

Weld RE-5J School District
110 Centennial Drive, Suite A
Milliken, Colorado 80543



**REQUEST FOR QUALIFICATIONS
EDUCATIONAL PROGRAMMING, VISION, AND
ARCHITECT/ENGINEER SERVICES**

Owner's Representative:

RLH engineering, inc.

Owner's Representative, Facility Planning, & Environmental Services

**601 Gyrfalcon, Unit A
Windsor, Colorado 80550
970-686-5695
970-686-5696 fax**

AE EDUCATIONAL PROGRAMMING REQUEST FOR QUALIFICATIONS

I. PURPOSE OF REQUEST

Weld RE-5J School District (District) is requesting statements of qualifications from Architect/Engineer Planning (AEP) firms to assist the District in the development of an educational program plan and vision for the District. The selected firm will help to determine the facility solution that best supports student centered learning in preparation for a 2019 Capital Improvement Bond.

II. PROJECT DESCRIPTION

The District intends to engage an architect/engineer firm to provide educational programming, space allocation, program visioning, pre-bond support information, and (pending a successful bond election) traditional design/contract administration services. The work of the teams is critical to the preparation of a viable plan for possible new construction and renovation, including realistic scope and budgets for voter consideration in a November 2019 bond election. A Facilities Assessment was completed in April 2017 and is currently being updated. The selected team will assist in the update, but the primary role will be to help the District in developing a vision for student centered learning environments. Although the planning effort will include establishing budgets for each project the district is contemplating an overall scope of work in the \$80M to \$100M range for a 2019 bond initiative. The planning effort will extend from January 1, 2019 through September 2019 at which time the District's Board of Education will make decisions about the scope of the project and whether to formally place a question on the ballot for November 2019.

The District is assembling an internal team of stakeholders to serve as a design advisory group (DAG) for the project, beginning with their involvement in January of 2019 for the planning effort. Facilities assessments have been completed and will be shared with the successful firm.

The District currently has an Early Childhood Education Center and two elementary schools located in Milliken, Knowledge Quest Academy and Milliken Elementary School. Two elementary schools in Johnstown, Leford Elementary School and Pioneer Ridge Elementary School. A middle school located in Milliken, Milliken Middle School and a high school in Johnstown, Roosevelt High School. The buildings all vary in the year of construction with the bulk of the facilities constructed in the 1970's. Renovation and additions have occurred at each campus, but the overall program and flow for each school has seen minimal changes since the original design.

Weld RE5J is assembling a project team to assist with the update of their Facilities Master Plan and views the addition of Educational Programming and Visioning leader to be a key element to developing a long-term solution to supporting our students. The current project team includes RLH Engineering - Owner's Representative, Strategic Resources West – Demographics, RBC – Bond Consultant, Lisa Relou Consulting – Communications, and Sodexo – Food Service / Nutrition. The proposed solution is intended to serve beyond a 2019 capital improvement program and guide the facility and educational program needs for the foreseeable future.

III. SCHEDULE

1. Release of AEP RFQ, - Monday, November 12, 2018
2. Deadline for receipt of requests for clarification, - Wednesday, November 21, 2018 by 4:00 pm.
3. Responses provided to requests for clarification, - Tuesday, November 27, 2018.
4. RFQ responses, - (7 copies plus 1 electronic) due Thursday, December 6, 2018 by 4:00 pm.
5. Owner review of RFQ responses, - Tuesday, December 11, 2018.
6. Notify AEP teams for short list for interviews, - Tuesday, December 11, 2018.
7. AEP interviews with District selection committee, - Tuesday, December 18, 2018.
8. Board meeting to approve AEP selection - Wednesday, December 19, 2018.

IV. INSTRUCTIONS TO AEP TEAMS

All questions should be directed via email to RLH Engineering, Inc.

