

REQUEST FOR QUALIFICATIONS (RFQ)

FOR ARCHITECT/ENGINEERING SERVICES

WEST VALLEY SCHOOL DISTRICT

Completed Response Due Date: 4:00 PM MST January 22, 2021.

Delivery Requirements:

Deliver 1 electronic copy + 1 original + 3 copies to:

Cal Ketchum, Superintendent

West Valley School District

2290 Farm to Market Road

Kalispell, MT 59901

West Valley School District is soliciting through this Request for Qualifications (RFQ) the services of a qualified Architectural/Engineering firm to assist in the areas of meeting facilitation, user input, preliminary space planning, educational specifications, design standards and guidelines, preliminary cost estimating, cost benefit analysis, and assistance with the development of a capital bond programming for the construction of future school facilities. The RFQ also seeks qualified firms to assist in the areas of any programming, planning, design and construction administration for the construction of these new facilities depending upon the outcome of the capital bond election. The District reserves the right to terminate the services in the event of an unsuccessful bond election and/or to solicit qualifications for post-bond architect/engineering services.

A sealed envelope that is prominently marked "Request for Qualifications, Architecture/Engineering, New School Facilities" containing one original and 3 copies plus one electronic copy (PDF via USB flash drive) of a proposal meeting all criteria listed in this document must be received at the West Valley School District office, 2290 Farm to Market Road Kalispell, MT 59901 by **4:00 PM MST, January 22, 2021**. Late, faxed, or emailed copies will not be accepted for consideration. It shall be the responsibility of the firm submitting the proposal to ensure that it has been properly received by the deadline. If a proposal is not legible, the District has the discretion to determine that the proposal is non-responsive.

Each proposing firm shall submit a proposal that is signed in ink by an authorized individual or officer of the firm submitting the response and no proposals shall be withdrawn for a period of 90 days after receipt. In order to control information disseminated regarding this RFQ, firms are **not** to make personal contact with the Board of Trustees and/or any District Employees with exception of the person listed above.

All submitted items will become property of the District and the District reserves the right to make use of any or all information it contains or reject any or all proposals, information in the proposal will become public property and subject to disclosure laws.

All costs associated with the preparation or submission of the proposal for this RFQ are solely the responsibility of the candidates.

The District may, for good cause, reject any or all proposals and to rescind the award of any contract at any time before the execution of said contract by all parties with no liability against the District.

1) BACKGROUND

The West Valley School District campus is currently located at 2290 Farm to Market Road Kalispell, Montana. Rising enrollment has led the District to consider future sites and facilities before the capacity of existing facilities reach the maximum. The District may choose to run a capital bond program to fund the design, construction, and furnishing of the new school facilities.

The District seeks to engage an Architectural/Engineering firm to complete development of preliminary design documents for its capital bond program. The work may include potential programming, permitting, design and construction-related services depending on the success of the bond election.

2) SCOPE OF SERVICES

The specific scope of services will be negotiated prior to signing the Architect/Engineering Contract. In general, services are anticipated to include, but are not limited to the following:

- Develop cost benefit analysis for the new facility for consideration by the Board.
- Develop preliminary plans and documents to assist in capital bond program, including development of renderings and 3-D modeling as needed and incorporating responsible and sustainable design practices.
- Provide conceptual cost estimates for capital bond program
- Participate in presentations to the public and the Board
- Detailed planning/design (contingent upon successful bond election and at discretion of Board)
- Bidding (contingent upon successful bond election and at discretion of Board)
- Permitting and Construction Administration (contingent upon successful bond election and at discretion of Board)
- Prepare transportation models for vehicle and pedestrian traffic as it relates to the school's ingress and egress needs that may not be limited to the school property.
- While the District is interested in seeking the qualifications of firms to provide all consulting and design-related services from master planning through completion of any construction, the District's Board of Trustees reserves the right to terminate the services of the selected firm in the event of an unsuccessful bond election or solicit architecture/engineering services for post-bond design and construction-related activities.

3) TENTATIVE PROJECT SCHEDULE

PROPOSAL AND AWARD TIMELINE:	
December 16, 2020	RFQ issued
January 22, 2021	RFQ Proposals due at 4:00 PM
Week of January 25, 2021	Proposals submitted to be reviewed and scored by committee; maximum of four finalists for interviews determined
Week of February 8, 2021	Finalists interview (if determined to be necessary)
February 11, 2021	Interviews scored by committee and recommendation determined for approval by Board of Trustees
February 15, 2021	Recommendation for approval of Architect/Engineer by Board of Trustees

4) PROPOSAL CONTENT

Proposers shall provide the following information, in the order listed below:

1. Cover letter and your firm's statement of interest.
2. Form of organization: Whether the firm is a partnership, corporation, or sole proprietorship, where it is organized and has offices, and the names of principals, officers, and directors of the firm.
3. List any key licensed professional firms with whom you may be partnering and what their responsibilities would be (if any).
4. Description of your firm's relevant experience with projects of similar size and scope, with specific focus on experience with K-12 facilities.
5. Explanation of your firm's process for public outreach and community involvement.
6. Examples of your firm's specific experience with designing and completing projects of similar scope and size on time and on budget. Please explain your firm's ability to meet critical time milestone dates.
7. References and contact numbers from previous projects completed of similar size and scope.
8. Proposed staff with their qualifications and relevant experience.
9. Current and projected workload.

5) EVALUATION AND SELECTION PROCESS

Submissions will be assessed by a committee appointed by the District based upon the following:

1. Experience with projects of similar size and scope with focus toward experience with K-12 projects (30%)
2. Qualifications and experience of personnel to be assigned to the project (20%)
3. Capability to meet critical timelines and project budget requirements (20%)
4. Local professional resources to be utilized for this effort and location of their offices (10%)
5. Quality of proposal (10%)
6. Current and projected workloads of personnel to be assigned to the project (10%)

A maximum of four candidates with the highest numeric scores may be invited to an interview with a committee appointed by the District at its sole discretion. Unsuccessful candidates will be notified immediately after the selection process is complete. After approval by the Board of Trustees, the District will enter negotiations with the firm determined to best fit the needs of the District based upon the criteria identified herein. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the selected firm, the negotiations will be terminated. The District reserves the right to commence negotiations with the firm next determined to best meet the needs of the District based upon the criteria identified herein or to begin the solicitation process anew.

The District reserves the right to negotiate a contract for services to assist in the development of a capital bond program. The District, at its sole discretion, may enter into a separate contract following a successful bond election with the selected firm for post-bond design and construction-related services. However, the selected firm acknowledges that it has no right or guarantee that the District will continue to retain its services for post-bond design and construction-related services and that the District may, at its sole discretion, issue a request for qualifications for schematic-, design-, and construction services.

Depending on the number and quality of submittals received, the District reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Selection of the successful firm will be entirely at the discretion of the District, and the District reserves the right to waive minor irregularities in the selection process and to reject any and all proposals.

This RFQ shall not commit the District to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc.