



Request for Qualifications (RFQ) #63-22 **Architectural and/or Engineering Firms**

The Fayette County Public Schools is seeking responses to this Request for Qualifications from architectural and/or engineering firms interested in providing design consultation services for school projects expected to be initiated during the period of 2022 through 2025. The proposed projects may include, but are not limited to, the new construction, major renovation, or maintenance replacement projects listed in the FCPS 2021 District Facilities Plan (DFP), which may be reviewed at: https://www.fcps.net/cms/lib/KY01807169/Centricity/Domain/3063/Local%20Planning%20Committee/DFP_2021.pdf

The estimated cost of individual projects falls within a wide range and the cost estimates listed on the DFP are estimates provided by the Kentucky Department of Education (KDE) and a software that they are requiring school districts to use. Design consultants will become the project architect or engineer “of record” and will be required to participate in the project coordination of all phases of design, construction, and close out work with the continuation of the school’s daily instructional activities and/or district-wide programs throughout the regular school year, where applicable.

Please note that all aspects of this process, and subsequent design consultant agreement, shall comply with the provisions of 702 KAR 4:160 Capital Construction Process.

The selection process for all projects will be conducted as follows:

- 1) Responding to this RFQ. (*Responses will be scored based on meeting what has been outlined in this RFP*).
- 2) Favorable consideration will be given to design consultant teams:
 - a) Comprised of a prime architectural or engineering firm with offices located in Fayette County and/or having successfully completed FCPS projects previously.
 - b) It is optional to have your sub-consultants selected (e.g., site, structural, mechanical/electrical, etc.). If you chose not to submit sub-consultants with your qualifications, it will not be held against you as we can work together to determine who best suits your project.
 - c) With school project experience in Kentucky. (Teams should illustrate their specific experience with all the KDE Facilities Branch processes).
 - d) Capable of dedicating one Firm Partner/Principal-in-Charge (for mechanical/electrical projects a firm engineer is acceptable as Principal-in-Charge) to be the daily point of contact to FCPS throughout the duration of the project. The designated person is expected to be ‘on-call’ and available throughout the life of the project.
- 3) Interviews will be determined based on the scores from the response once the Owner has determined upcoming projects. It will consist of the identification by an internal selection committee of a short list of qualified firms for each project.
- 4) Possibly a second interview of those firms by a selection committee that will be specific to a project and final selection.

Please note, responding to the RFQ is important and is the first step in letting us know that you are interested in working with us. Even if you are not short listed for an interview, we may contact you for smaller projects or feasibility studies in the future. If you are currently working on a large project with us, it is likely that you may not get shortlisted, but you will still need to respond to this RFQ.

REQUIRED FORMAT OF RESPONSES TO THIS REQUEST FOR QUALIFICATIONS:

Responses to this RFQ shall be organized in the following format:

- 1) Limit to one page: Provide the name, address, email address, phone, women-, minority- or veteran-owned designation, and a brief history of the responding firm. Professional liability insurance will be required from the prime design consultant and all sub-consultants per 702 KAR 4:160.
- 2) Limit to three pages: Provide the resumes of the **Partner/Principal-in-Charge (the person dedicated to this project throughout its entire duration)**, as well as the project architect and/or manager to be assigned to this project and his/her role. The Partner/Principal-in-Charge must be empowered to speak for the firm on policy and contractual matters. Please provide the firm's current contractual commitments with anticipated completion dates.
- 3) Limit to six pages: Identify related project/areas of expertise on which the firm has performed work or had experience during the last 5-10 years. List current projects that demonstrate the responding firm's competence to perform work like that to be required on school projects. The more recent such projects, the better. **Emphasis should be placed on projects that illustrate respondent's capability for performing work like that being sought on the DFP.** (The required information on each project shall be limited to the front side of one 8-1/2" X 11" page and must include: (a) the name and location of project; (b) the sub-consultants and the contractor for each project; (c) a brief description of building type; (d) the extent of services provided for each project; (e) the Owner's contact person, email and phone number (f) the start and completion dates, (g) the design consultant's estimate; (h) the original construction contract bid amount; (i) the total of all change orders (state the total number of change orders); (j) the final contract amount; and (k) similar details regarding the project schedule. Photographs or drawings of the project must fit within the one-page limit for each project.)
 - a. Include projects where architecture/engineering design services and construction administration were performed.
 - b. Include examples of project budgeting, project schedule management, cost estimating, change order control and results.
- 4) Limit to one page: Identify which project type(s) for which you are interested in being considered **and/or** you are invited to include information not covered above which you feel may be useful and applicable to school projects.
- 5) Submit **one** hard copy and one digital copy on a flash drive no later than 12:00 PM Tuesday, October 25, 2022 (no hand deliveries) to:

Melinda Joseph-Dezarn, AIA, Director
Facility Design & Construction
Fayette County Public Schools
450 Park Place
Lexington, Kentucky 40511

- 6) Questions shall be submitted via email no later than October 14, 2022 to:

Lisa Clark, Construction Budget Analyst
FCPS Facility Design & Construction
lisa.clark@fayette.kyschools.us

- 7) To keep informed of this and all FCPS bids and RFQs, please register your firm with the FCPS: <https://www.fcps.net/bids>