RLH Engineering, Inc.
Attention: Jeffery M. Chamberlin / Bob Grondin
601 Gyrfalcon, Unit A
Windsor, Colorado 80550
Phone: 970-686-5695
Fax: 970-686-5696
E-mail: jchamberlin@rlhengineering.com

Interested respondents are requested to **not** contact the District directly regarding this RFQ.

1. All qualification statements must be received in a sealed envelope and clearly marked:
 - ❖ Request for Qualifications Response for AEP Services
Weld RE-5J School District
2. All qualification statements must be received at the office of RLH Engineering, Inc. by 4:00 pm. Mountain Standard Time on Thursday, December 6, 2018.

Hand delivered or FedEx /UPS Deliveries:

RLH Engineering, Inc.
601 Gyrfalcon, Unit A
Windsor, CO 80550

3. Seven (7) hard copies and one (1) electronic copy of the completed Qualification Statement must be provided in the submission. Faxed or telephone responses will not be accepted. No late submittals will be accepted. Qualifications statements received after the deadline shall be considered late and thrown away, with notification provided to the late responder. **Do not include cost proposal information in your Qualification Statement.**

4. Applicants must sign and date the submittal.
5. The District intends to notify the selected AEP team of their decision and award on or after December 19, 2018. All other applicants will receive notification of the selection via email after the selected applicant is notified and approved by the Board of Education.
6. The District reserves the right to accept or reject, any or all submittals, and select the AEP team that is deemed to be in the Owner's best interest. In addition, the District is making this selection of an AEP team with the intent of continuation of the relationship for the implementation of the project following a successful bond election in November 2019. However, the District reserves the right to complete the planning services phase of the project and discontinue the relationship, in its sole discretion.
7. Short listed firms will be identified from the responses to the RFQ, and invited to interview with the District's selection committee. Short listed AEP teams will be provided with follow-up information and format for the interviews. The follow-up information requested will include price proposals for Educational Programming and Vision planning services to be delivered to the interview. Traditional A/E service fees for implementation of the project will not be requested at this time due to the unknowns about the project scope, schedule and duration which cannot be known until the completion of the pre-bond election services contained in this RFQ. Short listed teams will be asked to bring to the interview, any comments on the contract forms in written form. Short listed firms will be asked to bring key team members to the interview and be prepared to discuss planning services experience, and suggested project approach and staffing.
8. The essential information requested here is to be provided in full on the questionnaire form. You are welcome to furnish brochures and other supplemental information with your submittal; however, please do not respond to inquiries on the questionnaire by referring to information contained in other documents. In the case of project experience, you should list the most relevant projects in response to the questionnaire and may supplement this with a more extensive list or description if you wish to do so. Failure to provide complete information in the format requested may result in your submittal being rejected.
9. In order to focus efforts on qualifications deemed important to the selection, respondents should limit their responses to no more than 60 pages.

V. SCOPE OF SERVICES

1. Following a successful bond election, the A/E services will include traditional schematic design, design development, construction documents, bidding assistance, and contract administration services, working in concert with the District's selected contract delivery. Scope of these services will be negotiated with the successful firm based on the project scope approved by the Owner.
2. For the pre-bond election services, the AEP will work with the established DAG, and assist the District and team with the following tasks.
 - The selected AEP will provide educational programming, architectural, mechanical, electrical, structural, civil, kitchen and technology planning expertise to the District.

- Lead educational visioning charettes to assist Weld RE5J to identify new possibilities to foster collaboration, create student centered learning opportunities, and build spaces that energize and engage our entire community.
- Participation in multiple DAG meetings with the District.
- Participation in regular communications with the District for input and advice regarding options and scope of project features, code requirements, and project phasing.
- Participation at Board of Education meetings as needed for presentations and discussions between January and September 2019. (Assumed to be four meetings).
- Prepare concept plans, renderings, and descriptions of project scope of work for use by the District during pre-bond election campaign for dissemination of information to voters.
- All work to be summarized in a written, bound report to the District.

VI. RFQ APPLICANT QUALIFICATIONS AND STATEMENTS

AEP teams are requested to provide the following information to the District in response to this RFQ.

