

**Request For Qualifications
For
Architectural and Engineering Services**

**For The Design of a
New Fourth and Fifth Grade
Elementary School in
Douglas, Wyoming**

Converse County School District Number One

Owner: Converse County School District Number One
615 Hamilton Street
Douglas, Wyoming 82633

Issued: October 17, 2007

Qualifications Due: 2:00 p.m., Friday, November 9, 2007

Contact Person: Dr. Dan Espeland, Superintendent
Converse County School District Number One
Administration Building
615 Hamilton Street
Douglas, Wyoming 82633
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Douglas Fourth and Fifth Grade Elementary School Request For Qualifications for Architectural and Engineering Services

I. Introduction

Converse County School District Number One is requesting qualifications from qualified professionals interested in providing architectural and engineering design services for the proposed New Elementary School in Douglas, Wyoming.

The selected design team will work with the representatives from the school board, administration, school staff, students, and the public in the development of a facility program, educational specifications, facility design and construction documents.

The district, to potentially expedite the project the design process and comply with Wyoming School Facilities Commission requirements, will evaluate and consider in the selection of the design team not only professional qualification, but also the use of an existing elementary school design (prototype design). Wyoming School Facilities Commission approved prototypes will be considered along with any other previously constructed facility which a design team would propose as a prototype for this project. The prototype may be used in total or desired components used within the final facility design. It is anticipated facility programming and educational specification will be completed to establish what components of the prototype facility will need to be revised to meet the project specific needs. The design team must have design copy rights to reuse the design or acquire written permission from the client for whom the facility was designed prior to presenting a facility as a prototype in this request for qualifications.

II. Project Information

Project Title

New Douglas Fourth and Fifth Grade Elementary School

Project Location

South of the Douglas Intermediate School
901 West Yellowstone
Douglas, Wyoming

The new Douglas Fourth and Fifth Grade Elementary School is anticipated to be located on the south portion of the existing Douglas Intermediate Elementary School site. The unused site portion is approximately 7 acres and there is anticipation of joint use of site space with the existing intermediate school.

History and Introduction

Converse County School District Number One currently has two elementary schools in Douglas which are organized in a kindergarten through second grade and third through fifth grade configurations. The schools are located within residential neighborhoods of the city and house, in total, approximately 775 students. The existing facilities do not adequately meet the growing student population and therefore the Wyoming School Facilities Commission is supporting the design and construction of an additional facility. It is the district's desire after much consideration, to construct a new elementary school which will house the total fourth and fifth grade student population of Douglas. It is anticipated this facility will be built on the south side of the existing intermediate school site, forming a two school complex. The new facility must be sensitive to the existing facility while potentially joint using some facilities and/or site amenities to provide an educationally appropriate and cost effective solution.

Extension of Services

Converse County School District Number One reserves the option to extend services to additional projects. Extension of services may include but is not limited to revisions required at the two existing elementary schools. Following completion of the new elementary school it is anticipated remodeling will be required on the existing schools to adjust for the educational suitability concerns and improve facility conditions.

III. General Project Description

Scope of Design Services

The project will include development of programming and educational specifications, architectural and engineering services for the design of a Fourth and Fifth grade elementary school facility. The base plan at the discretion of the owner will be developed from a prototype model. If the owner is not presented with a prototype model suitable for their site and educational requirements, a plan will be developed from the educational specifications and space program established prior to the design phases. A determination if and how a prototype design will be used will be made prior to architectural design fee negotiations. The elementary facility is anticipated to house 342 students in an 18 classroom facility encompassing approximately 50,000 square feet. All requirements, standards and reviews required by the Wyoming School Facilities Commission must be adhered to.

The project will consist of three phases:

Phase I

Phase I will incorporate educational planning specifications and space programming for a new design or to assure a prototype is meeting all required educational needs.

Phase II

Phase II will include the conceptual design or prototype revisions, schematic design or prototype revisions, design development, construction documents, and bidding and negotiation services through the project bidding phase.

Phase III

Phase III will include administration of the construction contract award, through construction observation and post construction services for the new facility. Phase III will be completed only if construction funds are allocated for the project by the Wyoming School Facilities Commission.

