) and the selected Construction Manager (Estes Construction) seek qualifications for architectural/engineering services for design solutions for PK-12 levels that may result in additions to facilities, and/or renovation of existing buildings to accommodate PK-12 students. Referendum planning assistance will be the initial scope of work pending priorities, design solutions, and options.

Earlier in 2018, CCSD hired Estes Construction to conduct a facilities assessment study for all five education centers in the Clarinda Community School District. Each of the educational facilities has been assessed for physical condition and potential improvement needs.

Overview of Clarinda Community School District

The community of Clarinda is a city in Page County, Southwest Iowa, with a population of approximately 5,300. It is the home of Miss Jessie Fields- nationally honored as the “mother of 4-H”. The Clarinda Community School District serves approximately 1,000 students with the following facilities:

<u>Facility</u>	<u>Enrollment</u>	<u>Approximate SF</u>
Garfield Elementary	410	45,390
Clarinda Middle School	309	49,375
Clarinda High School	284	78,150
Vocational Building	NA	6,100
Administration Building	NA	17,200

Scope of Services

The Clarinda Community School District is intending to hire an architectural/engineering firm (offeror) to assist the District in the planning of learning environment facility options with possible design, that may result in additions to facilities, and/or renovation of existing buildings to accommodate PK-12 students. The offeror must include comprehensive solutions to scenarios discovered and deemed beneficial in achieving District goals that include planning for a successful referendum, based upon facility options.

No project budget has been established at this time. It is anticipated that the CCSD Board of Directors will establish a budget upon conclusion of prioritizing of goals. Project budget will include all construction costs, fees, contingencies, associated soft costs and any other costs identified to be required for successful completion of District goals.

CCSD will review all submittals and invite three firms to present their qualifications, experience, and project approach on January 23, 2019. Selected firms should be prepared to discuss their fee proposal and any other associated costs during the presentation. CCSD reserves the right to reject any and all proposals if it is in the best interest of the School District. Offeror's will be notified of their decision.

Project Schedule

Projected start date for construction: 2020 (with final determination per school district goals)

Project completion: Pending design solutions to meet the needs of the district's facility improvement plan

Disclaimers

The District reserves the right to withdraw this RFQ at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt of proposal materials by the District or submission of a Proposal to the District confers no rights upon the Offeror nor obligates the District in any manner. The District reserves the right to waive minor irregularities in proposals, provided that such actions are in the best interest of the District. Any such waiver shall not modify any remaining RFQ requirements or excuse the Offeror from full compliance with the RFQ specifications and other contract requirements if the agent is awarded the contract.

Key Dates

RFQ Issued: December 14, 2018

Response to RFQ due: January 07, 2019 (by 2 p.m. CST)

Invitation to Present Qualifications (3 firms): January 8/9, 2019

Presentations: January 23, 2019

School Board approval: January 30, 2019

Information to be Included in RFQ Response

Please provide the following information in a concise manner, clearly labeled, and in the order requested.

1. **Cover Letter:** Signed by an officer of the firm, containing a commitment to provide the services required, if selected, with the proposed personnel, while also expressing interest in the project.
2. **Team Organization & List of Key Personnel:** Provide an organizational chart identifying all team members, relationships and responsibilities throughout the various phases of the project. Provide resumes for each key team member with at least three references (contact name and phone number). ***It is expected that the team represented will be the team performing the work.***
3. **List of Architect's Consultants:** Identify proposed consultants (if any) to the architect providing information about each firm, contact information, relevant firm experience, list of key personnel to be assigned to the project, and resumes with at least three references (contact name and phone number). Consultants must show demonstrated ability to perform at high levels, understanding of 21st Century Learning Environments and systems most appropriate to achieve these District goals.
4. **Relevant Project Experience:** Provide information on relevant (referendum & design) PK-12 experience with comparable projects completed within the last five years, or currently in process. ***A description of how the District community, staff, and administration was engaged during the process for each, must be included.*** Identify if a referendum was needed and if the referendum was successful (or not) & perceived reason for the outcome. For each project provide the following (please limit number of examples to six):
 - a. **Project Information:** Name, location, size, type, project team
 - b. **Client Information:** Name, contact information, phone number
 - c. **Contract Information:**
 - i. Original construction budget
 - ii. Original construction contract amount
 - iii. Final construction contract amount
 - iv. Original completion date
 - v. Actual completion date
 - vi. Number of Change Orders or Construction Change Directives Issued
 - vii. Number of Chapter 573 Claims
 - viii. Any litigation filed
 - d. **Project Description & Photographs:** Provide project sheets (limit to 2 for each project) with descriptions and photographs or images.

5. **Project Schedule:** The timely completion of services is important to the overall success of the initiative. Provide a proposed timeline of referendum activities or design schedule depicting the anticipated activity of the offeror during the various phases of the project. The proposed timeline will be evaluated upon the amount of time your firm estimates is required to execute the scope of services while maintaining the necessary levels of quality control to meet professional standards.
6. **Statement of Qualifications:** Please complete and attach a copy of AIA Document B305-1993 Architects' Statement of Qualifications (formerly AIA Document B431-1993).

Preliminary Selection Process

1. **QBS:** This will be a Qualifications Based Selection process.
2. **Request for Qualifications:** Responses to this solicitation will be reviewed and evaluated by the members of the CCSD school Board. The consultant will assist as a non-voting participant. A short-list of (3) firms will be selected for interviews.
3. **Interview:** One hour team interviews with the CCSD Board of Directors will be scheduled with short-listed firms. The consultant will assist as a non-voting participant. The firm's presentation should be no more than 45 minutes, followed by interview questions and answer period. Issues to be addressed during the interview will include:
 - a. Experience with creating successful referendum support and approach for the project
 - b. Relevant project experience & outcomes of those experiences (including referendums)
 - c. Experience, skill-set and demonstrated leadership of the proposed project team
 - d. Understanding of the initiative, goals & objectives
 - e. Design approach & experience with creating 21st Century Learning Environments
 - f. Experience with District's consultants
 - g. Experience with Integrated Project Delivery methods
 - h. Approach to budget and schedule compliance
4. **Contract Negotiation:** Following the interviews, the CCSD Board of Directors will enter into contract and fee negotiation with the preferred firm. It is intended that the District will utilize the AIA B132-2009 Standard Form of Agreement between Owner and Architect, Construction Manager as Advisor Edition, as modified by the Owner. If a mutually satisfactory contractual agreement is not reached, the District may, at any time, select and enter into negotiation with another firm.
5. This RFQ and the successful Firm's response to this RFQ shall become part of the contract between the parties. The Contract entered into shall be subject to District legal counsel review and approval. Any contract entered into may be terminated by the District for convenience and without cause upon seven (7) days' notice. Upon termination, the District shall pay only for work successfully performed up to the date of termination. Any materials, documents or reports developed under a contractual agreement with the District shall be deemed work for hire and shall become the property of the District upon termination or completion of the contract upon payment by the District of all monies contractually owed.

Administration

1. **Issuance:** This RFQ is issued by the Clarinda Community School District to a select number of architectural firms.
2. **Closing Date:** Please provide your response to this RFQ electronically (via e-mail). Also submit (10) paper copies & one (1) electronic copy response no later than 2:00 p.m., Central Time, January 07, 2019:

Mr. Deron Stender, Superintendent of Schools
Clarinda Community School District
423 East Nodaway
Clarinda, IA 51632
dstender@clarindacsd.org

3. **Acceptance/Rejection of Submittals:** The Clarinda Community School District intends to award the project to the firm who best satisfies the needs of the District. This request for qualifications does not commit the District to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The District reserves the right to reject any or all submittals, to waive any irregularities, and to make the final determination as to the best architect & engineering team for the project.
4. **Compliance with the RFQ:** Responses must be in strict compliance with this Request for Qualifications. Failure to comply with all provisions of the RFQ may result in disqualification. By signing its response, the firm acknowledges that it has read and understands the requirements for the RFQ and response. Responses shall be good for at least sixty (60) days after the deadline for submission of responses.
5. **Response Preparation Costs:** The District will not be liable in any way for costs incurred by any firm for preparation of responses, communication, travel and associated expenses, and/or demonstration.
6. **Return of Proposals:** All responses become the property of the District and will not be returned to submitting firms. Once received and opened, the contents of the responses could be placed in a public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of firm.
7. **District's Consultant:** CCSD board members and staff should not be contacted directly in relation to this RFQ and if contacted, may result in disqualification of the firm's RFQ response. All questions should be sent in writing to the district's consultant. Questions may be submitted until 2 p.m. CST, December 19, 2018. Responses to questions will be provided to all invited firms.

The district consultant and contact information is as follows:

Pete Perez, Project Executive
Estes Construction
1001 Office Park Road, Suite 110
West Des Moines, IA 50265

c: 515-204-1825 o: 515-645-4481
pete@estesconstruction.com