1. Provide information about your firm, including address, contact information for principal in charge of this project, names of all principals in the firm, year established in Colorado, current size of staff, average size of staff for each of the past three years, and approximate breakdown by percentage of the type of clients served by your firm on the basis of 2017 revenues.
2. Provide an insurance certificate indicating the insurance coverages carried and limits provided by your firm.
3. Describe any claims, lawsuits or legal settlements your firm currently has pending or has had during the past five years.
4. Provide four recent relevant project examples in which your firm provided visioning and planning services **pre-bond** similar to the scope requested in this RFQ, and for each, provide relevant project descriptions including size, cost, scope of work, the services your firm provided, and owner contact information.
5. Please describe your team's philosophy and experience with projects for elementary, middle and high schools in Colorado. Highlight how your firm's understanding of 21st Century Learning environments has helped to develop spaces that support student achievement.
6. Identify the project architectural team members that you propose and include a resume for each key team member. Provide project names and descriptions for similar jobs that the team has recently worked on together and describe the relationship between team members.

7. Identify the consultants you propose to use on your A/E team and include resumes for key personnel from those consultants. Indicate prior project experience working together as architect and consultants on recent similar school projects.
8. Provide a minimum of four examples of recent relevant educational project experience in which your firm provided traditional A/E services **post bond**. Provide project criteria as requested in Question 4 and indicate the construction delivery method used for each.
9. Provide information about the firm's special credentials, awards, or unique qualifications which would be of interest to the District.

VII. RFQ SUBMITTAL EVALUATION CRITERIA

RFQ submittals will be evaluated according to the following criteria and points.

<u>Criteria</u>	<u>Points</u>
1. Strength of general business factors. (Questions 1-3) (Firm history, insurance, legal, and mix of clients served)	10
2. Strength of vision / planning services experience. (Question 4)	20
3. A/E Team philosophy (Question 5)	15
4. Strength of proposed architectural team members. (Question 6)	15
5. Strength of proposed consultant team members. (Question 7)	15
6. Strength of relevant educational project experience (Question 8)	15
7. Special qualifications and awards (Question 9)	<u>10</u>
Total points possible	100

VIII. LEGAL REQUIREMENTS

A. Verification of Information:

Applicants are hereby notified that Weld RE-5J School District will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the District deems necessary and appropriate in its sole discretion, Weld RE-5J School District reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to Weld RE-5J School District, appropriately identify materials, which are not subject to disclosure. In the event of a request by the District for disclosure of such information, the District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to the District.

C. Discrimination in Employment:

In connection with the performance of work on this project, the selected AEP agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the selected AEP further agrees to insert the foregoing provision in all subcontracts hereunder.

D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Qualifications:

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the respondents. The District assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

G. Addenda:

As Weld RE-5J School District may require, addenda may be issued to supplement this RFQ. All Applicants who submit their intent and are in receipt of the RFQ are considered registered. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Applicant submitting a response has affirmatively registered with the District for this project and has received all subsequent communications relating to the project. Applicants will be responsible for all such information issued by this method.

H. Contract

The successful AEP firm will be required to enter into a written contract with the District in a form acceptable to the District.

I. Employment Eligibility.

In accordance with CRS 8-17.5-101 & 102, contractor certifies at the time of this certification:

1. That the contractor does not knowingly employ or contract with an illegal alien who will perform work under the public contract for services, and

2. That the contractor will participate in the E-Verify program or the Department Program in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services.
3. That the contractor will otherwise comply with provisions and procedures identified in CRS 8-17.5-101 & 102.

Questions and Communication:

All questions must be submitted in writing to Jeffrey M. Chamberlin at jchamberlin@rlhengineering.com. The deadline for submitting questions is Wednesday, November 21, 2018 at 4 pm. A one-time response to the questions will be provided to all registered RFQ holders no later than Tuesday, November 27, 2018.

Thank you for your time and effort in responding to this RFQ.

