

**BROOKINGS SCHOOL DISTRICT #5-1
REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS
ARCHITECTURAL, ENGINEERING & DESIGN SERVICES**

The Brookings School District #5-1 is requesting proposals from architectural firms that have experience with school projects such as building a new school, renovating an existing school, adding on to an existing building, building a bus barn, and renovating an administration building. The following pages outline the specifications of the proposal as well as the deadline to submit the proposal.

Overview of Brookings School District

The Brookings School District is located in Brookings and Moody County in South Dakota. The district serves the educational needs of approximately 3,400 student learners in grade Kindergarten through Grade 12. The district operates three PK-3 elementary schools, one 4-5 intermediate school, one 6-8 middle school, and one 9-12 high school. The district also provides early childhood programming and alternative educational options for students. The district enjoys a strong collaborative relationship with various business and industry partners as well as collaborative partnerships with Lake Area Technical Institute and South Dakota State University.

The current facility inventory is as follows:

Hillcrest Elementary School – Grades PK-3
Medary Elementary School – Grades PK-3
Dakota Prairie Elementary School – Grades PK-3
Camelot Intermediate School – Grades 4-5
Mickelson Middle School – Grades 6-8
Brookings High School – Grades 9-12
Administrative Office - District operations
District Bus Barn
Fifth Street Gymnasium

Scope of district-wide Construction Plan and Work

With issuance of this RFQ, the District is inviting an expression of interest from architectural firms in providing professional services for architectural services. The scope of work will include implementation of the board approved comprehensive facility plan (see attached Appendix A) that includes addressing deferred maintenance needs, remodeling and renovations to modernize facilities, and the expansion of existing facilities through facility additions and new construction. A master comprehensive facility plan has been developed and adopted by the board to insure school buildings continue to support the district needs and educational vision of providing quality educational opportunities for all students. The successful architect will be involved in assisting with the implementation of the comprehensive facility plan through project completion, which may be completed in multiple phases. As such, the District invites proposals to reflect ability to remain flexible in the process of facilitating the implementation of the comprehensive facility plan. The RFQ will be used by the District to develop a list of firms from which to evaluate and interview up to five (5) candidates for the professional architectural services.

Professional services

Professional services are as follows:

- Conceptualize and present facility options based on the comprehensive facility plan at public meetings to assist with facility decision making
- Provide design services: Programming; Schematic Design; Design Development; Construction and Bid Documentation
- Manage design reviews by governing agencies and the Owner and/or Owners Consultant(s)
- Manage design scope with respect to budget for successful bid and award
- Manage, provide oversight, and administer the construction contract(s) through warranty
- Coordinate project requirements with the Owner, Site and community for thorough project execution
- Provide closeout documentation including electronic “as-builts”
- Meet or exceed the District’s objectives for quality, budget and schedule
- Manage for efficient closeout of contract(s) for the project
- Provide inspection and remedial action(s) prior to expiration of one year warranty
- Provide special inspections (structural or other) and coordinate necessary project requirements with the pertinent intergovernmental departments (city and/or county)

Submittal of Statement of Qualifications

All interested firms must submit eight (8) copies of the Request for Qualifications and one digital pdf copy on a flash drive. Instructions for completion and submission of the RFQ are attached. Please provide your RFQ in a sealed envelope by 4:00 pm Wednesday, November 1, 2017 to:

Dr. Klint W. Willert
Superintendent of Schools
Brookings School District 5-1
2130 8th Street South
Brookings, SD 57006

The Brookings School District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals.

INSTRUCTIONS FOR SUBMITTING
REQUESTS FOR QUALIFICATIONS

Instructions for the Request for Qualifications (RFQ)

A. General Information

- a. All interested architectural professional design and construction consultants must submit eight (8) copies of the Request for Qualifications (RFQ) and one digital pdf copy on a flash drive by responding to the items below.
- b. Responses must be sufficient in detail to provide for a thorough evaluation and score.
- c. *Any consultant firm in the discipline area(s) of architecture, engineering, construction management, design services, or estimating are encouraged to respond.*
- d. When answering questions, provide more detail than a few sentences. Responses are to be thorough and detailed resulting in an illustration of your firms' professionalism, knowledge of the subject, and ability to complete the outlined scope of work for the Brookings School District.
- e. The last date to contact the District with questions is October 20, 2017.

B. Format Information

Information presented in the RFQ should conform to the following format.

