

## VAIL UNIFIED SCHOOL DISTRICT NO. 20

### **Request for Qualifications (RFQ) for Professional Architectural Services**

#### INSTRUCTIONS FOR STATEMENT OF QUALIFICATIONS

The District is requesting statements of qualifications to design and furnish construction administration services for RFQ #19-001-23 Architectural Services for Vail Unified School District No. 20, for New High School ("Project") with the anticipated location to be at the Northeast vicinity of East Valencia Road and South Houghton Road, Tucson, Arizona 85747. This location is contingent upon approval from the Arizona School Facilities Board (SFB). The statement of qualifications shall include architectural services required to produce schematic design development and construction drawings, specifications and details as required to meet all code requirements and provide all necessary information for bidding and construction of the Project, including construction administration in accordance with the requirements of A.R.S. § 34-104, which requirements shall be incorporated into the Agreement Between Architect and Owner. The District is not required to obtain permits or pay permit fees pursuant to the provisions of A.R.S. § 34-461(D) and (G). A description of the Project is attached as Exhibit A. The District will award a single contract for the Project.

The District will require the selected firm to be able to proceed with required services within two (2) weeks after award of the work, and that a principal of the firm selected be assigned to the District's Project

Offers must be submitted in a sealed envelope/package with the RFQ number and Offer's name and address clearly indicated on the package. All Offers must be written legibly in ink or typewritten. Additional instructions for preparing an Offer are provided herein. Sealed statements of qualifications shall be addressed to Vail Unified School District No. 20, and will be received until 2:00 p.m., June 14, 2018, at the District Office, 13801 E. Benson Highway, Suite B, Vail, Arizona 85641.

#### SCOPE OF SERVICES

The Scope of Services to be provided for the Project includes the following:

1. Completion of schematic design, design development and construction documents, including specifications.
2. Development of advertisements and schedules.
3. Attendance at proposal or bid openings, analysis of proposal or bid documents and preparation of results, including site observation.
4. Administration of the contract for construction, including site observation, performance of all International Building Code (IBC) required inspections and issuance of a certificate of occupancy.
5. Review and recommendation for any pay requests, change orders and requests for time extensions.
6. Preparation of all closeout materials and record drawings for submittal to the District.

7. Attendance at community, staff and Governing Board meetings and functions related to the District's project, RFQ# 19-001-23.
8. Provide warranty evaluation during a two year warranty period.
9. Make application for and secure all necessary permits and approvals of authorities having jurisdiction, if required.

CRITERIA FOR EVALUATION

1. Describe Project Approach (20%)

- A. Design Project to meet Owner's educational program requirements and budget. Prepare schematic design, design development and construction documents and provide construction administrative services.
- B. Submit proposed ideas to minimize or reduce the architect's fee for this Project.
- C. Identify areas of service included in "Basic Services" (B), "Additional Services" (A) and "Reimbursable Expenses" (R) from the following listing of potentially needed services. (Identify a category, (A), (B) or (R), for each listed item in the space provided.)
  - \_\_\_ Architectural design, drawings, specifications and construction observation
  - \_\_\_ Structural engineering, calculations and construction observation
  - \_\_\_ Mechanical/plumbing engineering and construction observation
  - \_\_\_ Electrical engineering and construction observation
  - \_\_\_ Reproduction of client review sets of progress and final drawings (3 sets at each review)
  - \_\_\_ Landscape architecture
  - \_\_\_ On and off-site civil engineering, hydrology, septic system (if required), design and construction administration
  - \_\_\_ Printing of bid and construction sets of documents, code review sets, special structural inspection and certification (if required)
  - \_\_\_ Interior design, graphics design, furnishings and equipment
  - \_\_\_ Telecommunications/communications system consulting
  - \_\_\_ IBC required inspections
  - \_\_\_ Issuance of certificate of occupancy
  - \_\_\_ First and second anniversary warranty and guarantee inspection and follow-up
  - \_\_\_ Record drawings preparation (3 mil mylar)
  - \_\_\_ Cost estimating (construction cost and budgeting cost)
  - \_\_\_ Other recommended services
- D. What is your firm's operating procedure and recommendation regarding construction administration during Project construction? Frequency of site visits and performance of IBC inspections?

- E. Discuss Project closeout and provisions you have in place for timely issuance of a certificate of occupancy.
- F. What procedures have you established for warranty work by contractors and their subcontractors?
- G. What is your firm's proposed schedule for completion of this Project?

