

Hesston Unified School District 460 is accepting request for qualifications for professional architectural and engineering consulting services.

USD 460
150 N Ridge Rd.
Hesston, KS 67062

May 19, 2021

Hesston USD 460 is wishing to establish a relationship with an architectural firm for the purpose of planning renovations and/or additions to our schools. The district wishes to select a full-service firm that will assist our Board of Education (BOE), district staff, and community stakeholders in the facilitation of preparing design and construction documents, bidding, construction administration and warranty assistance services.

There has been initial work done in our community to determine priorities across our three school district buildings and other campus facilities and grounds, including Hesston Elementary (K-4), Hesston Middle (5-8), and Hesston High (9-12). Projects could include, but are not limited to, infrastructure upgrades, safety features such as fine arts and career and technical education, academic and extra-curricular spaces, and athletic facilities.

The purpose of this request for qualifications is to gather information from architectural firms interested in working with our school district. USD 460 will create a committee to review and select the most qualified firm from those submitted and interviewed. Initial discussions with our Board of Education indicated the strong likelihood of employing a Construction Manager At-Risk (CMAR) and the architect will be asked to assist with the selection of a qualified CMAR.

District Information

Hesston Unified School District 460 encompasses approximately 60 square miles of Harvey, McPherson, and Marion Counties. Choice homes and easy access to the Interstate system make Hesston's location ideal.

Hesston Elementary School – 300 E. Amos, serves students in grades kindergarten through K-4.

Hesston Middle School – 100 N. Ridge Road, serves students in Grades 5 thru 8.

Hesston High School – 200 N. Ridge Road, serves students in Grades 9 thru 12.

USD District Office – 150 N. Ridge Road, comprises the District's Administrative staff.

Background

With the retirement of approximately 12 to 15 mills of previous bond obligations in September of 2022, there is the potential to address facility needs to better meet the goals of USD 460. To initiate the process to assess school facilities, the district hosted a series of community focus group sessions in February and March of 2021 and surveyed school staff and the community about facility needs across our school district. Additionally, USD 460 had outside consultants complete a needs assessment of key infrastructure including HVAC, plumbing, electrical, roofs, and emergency notification systems. We are now at a point where additional expertise is required, and our BOE would like to partner with an architectural firm to develop a vision for this project. It is expected that the selected firm will begin work immediately upon selection and work directly with the Board of Education and a Facilities Steering Committee made up of BOE members, district staff, and community members.

Scope of the Work

While there are many ideas that have been discussed from the work of our building-based focus groups this past winter, there are no definitive plans or priorities established at this time. Our district Facilities Steering Committee will be established in the early summer months and will be ready to begin meeting prior to the final selection of our architect.

We ask that the chosen architect provide full architectural and engineering basic services to complete Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Warranty Assistance. Engineering services must include Kansas licensed engineers for Civil, Structural, Mechanical, Electrical, and Plumbing.

The architects will work in partnership with the CMAR in review and preparation of milestone cost estimates, schedules, and constructability discussions. Presentations and periodic reports will be made to the Board of Education.

The successful architectural firm will supply USD 460 with an insurance certificate showing a minimum coverage of Professional Liability coverage of \$1,000,000 (One Million Dollars). It is expected that the selected architect will enter a modified AIA B101 Owner-Architect Agreement. The formal request for qualifications response shall contain the following information, in the following sequence and format. Written and in-person presentations should follow the prescribed format below:

Title Page Letter of Introduction Table of Contents

1. Architect's Firm Profile, Philosophy and History- All of the information submitted should be related to the Prime Architect. Describe the corporate structure, date firm was formed, number offices, number of Kansas Offices, list of owners of the firm, list Kansas architects business entity license number.
2. Architect's Personnel Assigned to the Project, Information on Other Sub-Consultants your Firm will employ for this Project, including Engineering Firms-Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team and identify their level of experience with Kansas K-12 public school construction projects. List time employed by current architectural firm. List at a minimum, three relevant Kansas school projects, and locations on which your firm has worked. Please include history and profile, philosophy, specialization, experience and references for sub-consultants.
3. Architects Approach and Experience with Needs Assessments, Planning for New Facilities, Renovations, and Additions-Submit a project approach regarding your firm's understanding of the project, its goals and objectives. In detail, describe your firm's planning process. The prime architect should provide information about its experience on similar projects and its overall needs assessment qualifications to carry out the project. Please provide project descriptions, locations and color photos on at least here relevant Kansas school projects. All of the projects submitted should be the Prime Architect complete projects.
4. Architect's Experience with the Construction Management Delivery Method and Cost Control- Architect should provide a list of projects completed during the last 5 years highlighting Kansas School Projects designed under the CMAR involved on each project. The Architect should list the average change order amounts on Kansas School projects for the three referenced projects. This should be expressed as a percentage of the total hard construction costs of the projects and is to include all change orders for field conditions, building codes, errors, and omissions (do not include owner initiated change orders).

5. Architect's References-The Architect will provide a reference list from three recent Kansas School design projects of similar scope. Note: Include district, contact name, and telephone numbers. All references submitted should be for projects completed by the Prime Consultant.
6. Why should USD 460 Hesston Utilize Your Firm? Feel free to include information describing what makes your firm and/or team unique.

Your responses should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration.

The consultant is asked to submit 8 hard copies of your proposal along with 1 electronic proposal emailed to ben.proctor@usd460.org. Parties are asked to sign the proposal with ink, and when in the name of a company, by some officer whose title is shown. Submissions should be sealed and packaged with clear identification to read as follows:

QUALIFICATIONS, USD 460 Hesston Public Schools "Professional Architectural and Engineering Design Services"

Contact: Ben Proctor

Address: 150 N Ridge Rd. Hesston, KS 67062

Phone: 620-327-4931

SCHEDULE OF EVENTS

1. Issue RFQ: This RFQ dated May 19, 2021, is being issued by Hesston Unified School District 460.
2. Deadline to Submit Written Questions: Potential Firms may submit written questions as to the intent or clarity of this RFQ until close of business on June 4, 2021. All written questions must be addressed to the Superintendent and emailed to ben.proctor@usd460.org.
3. Response to Written Questions/RFQ Amendments: Any questions related to this RFQ should be submitted in writing to Mr. Ben Proctor at email address (ben.proctor@usd460.org). Responses to questions and clarification will be provided by June 11, 2021.
4. **ALL PROPOSALS MUST BE RECEIVED AT THE DISTRICT OFFICE FOR REVIEW AND EVALUATION BY THE EVALUATION COMMITTEE BY JUNE 21 AT 12:00 PM.** Proposals submitted shall be sealed and shall be properly identifiable, based on the directions above, on the outside of the submittal package. Proposals received after this deadline will not be accepted. It is the responsibility of the proposal provider to ensure that the proposal package is delivered at the proper time and place. If you are shipping by US Mail or a common carrier, again, it is the proposal provider responsibility to ensure that the proposal is submitted on time to the proper location by way of tracking information. The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the District Office at the address listed below. Proposals submitted by facsimile or will not be accepted. We request one pdf copy emailed to ben.proctor@usd460.org by the June 21 at 12:00 pm deadline.

Address to Submit Proposals
Hesston Unified School District 460
150 N Ridge Rd.
Hesston, KS 67062

A public log will be kept of the names of all organizations that submitted proposals.

5. Proposal Evaluation: The evaluation of proposals will be performed by an Evaluation Committee appointed by the District. The evaluation process will take place on June 24, 2021. During that time, the Superintendent or designee may, at his option, initiate discussions with firm(s) who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the proposal providers.
6. Selection of Finalists: The Evaluation Committee will select and the Superintendent or designee will notify the final Firm(s) on June 25, 2021. Only finalists will be invited to participate in the subsequent steps of the procurement.
7. Interviews: At the Evaluation Committee's discretion, firms MAY be required to present an oral presentation to the Evaluation Committee or the Board of Education. If required, the Superintendent or designee will schedule the time for each firm's presentation. The place and times will be determined based on the number of firms on the shortlist. Presentations may be held at the location specified in the Finalist Notification Letter.
8. Recommendation for Award: The recommendation for award(s) will be finalized with the most advantageous firm(s) by July 12, 2021. This date is tentative, being mindful of schedules for Board of Education meetings. In the event that mutually agreeable terms cannot be reached within the time specified between the District and the selected firm, the District reserves the right to finalize an agreement with the next most advantageous proposal without undertaking a new procurement process.
9. Award of Contract and Negotiations: This award shall be made to the firm or firms whose proposal(s) are most advantageous, taking into consideration the evaluation factors set forth in the RFQ.
10. The USD 460 Board of Education has the final authority in this matter and has the right to reject any and/or all proposals.