IV. Proposed Project Schedule

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| 1. RFQ Ad Publication | October 17, 2007 |
| 2. RFQ Submittals Due | 2:00 p.m., November 9, 2007 |
| 3. Interviews | Undetermined, 2007 |
| 4. School Board Approval of Consultant | Undetermined, 2007 |
| 5. Project programming and design will begin immediately following funding from the School Facilities Commission and contracts are executed. | |
| 6. Project will be bid and constructed following plan approval and construction funding from the School Facilities Commission. | |

Note: Final schedules will be coordinated with the selected design team during the contract negotiation period.

V. Submittal Requirements

General Requirements are as follows:

RFQ Submittals Due: See Proposed Project Schedule.

1. Submit seven (7) copies of the qualification statement.
2. General submittal information shall be limited to forty (40) single sided 8 ½ x 11 pages, excluding the cover letter, index and tabs.
3. Prototype project information (plans and description information) shall be limited to fifteen (15) single sided 11 x 17 pages. Prototype information sheets are in addition to the general submittal information.
4. Address submittal to:
Dr. Dan Espeland, Superintendent
Converse County School District Number One
Administration Building
615 Hamilton Street
Douglas, Wyoming 82633

5. Questions may be addressed to:
Dr. Dan Espeland, Superintendent
Converse County School District Number One
Administration Building
615 Hamilton Street
Douglas, Wyoming 82633
Phone: (307) 358-2942
Fax: (307) 358-3934
E-mail: despeland@ccsd1.k12.wy.us

VI. Submittal Instructions

Submittals shall include the following information; sections should be placed in order and identified as detailed below:

Letter of Interest

Submit a letter of interest, including a brief description of the candidate's strength to perform the work successfully.

Team Information

Team organizational structure.

Firm Information of each team member.

Firm name

Business address

Telephone number

Fax number

E-mail address

Website address for the firm

Contact person for the firm

Contact person for the project, identify the firm's main project representative who will be responsible for the project and are the district's project contact. (These individuals must be identified at the time of the submittal and key team members present at the selection interviews.)

A brief description of the team member's role on the project.

Submitting Firm information

Firm Capabilities and Qualifications

Provide a brief history of the firm (or firms if proposing as a joint venture or association) including the year the firm was established as presently organized. Total number of staff by job category, and registration. Include a company profile that demonstrates the firm's ability and qualifications to provide services for the district project.

Identify the project architect who will be responsible for the project and is the districts main contact. (This individual must be identified at the time of the submittal and present at the selection interviews.)

Identify the key personnel you anticipate working on projects; provide resumes outlining area(s) of expertise, role on projects, and qualifications and professional licensing information. Experience while employed at another firm must be clearly identified.

Experience / References

Provide a comprehensive list of school projects your firm has worked on in the past ten years, indicating services provided. Identify which projects were funded by the Wyoming School Facilities Commission and under their review.

Provide a comprehensive list of all projects not stated above your firm has worked on in the last two years.

To be used as references, list at least five similar projects to the project proposed including:

1. Project name
2. Owner name and address
3. Contact person, phone number, and e-mail address
4. Services provided
5. Size of project in square feet
6. Project cost
7. Change order cost in dollars and percentage of the total construction cost. Identify what amount of the change orders were due to owner requests.
8. Completion Date
9. Contractor/construction manager
10. Brief description of the project, and unique attributes
11. Photographs of the buildings listed

Project examples should be recently completed facilities related to the district's project list and represent the type of approach and quality of work you anticipate completing for the district.

Insurance

Include a statement of the firm's insurance coverage, including general liability, professional liability errors and omissions, automobile, and workers' compensation carried by the firm.

Describe any legal action brought against the firm in the past five years and the resolution of the action if a final determination has been made.

The primary consultant shall obtain and maintain professional liability (errors and omissions) insurance covering their services on this project. The policy shall be a

claims made policy. Coverage limits of the policy shall not be less than five hundred thousand dollars (\$500,000.00) per claim with an aggregate limit of not less than one million dollars (\$1,000,000.00) aggregate per year. The policy shall be maintained for five years after the date of Substantial Completion.

Work Plan and Technical Approach

Cost Control

Outline your cost estimating procedure, at what phases of the project, and to what detail cost estimates are complete.

