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## **RFQ 0107 – UCPS NEW MIDDLE SCHOOL**

### **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR A NEW MIDDLE SCHOOL IN UNION COUNTY, TENNESSEE.**

#### **Project Overview:**

Horace Maynard Middle School has served the students, staff and citizens of Union County, Tennessee since being placed into service in 1950. It has been determined by several studies, the staff, the school system administration and by the citizens of Union County that the existing building no longer meets the needs of the students and staff. Union County Public Schools and Union County are in the process of planning, designing and constructing a new middle school. Union County Public Schools, (“Owner”) is soliciting qualifications from experienced, innovative and competent consulting firms to develop plans and specifications for the new middle school in cooperation with the Union County Public Schools’ administration.

#### **Project Summary:**

- The school will serve approximately 800 students in grades 6, 7 and 8.
- Estimated and anticipated square footage based on preliminary educational specification is approximately 133,340. This will be confirmed by the successful design firm as part of the programming services.
- The core services area of the building will be built for a population of 1000 students.
- The middle school will contain an appropriate number of classrooms, offices, resource/CDC rooms, science labs, kitchens, cafeteria, auditorium space, gymnasium, parking, bus loading area, and other areas as determined to be needed during the design process.
- Athletic fields are to include football, softball and baseball.
- Final site selection is currently underway and is anticipated to be finalized in the near future.

## **Scope of Work:**

1. Meet with school staff and administrators to refine the educational programming and develop design ideas;
2. Evaluate potential sites for design and construction, including, but not limited to, the following considerations: environmental, suitability, traffic, and other appropriate and necessary considerations;
3. Develop a conceptual design and design development documents based on the educational programming needs for the middle school and the middle school operational knowledge of current principals/administrators;
4. Provide renderings of the building after the approval of design development documents, with said documents being compliant with federal, state and local laws, regulations and codes, including, but not limited to, the Americans with Disabilities Act (“ADA”);
5. Assist the Owner with the determination and selection of the Contractor procurement method (ie, lowest bid; best value selection criteria; construction management; etc.).
6. Assist the Owner with budget development, including FF&E and other soft costs necessary for a complete project.
7. Develop complete construction documents within the Owner’s budget that clearly define the building and material used in the building construction;
8. Develop bidding documents and assist the Owner in the solicitation of bids for the work from Contractors.
9. During construction, provide contract administration between the Contractor and the Owner. Provide construction oversight with at least a weekly visit by an architect from the firm. Attend progress meetings as required. Revise contract documents to show as-built information provided by the Contractor.

**Submission of Qualifications:**

This Request for Qualifications (“RFQ”) is issued by Union County Public Schools. Interested firms should submit two printed copies and one electronic copy of “Statement of Qualifications” no later than 2:00 p.m. ET on October 26, 2021 to:

Hand Delivered, by Mail or by Carrier:

Union County Finance Office  
Attn: Carrie Cook, Purchasing Agent  
purchasing@ucps.org  
300 Main Street, Maynardville, Tennessee 37807

Pre-submission inquiries concerning this RFQ shall be submitted by email to the Purchasing Agent no later than one week prior to deadline.

Answers to pre-submission questions submitted may be distributed to all respondents in the form of a letter of addendum to this RFQ. Only a letter of addendum may change the requirements of this RFQ. Oral responses to questions made outside of the addendum shall not be considered binding. Union County Public Schools reserves the right, however, to waive any procedural requirements outlined herein.

**Content of Qualifications:**

A Statement of Qualifications should include the following information:

1. Brief history of the firm;
2. Resumes and biography of key personnel who will be working on the new middle school and are authorized to make representations on behalf of the firm;
3. Staffing levels to adequately carry out this program and complete this project;
4. Names of additional consulting firms, if any, hired to supplement your services;
5. Proof of errors and omissions, general liability and worker’s comp insurance meeting or exceeding State of Tennessee, industry standards requirements and value and limits based on turn-key project cost, including turn-key construction project cost;
6. Proof of ability to secure performance bond in the amount of the turn-key project cost, including the turn-key construction project cost;
7. Whether the firm is currently involved in, or has been, a party to litigation in the last five years related to architectural or related services. (If so, provide a description of such, the parties to the litigation, the court and the case number and the current status.);
8. Description of previous experience with Tennessee school building design and/or projects of similar size and character that were completed in which the firm was the primary architect. For each project, please provide the following:
  - a. Project description including portfolio samples and the completion date.
  - b. Name of project architect.

