

**Request for Qualifications
Architectural Services**

**Bismarck Public Schools
Bismarck, North Dakota**

February 2015



**Request for Qualifications
Architectural Services**

Bismarck Public Schools

Bismarck Public Schools request statements of qualifications for architectural services for design and construction administration for equity related projects. The district has grouped these projects into three categories and will hire up to three architectural firms.

To receive the Request for Qualifications (RFQ) submittal instructions, please contact the Bismarck Public Schools Assistant Director of Facilities by either of the following methods:

Mail: Assistant Director of Facilities
Bismarck Public Schools
705 South 9th Street
Bismarck, North Dakota 58504

Telephone: 701.323.4500
Fax: 701.323.4505
E-mail: Jason_Mittlestadt@bismarckschools.org

Questions regarding the content of the Request for Qualifications submittal instructions can be directed to the Assistant Director of Facilities, Jason Mittlestadt (701.323.4500).

Seven (7) copies of the completed response must be received no later than 4:00 p.m., Local Time, Monday, February 23, 2015, at the office of the Assistant Director of Facilities.

**Request for Qualifications
Submittal Instructions**

Architectural Services

**Bismarck Public Schools
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I. INTRODUCTION

Bismarck Public Schools request statements of qualifications for architectural services for design and construction administration for equity related projects. The district has grouped these projects into three categories and will hire up to three architectural firms.

II. SCOPE OF SERVICES

Bismarck Public Schools will choose up to three firms to complete the work as outlined in this document. The selected architectural firm(s) will be required to procure engineering and other ancillary services within their scope (see Part III). These services will comprise the development of a detailed project program, preliminary planning, construction cost estimates, design development, construction procurement, through construction administration.

Project #1 – BHS and WMS Science Rooms

- A. BHS: Renovation of seven science rooms at Bismarck High School. The project will consist of upgraded ventilation and new casework.
- B. WMS: Convert an existing classroom to a science room.
Budget: \$575,000

Project #2 – Grimsrud and BECEP @ Richholt

- A. Grimsrud: Addition of specialist space at Grimsrud Elementary School.
- B. BECEP @ Richholt: Renovation of the existing Parent Place at BECEP. The project will consist of upgrade HVAC and renovation of the space.
Budget: \$750,000

Project #3 – Highland Acres and Prairie Rose

- A. Highland Acres: Addition of music and lunch room.
- B. Prairie Rose: Renovation of kitchen and new storage space.
Budget: \$800,000

III. CONSULTANTS

Firms submitting qualifications are asked not to include structural, mechanical, electrical, and plumbing engineering services. The selected architectural firm along with Bismarck Public Schools will collaborate in the selection of engineering consultants for the referenced disciplines.

IV. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

Bismarck Public Schools requests the following material for use in the selection of a professional design firm:

A. Past Performance

1. Demonstrated experience and excellence in projects with comparable scale, complexity, and function.
2. Proven capabilities for providing conceptual design of education facilities. Firms are asked to submit appropriate graphic material supporting analysis, thoroughness, and clarity (may be the same projects).
 - Firms are asked to submit up to five examples of projects indicating preliminary estimate and actual construction cost accuracy.
 - Firms are asked to submit up to five projects graphically showing preliminary design and actual built product.
 - Firms are asked to submit up to five sample projects indicating firm's ability to determine owner's space needs.

B. The Ability of Professional Personnel

Qualifications of the principals and project team members proposed for the project, including a clear definition of their primary responsibility. The section shall also include:

1. An organizational chart for all members in the designated design team. List any in-house or out-of-house special consultants. Identify their function within the design team.
2. Indicate the names of employed persons that will be designated as the project manager and principal design member. Indicate the person that will serve as point of contact for all matters relating to management of contract and design services.

C. Willingness to Meet Time and Budget Requirements

1. Indicate your intent to complete the Work within the negotiated fee and include general references where this has been accomplished.
2. Present an outline of the basic work plan anticipated to accomplish the work.

D. Related Experience on Similar Projects

1. Recent Relevant Work: List up to five projects completed within the past five years, or currently under construction that most closely resemble this project. Include the project name, client, year of completion, value in place, and reference contact. May also be the projects listed in Section A.

E. Recent and Current Work for the District

Indicate recent and current work with the Bismarck Public School District over the past five years. Include estimated or actual fees.

F. Recent/Current and Projected Workload of the Person or Firm

Evaluate the recent, current, and projected workload of the firm based on the following criteria:

1. Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.
2. Availability of all personnel included in Section F.

