

**WOODFORD COUNTY
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WOODFORD COUNTY PUBLIC SCHOOLS

330 PISGAH PIKE • VERBAILLES, KENTUCKY 40383-9214 • (859) 873-4701

D. SCOTT HAWKINS, SUPERINTENDENT

Request for Qualifications (RFQ)

RFQ ARCHITECTURAL SERVICES 2019-01-23

For Architectural Services

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

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Woodford Co. Board of Education

Notice of Request for Qualifications
For Architectural Services for new Woodford Co. High School

Request for Qualifications (RFQ) for Architectural Services of Construction projects pertaining to planning the facility needs for the Woodford Co. Board of Education (Board of Education), Attention Amy M. Smith, Chief Operating Officer, 330 Pisgah Pike, Versailles, KY 40383 and will be received **on or before 2 PM January 23, 2019.**

A copy of the RFQ Package in its entirety, including scope of work is available for download from the Board of Education's website at www.woodfordschools.org. The RFQ will be located in the Quick Links section on the homepage, within the Invitation to Bid.

The services provided by an architect are professional services. The selection of an architect for professional services is made in the discretion of the Board of Education. The Board of Education reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who the Board of Education in its sole discretion determines to be most qualified. The Board of Education may determine to take no action and reserves the right to do so. Qualifications submitted after the deadline date and time will not be accepted.

Note: Firms submitting qualifications not in proper form may be rejected.

Woodford Co. Board of Education

Request for Architectural Services

I. PURPOSE OF RFQ

The Woodford Co. Board of Education invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning the facility needs of the Woodford Co School District.

II. OBJECTIVES

The Woodford Co. Board of Education proposes to retain a highly qualified, capable firm(s) to act as the Architect throughout planning and completion on several project needs over the next few years. The firm(s) who participate in the RFQ process are sometimes referred to as “Respondents” and “Architects”. The Woodford Co. Board of Education will consider Architects with significant, current experience in the development, design, renovation and construction of similar buildings and projects.

The overall goal of the Board of Education is to receive guidance from Respondents to determine an optimal path to accomplish the facility needs of the Board of Education. Our goal is to see a feasibility study provided by the Respondents with the following considerations:

- i) Current bonding potential is \$34,000,000
- ii) In 2012, the Board purchased 61 acres across from Middle School for a New High School
- iii) Woodford Co residential new homes are increasing in number quickly
- iv) Greatest need based on 2017 District Facility Plan is a new High School; however the following needs must be also considered based on the information in item ii-new homes being built in Woodford County:
 - (1) Expansions to Middle School, Simmons, and/or Huntertown; or build new elementary school
 - (2) Renovations to current High School or Build New High School (Phase in construction or wait for funding level that is sufficient to cover entire cost)

The Woodford Co. Board of Education reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

III. SCOPE OF WORK

The selected Architects(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide compensation for phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

The Woodford Co. Board of Education anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimates for each phase of the project. However, the Board of Education reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the Board of Education may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the Board of

Education reserves the right to approve proposed sub-consultants that will be associated with each project.

The work will include, at a minimum, the following components:

1. Development of a recommendation to the Board of Education to meet the needs described in section II Objectives.
 - a. If analysis of any of our facilities is required, please contact Amy M. Smith to schedule an appointment. 859-879-4600 or amy.smith@woodford.kyschools.us

IV. PROJECT FUNDING

Funding for the work described herein will be determined by the Woodford Co. Board of Education.

V. SELECTION PROCESS

From a review of the statements of qualification received, the Woodford Co. Board of Education intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the projects. The Woodford Co. Board of Education will notify selected firms of the date and times of any interview. The Woodford Co. Board of Education reserves the right to make a selection based solely on statements of qualifications received.

VI. EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm
 - a. Qualifications of firm, specifically as they relate to this Project.
- B. Firms Experience on Similar Projects
 - a. Related project experience of the firm(s) and the individuals who would be assigned to the Project.
- C. Available Resources to Complete Project
 - a. This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Responsiveness to the RFQ
 - a. This would include any documents submitted such as concept plans, space planning and design concepts and other related items.
- E. Professional References
 - a. Provide names and contact information for professional references.

VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. Cost of Responses – The Woodford Co. Board of Education will not be responsible for the costs incurred by anyone in the submittal of responses.

- C. Contract Negotiations – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Woodford Co. Board of Education the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. No Obligation – The Woodford Co. Board of Education reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Woodford Co. Board of Education’s best interest; or cancel the entire process.
- E. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Kentucky.

VIII. SUBMITTAL INSTRUCTIONS

Sealed submittals are required.

Two copies of the responses are to be delivered to:

Amy M. Smith, Chief Operating Officer, 330 Pisgah Pike, Versailles, KY 40383 and will be received on or **before 2 PM January 23, 2019**

All submittals must be labeled:

RFQ ARCHITECTURAL SERVICES 2019-01-23

Woodford Co. Board of Education

Attn: Amy M. Smith

330 Pisgah Pike,

Versailles, KY 40383

To enable the Woodford Co. Board of Education to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider.

IX. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project(s).

A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

- a) Firm name, addresses, and telephone numbers of all firm offices.
- b) Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c) Number of years firm has been in business.
- d) Name of principals in firm.
- e) Primary contact.
- f) Organizational description.
- g) Description of firm’s philosophy.

Divider # 2: General Company History/Qualifications

- a) A brief history of the Architect and the services routinely provided
- b) An organization chart that explains team member responsibilities.
- c) Name of the Project Team Leader in charge of projects.
- d) The resumes of all persons to be assigned to the project with their prospective roles identified.
- e) Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Kentucky.

Divider # 3: Experience and References

- a) Discussion of Architect's experience in working with school districts.
- b) List of representative school projects, whether ongoing or completed, including references.
Please begin with projects in Kentucky. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
 - v. Cost of Construction for project
 - vi. Names, addresses and telephone numbers of general contractor and engineer
 - vii. Design and construction cost and whether or not it was completed on time
 - viii. Number of Change Orders

Divider # 4: Management and Organizational Approach

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a) Describe your firm's understanding of the projects.
- b) Describe how the firm will organize to perform the services.
- c) Description of Architect's approach to code analysis and jurisdictional approvals.