Describe your procedures related to project cost containment, Value Engineering, and lifecycle cost, as part of your planning and design considerations.

Project Coordination

Outline the coordination process between the architect and consultants. Describe your review process to assure plans and specifications are complete and accurate prior to putting the documents out to bid.

Project Scheduling

Describe your past performance related to meeting design project schedules. Is your team able to handle potential project delays due to owner and School Facility Commission Reviews, funding or unforeseen circumstances, and how will you adjust staffing in the event of delays.

Natural Resource Conservation

The district has historically constructed facilities which focus on energy conservation and conservation of natural resource. It is their desire to again construct a facility which will provide a model for energy and natural resource conservation. To assist the district in this goal outline projects you have completed which have focused on conservation issues, describe special systems used and provide anticipated or calculated operational savings. Describe how energy and natural resource conservation is typically integrated into your projects. List completed projects that have been LEED Certified or equal.

Commissioning

Outline your commissioning procedures to assist in a smooth facility startup.

Project Team Member's Information

The following information should be submitted for key consultants.

Engineers / Consultants could include:

Educational planner, mechanical, electrical, structural, and civil, engineers. Consultants for food service, computer (I.T. cabling, communications), acoustical, traffic, drainage, cost estimating, lifecycle cost analysis, interior design, and furnishings.

Consultant's Firm Information

Company profiles, including experience on similar projects over the past ten years and qualifications of each firm.

Provide four references from recently completed facilities.

Key personnel, their project role and resume including experience and qualifications.

Other Information

Attach other pertinent information which will help in the evaluation of your firm and consultants.

VIII. Selection and Award Process

Statements of qualification will be evaluated by a selection committee. The committee may include administrators, school staff, school board and community members. A short list of firms deemed to be the most highly qualified for the proposed project will be identified by the selection committee.

Shortlisted firms will be invited to participate in an oral presentation and interview to determine which team is the best qualified to work with the district and community in completing the project. The interview schedule will be established by the selection committee and interview sequence will be selected at random for each firm.

The district may request additional information from firms on the short list prior to interviews.

Interviews are anticipated to be ninety minutes in length. Firms interviewed are to focus their discussion on the Douglas fourth and fifth grade school project. Firms will have twenty minutes to discuss their team approach to the project, what are the key elements in the project design, and the team strengths. The district will have thirty minutes to ask prepared questions on the firm's qualifications and follow up to submitted information. Firms will have thirty minutes to present prototype elementary concepts, describing educational elements and the plan relationship to the proposed site. Flexibility of the plan to be modified should be discussed, including how specific district requirements identified in the initial programming and planning process could be adapted into the existing plan. The final ten minutes are open for follow up questions and discussion. Teams will be allowed fifteen minutes to set up presentation materials.

Key personnel from the teams interviewed are required to be present at the interview. Key personnel at a minimum shall include the project architect and key project engineers which will be assigned to this project if the team is selected.

If deemed beneficial some members of the selection committee may visit completed projects designed by the shortlisted or selected design team prior to the final selection recommendation and approval.

The recommendation of the selection committee will be subject to a successful contract negotiation and approval by the School Board. The contracting firm will be required to sign the Wyoming School Facilities Commission standard form of agreement. If an agreement cannot be reached the district reserves the right to negotiate with other qualified firms.

Selection Criteria

Finalists to be interviewed and for contract consideration by the district will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the qualifications submittal.

Evaluation of qualifications may include, but is not limited to the following:

1. The consultants' understanding of the educational environment related to this
2. Project and qualifications to complete the services required.
3. The design team's previous experience, qualifications and competence on educational facility projects of similar size and scope.
4. Past performance on similar projects, and as indicated from reference contracts.
5. Experience and qualifications of personnel assigned to the project.
6. Methodology used to achieve technical, management and project control.
7. Comprehensive nature of the qualifications submitted and the creativity displayed on past school projects.
8. Ability to communicate with the selection committee both in written format and verbally.
9. Understanding of the Wyoming School Facility Commission project process and requirements.
10. Location of the firm and consultants in the general geographical area and knowledge of state and local requirements.
11. Current work load of the firm including its size and ability to complete the project on schedule.

