

Request for Qualifications

Architectural Services for District Improvements

RFQ ISSUED: April, 16, 2021
RFQ DUE: May 10, 2021 12:00 pm

USD 250 Pittsburg Community Schools

CONTACT:

Richard Proffitt
Superintendent of Schools
Pittsburg Community Schools
510 Deill Street
USD 250, Pittsburg KS
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Purpose

USD 250 Pittsburg Community Schools is soliciting statements of qualifications for architectural services to design and oversee construction of various improvements to district campuses. The architect's team will work as part of the district's team to design and construct the facilities. This will be a qualifications based selection and only firms with proven experience and success in designing and building state of the art, 21st Century school facilities will be considered.

Project Scope

The District has identified the need for renovations of existing “under utilized” spaces at Pittsburg Community Middle School. An existing Performing Arts space will be renovated. An extensive code plan will be created to address any accessibility issues with the historic building. The selected architect will work with the District to develop the program and opinion of costs associated with the needed projects. It is anticipated that the selected architect will assist the District in the selection of a construction manager following the State of Kansas' procurement requirements. The construction of these projects will be contingent on a successful passage of a bond election.

Consultant Qualifications

USD 250 Pittsburg Community Schools will screen and select the most highly qualified firms from those submitted and will select the firm considered best qualified and capable of performing the proposed work. The architect is expected to provide Interior Design, Structural, Civil, and MEP Engineering within their scope of qualifications.

Consultants being considered for services to support these projects are expected to have experience in the following areas:

- Facilitating innovative and collaborative problem-solving.
- Experience in the planning and design of sustainable K-12 school facilities.
- Experience in designing 21st century learning spaces.
- Success in community engagement with district staff, parents, teachers, students, and stakeholders in identifying issues, needs, and evaluation of options and priorities.
- Past record of successful bond campaigns.

Qualification Content Requirements

The formal response shall contain required information in the following sequence and format:

1. Firm background
 - a. Name of firm
 - b. State of incorporation and location of principal and branch offices
 - c. Length of time in business
 - d. Number of in-house AIA Certified Architects
 - e. Number of total employees (including architects)
 - f. Firm ownership
 - g. Identify any legal proceedings filed against your firm for any project you provided architectural services for during the past 5 years.
2. Provide a brief narrative of your approach to the following:
 - a. Communication
 - b. Bond support and community engagement
 - c. Designing for school safety
 - d. Project estimating and cost control during design & construction
 - e. Sustainable design practices
 - f. Value engineering
 - g. Scheduling
 - h. Information management and control system
 - i. Outline of fee schedule and services included in fees, pre-bond and post-bond.
 - j. Bidding strategy and bid phase administration
 - k. Change order management/procedures/negotiations
 - l. On-site supervision, including frequency of on-site meetings with owner and CM
 - m. Final start-up, testing, occupancy, and close-out
 - n. Compliance with applicable federal, state, and local affirmative action requirements
 - o. Working with local, state and federal codes, laws, rules, and regulations related to school facilities
3. Provide project examples of new construction of public school facilities that include 21st Century features, and provide examples of experience in designing remodel/additions regarding educational facilities to include flexible learning spaces, collaborative spaces, educational labs, etc. in the Southeast Kansas region. This project will also include a safe room to house students, faculty and staff; hence, design experience with similar structures will be important. Include size, cost, location, and type of project.
4. Provide references for at least 3 (three) K-12 public school districts in the State of Kansas with whom you have designed and used 21st century features.
5. Describe your in-house capability and historical performance in providing Architectural Design Services including: Interior Design, Quality Control, Project Scheduling, Cost Control,

Civil, Structural, and MEP Engineering, Audio/Visual Experience, FEMA Projects, and Building Information Modeling.

6. Provide a project organizational chart that includes roles of in-house personnel and consultants who will be assigned to the project.
7. Describe your firm's key personnel's educational backgrounds, certifications, and experience in the design of school facilities.
8. Discuss why your firm is best qualified to provide architectural services for Pittsburg Schools.

Submitting Your Response

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. Submit 8 copies of your qualifications no later than 12:00 pm on May 10, 2021. Proposals received after this date and time will not be considered. No electronic proposals or electronic modification of proposals will be considered. Submissions should be sealed and packaged with clear identification to read as follows:

REQUEST FOR QUALIFICATIONS
Architectural Services for USD 250 Pittsburg Community Schools
Attn: Richard Proffitt, Superintendent of Schools

Any questions concerning this RFQ shall be directed to by April 30, 2021:

Name: Mr. Richard Proffitt, Superintendent of Schools USD 250
Phone: 620-235-3100
Email: rproffitt@usd250.org

REVIEW PROCEDURE

Board of Education policy will govern the entire process. The process for review of the RFQ's will be generally as follows:

1. USD 250 is obtaining professional services only and reserves the right to reject any and all RFQ's and to waive, or not waive, any or all technicalities based on its sole discretion.
2. The RFQ's will be individually reviewed by members of a review committee. References will be contacted and results provided to the committee for consideration.
3. The finalist (or finalists) may be required as part of the review process to join Pittsburg USD 250 administration for an interview on a date and time to TBD. After additional interviews to review the RFQ's, if necessary, the committee will recommend a firm to the Board of Education for approval.