V. PROCEDURES FOR SUBMISSIONS

- A. Architects wishing to be considered shall submit seven (7) copies of their qualification materials no later than 4:00 p.m., Local Time, Monday, February 23, 2015, at the office of the:

Assistant Director of Facilities
Bismarck Public Schools
705 South 9th Street
Bismarck, North Dakota, 58504

- B. Sequence of Events: The following represents the sequence of events contemplated in the qualification and selection procedure established for retaining an architect:

Advertise for proposals	January 31, February 7, 14, 2015
Proposals due	Monday, February 23, 2015
Review Responses and prepare shortlist	Week of February 23, 2015

Interview Selected Candidates	Week of March 2, 2015
Selection Notification	Week of March 10, 2015
Construction Begins	TBD
Completion of Construction	TBD

END OF REQUEST FOR QUALIFICATIONS

Firm evaluated: _____

Date: _____

Evaluator: _____

1. Past Performance (25 points)

Evaluate the firm for past performance based on the following:

- a. Demonstrated experience and excellence in education projects with comparable scale complexity and function.
- b. Proven capabilities for providing conceptual design with subsequent solutions. Appropriate supporting documentation should include:
 - Up to five (5) examples of projects indicating preliminary estimate and actual construction cost accuracy.
 - Up to five (5) projects graphically showing preliminary design and actual built product.
 - Up to five (5) sample projects indicating firm's ability to determine owner's space needs.

Excellent (20 - 25 points)
Very Good (13 - 19 points)
Good (6 - 12 points)
Fair (0 - 5 points)

RFQ Response

Interview

Comments:

2. The Ability of Professional Personnel (25 points)

Evaluate the qualifications of the principals and project team members proposed for the project including a clear definition of their primary responsibility based on the following information:

- a. An organizational chart for all members in design team and a list of any in-house or out-of-house special consultants. Function within the design team should be identified.
- b. The names of employed persons that will be designated as the project manager and principal design member. The person that will serve as point of contact for all matters relating to management of contract and design services should be indicated.
- c. Brief resumes of personnel to be assigned to this project.

Excellent (20 - 25 points)
Very Good (13 - 19 points)
Good (6 - 12 points)
Fair (0 - 5 points)

RFQ Response

Interview

Comments:

3. Time and Budget Requirements (15 points)

Evaluate the firm's willingness to meet time and budget requirements based on the following:

- a. Intent to complete the work within the negotiated fee and inclusion of general references where this has been accomplished.
- b. An outline of the basic work plan anticipated to accomplish the work.

Excellent (12 - 15 points)
Very Good (8 - 11 points)
Good (4 - 7 points)
Fair (0 - 3 points)

RFQ Response

Interview

Comments:

4. Related Experience on Similar Projects (25 points)

Evaluate related experience of the firm on similar projects based on the following information:

- a. Recent relevant work consisting of five (5) projects completed within the past five years, or under construction that most closely resemble this project. Information submitted should include the project name, client, year of completion, value in place, and reference contact.

Excellent (20 - 25 points)
Very Good (13 - 19 points)
Good (6 - 12 points)
Fair (0 - 5 points)

RFQ Response

Interview

Comments:

5. Recent and Current Work for the District (20 points)

- a. Evaluate the firm based on recent and current work with the Bismarck Public School District over the past five years. Responses should include estimated or actual fees. (10 points)
 - Professional services contract(s) less than \$10,000 (10 points)
 - Professional services contract(s) of more than \$10,000 but less than \$50,000 (8 points)
 - Professional services contract(s) of more than \$50,000 but less than 100,000 (6 points)
 - Professional services contract(s) of more than \$100,000 (4 points)
 - Professional services contract(s) of more than \$500,000 (2 points)
- b. Evaluate the past working relationship with Bismarck Public School District (10 points)

- Excellent (9 - 10 points)
- Very good (6 - 8 points)
- Good (5 points)
- None (5 points)
- Fair (2 - 4 points)
- Poor (0 - 1 points)

RFQ Response

Comments:

6. Recent/Current and Projected Workload of the Person or Firm (15 points)

Evaluate the recent, current, and projected workload of the firm based on the following criteria:

- a. Agreement, unless prevented by circumstances outside of the firm's control, to retain the project manager and the principal design team member on the project until all work under this contract is complete.
- b. Availability of all personnel included in No. 6.

- Excellent (12 - 15 points)
- Very Good (8 - 11 points)
- Good (4 - 7 points)
- Fair (0 - 3 points)

RFQ Response

Interview

Comments:

**BISMARCK PUBLIC SCHOOLS
ARCHITECT POINT RECAP**

	Maximum	Submission	Interview	Total
1. Past Performance	25	_____	_____	_____
2. Professional Ability	25	_____	_____	_____
3. Time/Budget Requirements	15	_____	_____	_____
4. Related Experience	25	_____	_____	_____
5. District Work	20	_____	_____	_____
6. Workload	15	_____	_____	_____
	125	_____	_____	_____

Ranking of Firm: 1 2 3 4 5 (circle one)

Comments: