



Westside Community Schools
Request for Qualifications – Architectural Design and Engineering Services
Prairie Lane Elementary School
March 1, 2018

NOTICE

Westside Community Schools (“the District”) is accepting Statements of Qualifications (SOQ’s) for Architectural Design and Engineering services to renovate and construct an addition to the existing two-section Prairie Lane Elementary school building at 11444 Hascall Street, Omaha NE, 68144. The SOQ’s will be accepted at the District Administrative Offices (ABC Building) located at 909 South 76th Street, Omaha, Nebraska, until March 30, 2018 at 3:00 PM (CDT).

All responses to the Request for Qualifications for Architectural Design and Engineering Services must be submitted to Rob Zimmerman, District representative at the ABC Building, 909 South 76th Street, Omaha Nebraska 68114. Each response shall include six (6) hard copies and one (1) electronic copy of the Proposal.

The SOQ’s will be evaluated by the District selection committee and follow-up interviews will be scheduled as determined by the selection committee. A recommendation by the Superintendent of Schools will be made to the Board of Education on or around April 30, 2018 at the Westside Community Schools Board of Education Meeting to be held in the Board of Education Meeting Room located in the ABC Building, 909 South 76th Street, Omaha Nebraska 68114.

A Pre-Proposal Meeting will be held March 19, 2018 at 9:00 AM (CDT) at the Westside Community Schools ABC Building. Submitting firms may request information or clarifications to the RFQ at this meeting. Further questions or requests for clarification **MUST** be submitted in writing to Rob Zimmerman, Westside Community Schools representative, 909 South 76th Street, Omaha Nebraska 68114, and/or may be e-mailed directly to rob@project-advocates.com on or before 2:00 PM (CDT) on March 26th, 2018. All written questions and responses will be communicated to the firms who attend the Pre-Proposal Conference.

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Westside Community Schools (“the District”) is requesting SOQ’s from interested firms to perform professional Architectural Design and Engineering services for the Prairie Lane Elementary School project. Project Advocates has been retained by the District as the Owner Program Manager to implement Phase I of the 2015 Facilities Master Plan, including the Prairie Lane Elementary School project.

1 Project Scope

The District is requesting SOQ’s for Architectural Design and Engineering Services for a renovation and addition to the existing the Prairie Lane Elementary School. Prairie Lane Elementary School is located at 11444 Hascall Street, Omaha NE, 68144.

The Prairie Lane Elementary School building is approximately 44,500 GSF. This project will increase the area of the school to approximately 54,000 GSF; include a stand-alone cafeteria and separate gymnasium; incorporate dedicated project-based learning, Art and Music spaces; improve drop off and pick up access; and incorporate all current building code requirements. Sustainable design and construction practices will be used to optimize the learning environment, however LEED certification will not be pursued. Maintaining project timelines and budget will be of the utmost importance.

While this project is under construction the Learners and Educators will be relocated to the elementary Swing School located at 3435 S 108th Street, Omaha, Ne 68134.

2 Project Schedule

2.1 Reference the Attachment “A”. Westside Community Schools – Facilities Master Plan Phase I Implementation Program Schedule and Attachment “C”, Westside Community Schools – Design Review Process Workflow. Listed below are milestone dates included in this project:

2.1.1	Design Start	May 1, 2018
2.1.2	Design Completion	April 22, 2019
2.1.3	Decommission Existing Facility	May 25, 2019
2.1.4	Construction Start	early June 2019
2.1.5	Certificate of Occupancy	early July 2020
2.1.6	FFE/Move in start	mid July 2020

3 Project Estimated Costs

3.1	Estimated Construction Costs	\$ 8,200,000
3.2	Design Fees	Reference section 8.3 of this RFQ

4 Statement of Qualifications Instructions

- 4.1 Submitting firms are requested to provide the following information as part of their SOQ: Please provide six (6) hard copies (one signed original) and one (1) electronic copy on a flash drive in PDF format. Responses must be in sufficient detail for a thorough evaluation and assessment.
- 4.2 Information presented in the SOQ should conform to the following:
 - 4.2.1 The SOQ shall be limited to a maximum of forty (40) single-faced pages of information; the Cover Sheet, Table of Contents and divider pages are not counted in the page count.
 - 4.2.2 The SOQ shall conform to the requirements as specified in this RFQ. Include executive summary, relevant project experience and references for all consultant firms.
 - 4.2.3 Information submitted must be arranged in the same order in which it is requested in Section 5 of this RFQ.
 - 4.2.4 SOQ's are to be bound or stapled in upper left-hand corner.
 - 4.2.5 Font size must be at least 10 point.