2. Firm Qualifications (30%)

- A. What is your firm's or your firm's principals' history of meeting established schedules and deadlines?
- B. How many personnel are associated with your firm?
- C. List the names of registered personnel and other key people, accompanied by a brief sketch of their architectural related experiences.
- D. What is your firm's or your firm's principals' history of maintaining the established project budget? What variance has there been in budgets and bid costs? Were the budgets realistic for what the client requested? What percentage of costs was for change orders?
- E. Identify principals and staff who would be assigned to the Project.
- F. Who is your firm's errors and omissions carrier, and what is the amount of coverage and deductible?
- G. Describe any claims brought against your firm or any of its registrants within the last five years, including the name of all parties, the nature of the claim(s) and the status or outcome of the claim(s)

3. Experience (30%)

- A. List previous similar school projects with which your firm, or principals of your firm, have been involved.
- B. Select a minimum of three recently completed projects which are most similar to this Project which you believe best represents your ability and professionalism, and provide the following information about each project:
  - 1. Location of the building project and name, address and telephone number of owner.
  - 2. Construction commencement and completion dates, cost estimate versus bid prices and cost of change orders.
  - 3. General contractor name, address and telephone number.
  - 4. If construction time extensions were granted to the general contractor, explain the circumstances requiring the extensions.

- C. Location of firm's office and ability to communicate with client and visit the client's facilities throughout the Vail School District.

4. Consultants (20%)

- A. Identify the types of consultants, if any, you typically use:

- Civil
- Mechanical
- Electrical
- Plumbing
- Fire Sprinkler
- Structural
- Equipment
- Landscaping
- Interior
- Design
- Other Specialized Consultants

- B. Identify the consultants you propose to use on the District's Project.
- C. How long have you or your principals and each of your consultants worked together?
- D. If any of the foregoing disciplines are performed in-house, identify the discipline(s) and list the employees who will perform the work and provide their resumes.

SUBMITTALS

- A. Statements of qualifications must include all of the information requested in the RFQ and must be signed by an authorized representative of the entity submitting the proposal.
- B. Submit eight (8) copies of the statement of qualifications, one (1) original and seven (7) copies. All statements of qualifications must be delivered on or before the time and the place stated herein. Late mail or deliveries will not be accepted. It is the responsibility of the architect to ensure the statement of qualifications is delivered as required.

GENERAL

- A. Interested architects may inquire about this Request for Qualifications by contacting Jerry Wood at woodj@vailschooldistrict.org, copying gamblet@vailschooldistrict.org.
- B. Firms will be ranked based upon their response to the criteria listed in this Request for Qualifications which best meet the District's requirements. Firms shall be ranked upon the evaluation of the statements of qualifications. A final list of firms will be selected, from which final list the most highly qualified firm will be determined by the District based upon the evaluation criteria set forth above. Interviews shall be conducted with the three to five highest scoring firms. Evaluation criteria for the interviews and final determination of the highest qualified firm shall be the criteria set forth herein unless the District elects to add additional criteria for the interviews and final determination. In such case, the firms selected for interviews shall be advised of any additional evaluation criteria at least five days prior to the interviews.

- C. The District reserves the right to reject any or all statements of qualifications and to waive all informalities. All protests concerning this RFQ shall be filed with the District Representative, who is Calvin Baker, Superintendent. Bid protests shall be submitted and resolved in accordance with AAC Rules R7-2-1141, *et seq.*
- D. The District will enter into price negotiations with the firm determined by the District to be the highest qualified firm based upon criteria set forth above and submitted in response to this Request for Qualifications.
- E. The District will make all statements of qualifications available to the public after the award of a contract.
- F. EQUAL EMPLOYMENT OPPORTUNITY. Vail Unified School District No. 20 does not discriminate in admissions or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

VAIL UNIFIED SCHOOL DISTRICT NO. 20

By: \_\_\_\_\_



## **EXHIBIT A**

### **Description of the Project**

The project will consist of a Master Plan for a new estimated 240,000 square foot, 2,000 student High School located on 60 acres. The location is anticipated to be at the Northeast vicinity of East Valencia Road and South Houghton Road, Tucson, Arizona 85747. This location is contingent upon approval from the Arizona School Facilities Board (SFB). The project is to be completed in two phases; phase one will serve 1,000 students.

Design and construction of the project will include space for students and off-site improvements adjacent to the school site.

Design phase of the new facility will include meeting(s) with the design committee as designated by the District.

Perform all functions to design and manage the complete construction of the new school.

The new school is scheduled to open in July 2021; with a required completion date between July 2020 and January 2021 for phase one.

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