- c. Square footage of the project.
  - d. Initial and final project costs.
  - e. Explanation of any contingencies utilized by the Owner or Contractor.
  - f. Contact information for the client (and an address for the building);
9. Experience of the firm as the oversight of a total project including the management and monitoring of the construction process, particularly school projects in Tennessee; and
10. Answers to the following questions:
- a. How does your firm intend to involve the Union County Public Schools' Board, middle school staff, Union County, Tennessee, and the City of Maynardville, Tennessee in planning and implementing this project?
  - b. What trends and/or challenges face middle schools today relating to building design and use, especially pertaining to educational and athletic programming, special education facilities, cafeteria interaction, and restroom facilities?
  - c. What design solutions has your firm implemented to address these trends or challenges?
  - d. Willingness to be on-site on a weekly basis during the entire project?

**Site Visits:**

Firms are encouraged to visit the sites currently under consideration for the new middle school and the current Horace Maynard Middle School to gain an understanding of the project and to familiarize themselves with the present facility. If needed, the Supervisor of Facilities and Maintenance and/or the middle school's principal will be available by appointment for a tour. Neither firms nor firm professionals are permitted access to tour Horace Maynard Middle School without permission and/or while students are present (unless accompanied by school personnel).

**Selection Process:**

The review process will evaluate and rank all the Statements of Qualifications. Shortlisted firms may be invited to participate in an interview with the Selection Committee at the candidate's own expense. As part of the interview process, references of selected candidates shall be checked prior to the final selection and negotiation of a contract with the successful firm. Fee negotiation will begin with the firm of first choice. If a satisfactory contract cost cannot be reached with the firm of first choice, the next firm will be contacted and those negotiations will then begin. This process will continue until a proper and cost-effective agreement can be reached.

## **Evaluation Criteria:**

Statements of Qualifications will be evaluated and interviews will be conducted using the following criteria:

1. Responsiveness and completeness of the Statement of Qualifications;
2. Relevant experience and qualifications of the Architect including demonstrated knowledge of planning, management, and evaluation skills, particularly experience with Tennessee school buildings and projects;
3. Architect's approach to organizing and managing projects and ability to clearly document information and recommendations;
4. Understanding of needs as identified in the Scope of Work;
5. Architect's ability to build consensus with the school administration and local government;
6. Experience in planning and/or building Tennessee school projects and working within a Best Value contractor procurement selection, or Construction Manager under Title 49 of Tennessee Code Annotated;
7. Examples of completed projects including satisfaction of former clients with competency of Architect and completed work;
8. Overall evaluation of the Architect's ability to accomplish projects within established time schedules; and
9. Proof of errors and omissions, general liability and worker's comp insurance meeting or exceeding State of Tennessee, industry standards requirements and value and limits based on turn-key project cost, including turn-key construction project cost;
10. Proof of ability to secure performance bond in the amount of the turn-key project cost, including the turn-key construction project cost;
11. Willingness to be on-site on a weekly basis during the entire project?

The above-criteria are not written or listed in any type of order as to importance. Union County Public Schools reserves the right to consider and/or not consider certain criteria as it sees fit during the evaluation and potential interview process. The above-criteria are simply meant to serve as guidelines rather than requirements. Union County Public Schools intends to award the project to the firm that best satisfies the needs of the school system. This Request for Qualifications does not commit the Union County Public School System 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. Union County Public Schools reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best firm for the project. Union County Public Schools will not discriminate in the purchase of any goods or services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification under state or federal law.

**Timetable:**

The following is a proposed time frame for completing the RFQ process.

Advertise RFQ	October 5, 2021
Inquiries/Questions Due	October 19, 2021 @ 2:00PM
RFQ Due	October 26, 2021 @ 2:00PM
Review by Administrators	November 7, 2021
Potential Interviews	TBD, 2021
Intended Notice of Selection	December 9, 2021

End of RFQ