5 Statement of Qualification Requirements

- 5.1 Cover Letter: Acknowledge firm's intent to execute the District's standard contract for Architectural services.
- 5.2 Table of Contents (not included in page count): Format Table of Contents to correspond with the Submittal Components listed herein.
- 5.3 Executive Summary: Identify the members of your professional team proposed for the scope of the services as described in this RFQ, including:
 - 5.3.1 Name of firm, main office address, phone number
 - 5.3.2 Number of all employees in firm
 - 5.3.3 Brief history of firm and number of years that the firm has provided Architectural Design and Engineering services for similar projects
- 5.4 Project Staff: Provide detailed information, including duties/roles and time allotment, of the firm's and consultant firms' Key Project Specific Personnel. Identify the correlation between the firm's experience and the individuals assigned to those projects. Also, cite who will be your firm's primary point of contact on the project. Include an organizational chart and resumes for all key project specific personnel including education, general experience and responsibilities, school design experience, and a summary of the degrees, licenses, certifications and/or other documented special training.
- 5.5 Past Relevant Experience: Provide a listing of similar projects (function, size, and/or scope of

work) that your firm has completed within the past ten (10) years. Provide the following for each project:

5.5.1 Name and description of project, including size, location (address, city, and state), and year of completion.

5.5.2 Names of all employees from your firm that provided services on the project

5.5.3 The construction delivery method used for the project

5.5.4 The proposed budget or guaranteed maximum price and the final cost of the project

5.5.5 Name, title, and current contact information, including email, of project Owner

5.6 Current Relevant Experience: Provide a listing of current similar projects (function, size, and/or scope of work). Provide the following for each project:

5.6.1 Name and description of project, including size and location (address, city, and state), and projected dated of completion.

5.6.2 Names of all employees from your firm that provided services on the project

5.6.3 The construction delivery method used for the project

5.6.4 The proposed budget or guaranteed maximum price and the projected final cost of the project

5.6.5 Name, title, and current contact information, including email, of project Owner

5.7 Narrative of Approach to Architectural Design and Engineering Services:

5.7.1 Describe how your approach to the design process will address the characteristics of the Prairie Lane neighborhood while delivering a modern flexible learning environment.

5.7.2 Explain how you will approach the renovation and addition of the existing school to deliver the educational program while maintaining project budget and schedule.

5.7.3 Explain your approach to the design process including integration of design check in meetings with Board of Education, Bond Oversight Committee, District Administration, Project Design Advisory Committee, and public information/outreach sessions.

5.7.4 Identify any in-house engineering capabilities being utilized, and the approach to design coordination of your consultants and the District's program-wide consultants.

5.7.5 If you are not using in-house engineering capabilities, describe your criteria for selecting the consultant firms on your team and what strengths they bring to the project.

5.7.6 The District's Program Manager will provide cost estimating and budget validation throughout the design process. Explain how you will work with the District's Program

Manager to maintain budget throughout the design process.

5.7.7 Include a detailed design schedule including required Board of Education approval milestones

5.8 References: Include a minimum of three (3) and a maximum of five (5) references with regard to K-12 education or similar projects for which you have provided Architectural Design and Engineering services. Include references for your proposed consultant firms. The list of references should include a contact name, address, telephone number, and email address.

5.9 Insurance: Provide a copy of current insurance coverage issued by your firm's carrier(s).

5.10 Claims: Provide a complete listing of the formal (written) claims presented to your firm, joint venture partners, outside consultants, and/or subcontractors in the past three years; include (1) the name of the claimant, (2) a brief description of the claim, (3) dollar value of the claim, and (4) whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending." For purposes of this subparagraph, the term "claims" shall include lawsuits, administrative adjudications, arbitrations, mediations, and/or claims on bonds or sureties.

6 Request for Qualifications Schedule

6.1 RFQ distributed for responses March 1, 2018

6.2 Pre-Proposal meeting March 19, 2018 9:00 AM

6.3 Final Clarifications due March 26, 2018 2:00 PM

6.4 SOQ due March 30, 2018 3:00 PM

6.5 Interviews April 11 - 12, 2018

6.6 Contract Negotiations April 16 - 20, 2018

6.7 Board of Education approval April 30, 2018

7 Fee Proposal Breakdown

7.1 The District will retain certain consultants on a program-wide basis to provide consistency across all projects. Submitting firms are expected to coordinate with these consultants to ensure timeliness of design delivery. These consultants include:

7.1.1 Traffic Consultant

7.1.2 Security Consultant

7.1.3 Audio Visual/Low Voltage/Education Technology Consultant

7.1.4 Kitchen Consultant

- 7.2 The District will provide general materials and systems standards to the selected firm for use as a basis of design for the project. The Architectural Design and consulting firms shall comply with these standards unless specifically noted during the design process.
- 7.3 Project Architects will be performing services and assuming project responsibilities as generally described in AIA Document B101-2007 with appropriate modifications and additions to ensure that the District fully discharges its responsibility in providing for facilities and the expenditure of public funds. A copy of the proposed contract modifications and additions is attached hereto as Exhibit "B."
- 7.4 If the architect takes exception to any part of the AIA B101-2007 as amended, these modifications shall be noted and submitted with this proposal. If no exceptions are noted the contract will be deemed acceptable by the proposer as final contract if awarded the project.