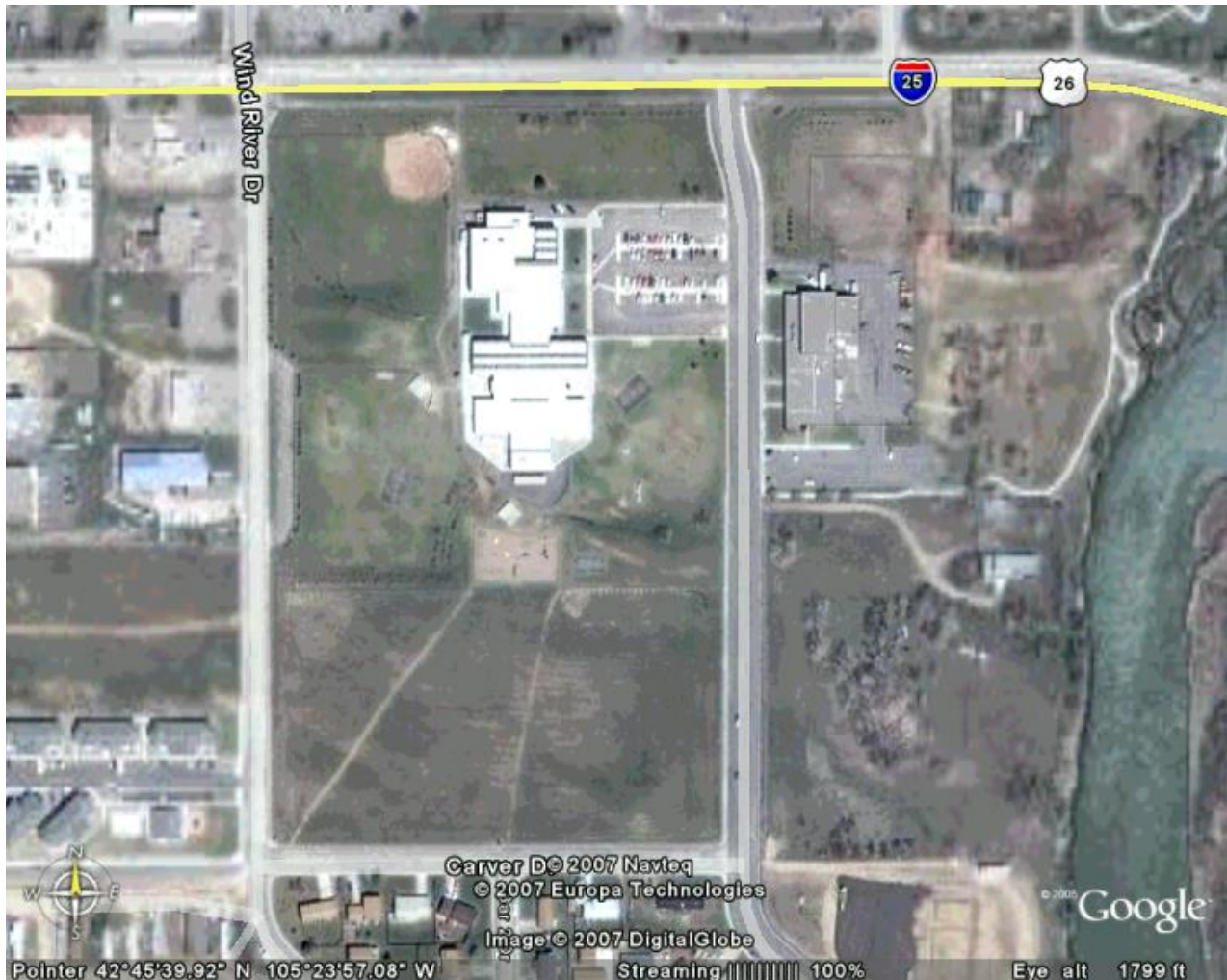
IX. Proposal Review and Award

The district reserves the right to request any further documentation it deems appropriate and necessary for the review and award process.