- a. A letter of introduction is not desired and should not be included with the RFQ.
- b. The RFQ shall be limited to a maximum of twenty-three (23) single-faced pages of information plus forms or examples as noted. Page limit for responses are notes as “(__ of __ pages)” at the end of each item and (Example C.#, page __ of __) for each example included within the appropriate section. All page limits are based on single-faced pages. Additional information such as forms or examples are not counted.
- c. Submittals are to be spiral bound, “GBC” bound or stapled in the upper left-hand corner.
- d. Font size to be no less than Arial 10 or Times New Roman 11.
- e. Label the examples to the corresponding number and include with the appropriate section.
- f. Information submitted must be arranged in the same order which it is requested in items C.1 – C.20. The RFQ submittal shall be page numbered and appropriately referenced in the Table of Contents. The use of “tabs” identifying the specific sections are encouraged (ie. Tab C.3).
- g. Items “C.3” (3 pages) and “C.8” (2 pages) shall be submitted on the attached forms.

C. The RFQ submittal shall include the following:

C.1 Title Page (is not counted in total pages)

The title page will show the following:

- Firm Name

- Firm Address
- State ‘Statement of Qualifications and Proposal’ and the date of the submittal
- The name of the person(s) authorized to make representation for the firm and the address, telephone number, and email contact information

C.2 Table of Contents (1 page)

Provide a Table of Contents for the information included in the RFQ, including page numbers.

C.3 Organization Information (3 pages)

Complete the “Organization Information” form C.3 that follows this section.

C.4 Coordination of a joint venture, if joint venture is proposed (1 page)

If a joint venture is proposed, indicate the scope of work to be done by each firm and the address of the firm where it will be performed. Indicate where and how quality control and design coordination will be performed between joint venture partners or prime consultant and sub-consultants. Joint ventures are not required.

C.5 Resumes of key personnel detailing specific K-12 construction experience (5 maximum).

Resumes are to be one, single sided page per person. Resumes will not be counted in total number of pages. If no K-12 construction experience, please provide best comparable facility and/or occupied remodel experience.

- Include any project information, both with this and other firms on which individuals have performed. Illustrate the depth of your professional experience on K-12 school projects. Indicate the position and responsibility the individual held on each K-12 project, include the dates (month and year) the individual was involved with the project.

C.6 In-house capabilities (3 pages)

- Describe the firm’s in-house capabilities to provide project drawings, specifications, cost estimates, and calculations for various sizes and scope.
- Describe how your firm can and will successfully coordinate such disciplines simultaneously for project execution. If sub-consultants are typically used, please identify the name(s) of the firms used.

C.7 Examples of relevant projects, similar to schools, completed during the past five years.

Use Form C.8 at the end of the RFQ to provide up to six (6) examples of the most relevant school facility projects your firm has completed in the last five years. The examples should include renovations/remodels, additions, and new buildings. Describe projects executed in occupied facilities or phased/coordinated around normal business operations of the facility or campus.

C.8 Design production schedule “Accurate and On-Time” (2 pages plus examples)

Describe the firm’s typical design production schedule for school facility projects.

Provide one example of a typical design production schedule previously used by the firm on a school or relevant facility project based on the Brookings Comprehensive Facility Plan. Include necessary milestones to ensure design quality, accuracy, thoroughness and schedule. Examples will not be counted in the total number of pages.

C.9 Procedures to monitor and control the project budget during design (3 pages plus examples)

- Describe the procedures the firm will use to monitor and ensure quality control in the design and construction processes with respect to the Owner's construction budget.
- Describe the procedure the firm will follow if the construction estimate exceeds the construction budget.
- In what instance(s) will "bid alternates" be used? Will the alternate be an "add" or "deduct" and why?
- Attach examples of procedures, systems or other that will be used to control design / project cost(s) as well as quality controls and oversight of project execution. The examples will not be counted in the total number of pages.

C.10 Reviews and Compliance with applicable codes and owner's "guidelines" (1 page)

- Describe the firm's approach for implementing owner and code reviews including regulatory agencies.
- Incorporation of owner provided "guidelines" are imperative and may be considered an "error or omission"; please describe how your firm will address this responsibility if "guideline" information is omitted.

C.11 Contract administration to control construction schedule, budget and quality (1 page plus examples)

- As the "interpreter" of the contract documents, describe what techniques, methods and software applications the firm uses to control construction schedule, budget, quality and claims.
- Describe the procedure your firm will follow in the event(s) of errors or omissions. When will these events be the responsibility of the owner and when should these events be the responsibility of the firm?
- Provide examples of forms or procedures used for construction administration and/or management (field observation, meeting minutes, notice of delay etc.) The examples will not be included in the total number of pages.

C.12 Experience with multiple bid packages and phased construction (1 page)

Describe the firm's experience with school facility projects or similar, that involved multiple bid packages or phased construction.

C.13 Experience with ADA compliance issues (1 page)

Describe the firm's experience with Americans with Disabilities Act (ADA) compliance.

C.14 Experience with construction in occupied facilities (1 page)

Describe your process of project coordination involving various entities, such as owner(s), contractor(s), and consultant(s) during construction of an occupied school.

C.15 Experience with project delivery approaches: (1 page)

Please describe your experience with different project delivery methods. Please detail what project delivery method you believe will work well for contracting with the Brookings School District to avoid disruption in the educational program of an occupied school. Please provide example language or provisions you would include into the contract documents to ensure that student learning will not be impacted.

C.16 Termination from a project (1 page)

Have you ever been terminated from a project before completion? If so, please discuss when, where and why.

C.17 Special or unique experiences and/or qualifications (2 pages)

- Identify any special or unique experience and/or qualification of the firm.
- Describe why the Brookings School District should award your firm a contract for professional services.

C.18 Project references (1 page)

Please provide a list of references and related contact information on recent projects.

C.19 Cost for architectural services

Please provide the anticipated cost of your firms' services.

D. Public Record

Responses to this Request for Qualifications become the exclusive property of the District. At such time as architectural, engineering and other professional design candidates are qualified, all the submitted Statements become a matter of public record and shall be regarded as public record. Exceptions will be those elements in each proposal which trade secrets and which are so marked "TRADE SECRETS", "CONFIDENTIAL", or "PROPRIETARY". The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Proposers, which indiscriminately identify all or most of their proposals as exempt from disclosure without justification may be disqualified.

C.3 – ORGANIZATION INFORMATION

NAME OF FIRM: _____

() Corporation () Partnership () Individual () Joint Venture () Other

ADDRESS: _____

EMAIL: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: _____ FAX: _____

1. Year organization was established: _____

2. Identify the highest number of employee's _____

What year(s)? _____

3. Identify the lowest number of employee's _____

What year(s)? _____

4. Number of years the firm has been in business under its present name: _____

5. Identify all other or former names under which your firm has operated:

6. If a corporation, complete the following:

Date incorporated:

Name of state in which incorporated:

President's name:

Vice President's name:

Secretary's name:

Treasurer's name:

7. If an individual or partnership, complete the following:

Date of organization:

Is the partnership: () General () Limited () Association

List name and address of all partners:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

8. If other than a corporation or partnership, describe organization and name principals, owners and/or partners.

<u>Name</u>	<u>Percent of Ownership</u>
_____	_____ %
_____	_____ %

_____ %

9. Identify the total number of permanent professional employees by discipline:

Discipline

Number

C.7 – EXAMPLES OF RELEVANT K-12 PROJECTS

Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: Renovation Addition New Building

Scope of Services Performed: _____

Original Budget \$ _____ Actual Cost \$ _____

Scheduled Completion _____ Actual Completion _____

Fee Structure Fixed Floating Actual Fee Total \$ _____

Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: Renovation Addition New Building

Scope of Services Performed: _____

Original Budget \$ _____ Actual Cost \$ _____

Scheduled Completion _____ Actual Completion _____

Fee Structure Fixed Floating Actual Fee Total \$ _____

Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: Renovation Addition New Building

Scope of Services Performed: _____

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Original Budget \$ _____ Actual Cost \$ _____

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Project Name _____

Client/Contact _____ Telephone: _____

Type of Facility: Renovation Addition New Building

Scope of Services Performed: _____

Original Budget \$ _____ Actual Cost \$ _____

Scheduled Completion _____ Actual Completion _____

Fee Structure Fixed Floating Actual Fee Total \$ _____

Brookings School District

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR ARCHITECTURAL, ENGINEERING & DESIGN SERVICES

The Brookings School District is requesting proposals from architectural firms that have experience with school projects such as building a new school, renovating an existing school, adding on to an existing building and building a bus barn and administration building. Interested firms should obtain a copy of the specifications located at the Brookings School District Administrative Office, 2130 8th St. S. Brookings, SD 57006.

The Brookings School District 5-1 (the *District*) is encouraging architectural firms to respond to this Request for Qualifications and Proposal for Architectural, Engineering, and Design Services. All candidates who wish to be considered to provide professional services to implement the District's recently completed comprehensive facility plan to support the district's education model and strategic plan and assist with the development of financial planning models for facility renovations, expansions, and/or replacement may participate in providing SOQ&P information based on criteria described in this document. If you should have any questions please contact Dr. Klint W. Willert, superintendent of schools at 605-696-4700.

Sealed proposals must be received up to but no later than 4:00 p.m. on November 1, 2017.

The Brookings School District reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the proposals.

Legal Advertising Dates

- 1) September ____, 2017 – Brookings Register
- 2) September ____, 2017 – Brookings Register

Published twice at an approximate cost of \$_____