8 Selection Criteria and Process

- 8.1 The District will use the following criteria to rate the submitting firms:
 - 8.1.1 Experience designing primary school buildings
 - 8.1.2 Demonstrated ability and plan to implement the design program while maintaining project schedule and budget
 - 8.1.3 Demonstrated ability and plan to engage the community in large and small group settings to create the custom design solution
 - 8.1.4 Demonstrated ability and plan to utilize as much of the existing building as possible while adding building program area and site improvements
 - 8.1.5 Capacity of submitting firm and their consultant firms to provide resources necessary to meet design schedule
 - 8.1.6 Relevant experience of staff that would be assigned to the project and their committed time to the project
- 8.2 The District will create a short list of firms to interview based on the written SOQ's.
- 8.3 Short listed firms will be required to provide a fee proposal schedule (to be issued at later date) to the District in a sealed envelope at the time of interview. This fee proposal will be opened by the selection committee upon completion of the interviews. This information will be utilized as part of the final selection criteria.
- 8.4 The District will select a firm for final approval by the Board of Education.

9 General Terms and Conditions

- 9.1 The firm and their consulting firms shall design the project using Autodesk Revit software. The

District's Program Manager will utilize model-based estimating on the project. A coordination meeting to identify parameters and guidelines will be required prior to start of design.

- 9.2 As part of Basic Services the District requires the Architect to maintain electronic version of the documents. Throughout construction the Architect will electronically post addenda, RFI's, clarifications, Approved Change Orders, or any other modification to the documents in the REVIT model. This will be turned over to the District as part of the Close-out procedures.
- 9.3 The District will be utilizing submittal exchange as a single source program management software. This software will be utilized on all projects. Submitting firms understand and will utilize this software for communication, document sharing, requests for information, submittal process, and other similar project administration. This software/license will be purchased by the District.
- 9.4 Any SOQ submitted after the time specified for receipt will not be considered and will be returned unopened.
- 9.5 No SOQ may be altered, amended or withdrawn after the specified time for opening proposals.
- 9.6 By submitting a response to the RFQ, the Architectural Design firm and all of its consultant firms agree to follow and comply with all District policies, regulations, written staff directives, and practices, as well as information management, purchasing, and accounting requirements.
- 9.7 By submitting a response, the proposer agrees to review and closely follow the districts Education Specifications in the design of the facility, and must also be willing to make design changes that would accommodate the Districts existing maintenance practices where necessary.
- 9.8 Certification of Valid Licensure: To be considered responsive to the requirements of this RFQ, all Architectural Design firms and their consultants shall provide verifiable evidence of the following:
 - 9.8.1 Terminations: Architectural Design and consultant firms, and their employees, shall certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by the School District. Architectural Design firms and their consultants responding are to submit these certifications with their SOQ responses.
 - 9.8.2 Release of References: Architectural Design firms and consultant firms, for the firms and their employees, must affirmatively agree to the following:

“By submitting this response to the RFQ, our firm, and all employees thereof, individually and corporately, hereby release, discharge and agree to hold harmless the Westside Community School District, its board members, administrators, officers, employees, agents and contractors, and any third-parties who provide any information to the Westside Community School District, as well as any assignees, from any and all claims for damages for libel, slander, defamation, invasion of privacy, false light, tortious interference with

business expectancy or any other claim based on any investigation of the background, references, credentials, history, experience and abilities of the submitting Architectural Design firm and their consultant firms and any statements, comments, records, documents, or publications, not maliciously made, in any form, made by or received by the Westside Community School District, and any third-parties providing requested information about the Architectural Design and their consultant firms' background, history, credentials and/or abilities to provide the services identified in this RFQ.”

9.9 The District reserves the right to reject any and all SOQ's, and to reject any SOQ's that are non-responsive or not responsive, and to waive technicalities and formalities.

ATTACHMENTS (to be distributed after the pre-proposal meeting)

- A- Westside Community Schools – Facilities Master Plan Phase I Implementation Program Schedule
- B- Design Review Process Workflow
- C- Education Specifications