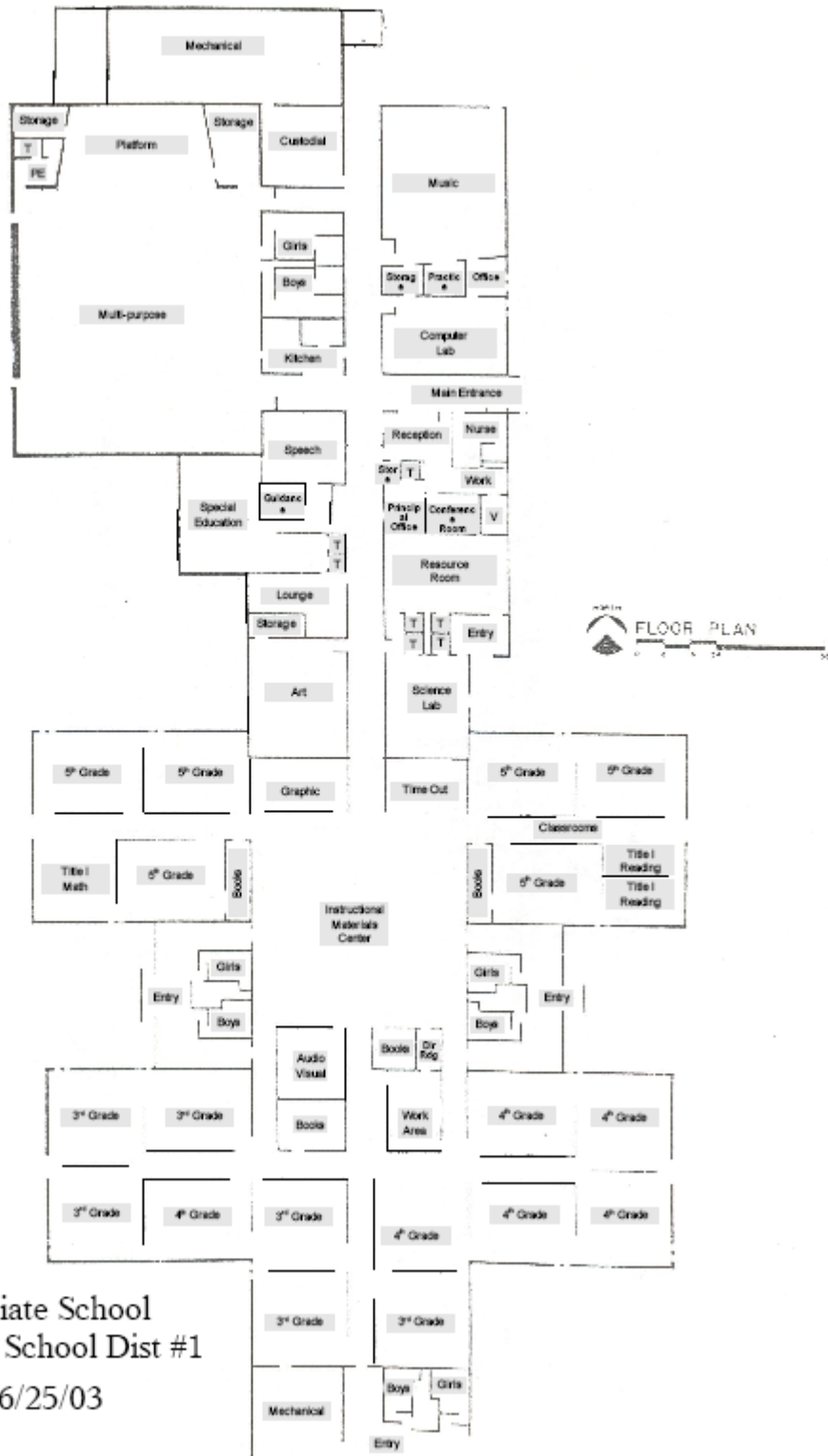
The district reserves the right to cancel this RFQ at any time, to elect not to award the contract cited in this RFQ, to reject any or all of the submittals, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective submittals received.

X. Additional Information

1. Wyoming School Facilities Commission information is available online at: <http://sfc.state.wy.us/pdf/DesignGuidelines.pdf>.
2. Intermediate School Site



3. Intermediate School Plan



Douglas Intermediate School
 Converse County School Dist #1
 Last updated on: 6/25/03