

**REQUEST FOR QUALIFICATIONS (RFQ)
MASTER PLANNING
AND
ARCHITECTURAL DESIGN SERVICES
FOR WEST FELICIANA SCHOOL BOARD CAPITAL BOND PROGRAM**

**West Feliciana School Board
St. Francisville, LA
June 20, 2019**

1. BACKGROUND:

The voters of West Feliciana Parish passed a Bond for Capital Improvements for the Parish schools in May 2019. The West Feliciana Parish School Board (WFPSB) plans to build a replacement school for the current Bains Elementary School to serve grades 1-6. It also plans to build a new Freshman Academy at the West Feliciana High School campus, along with renovations to the Vo-tech area, auditorium, and other miscellaneous renovations on the high school campus. All of this work will be done in St. Francisville, LA.

The first objective is for a professional design firm to provide master planning services for the overall campus traffic plan and detailed architectural design services for the construction of the new replacement elementary school. The second objective is for a professional design firm to provide master planning services and detailed architectural design services for the work at the high school, inclusive of a new Freshman Academy building, renovations to the vo-tech area, and other miscellaneous renovations to the high school campus.

2. INVITATION:

The West Feliciana Parish School Board is soliciting Statements of Qualifications from design firms interested in providing Architectural and Planning Services relating to master planning and construction of either or both of the campuses noted in Background above. Firms with relevant design/planning experience and qualifications are encouraged to submit responses. The purpose of the RFQ process is to identify the most qualified respondents for consideration by the WFPSB. The firm(s) ultimately selected by the WFPSB will provide master planning services to establish the layout and general aesthetic of the new campus in alignment with the stakeholders' vision and operational goals for the new campus facilities, and will further provide detailed architectural services for the design and construction administration of the overall projects at each campus.

3. RESPONSES:

The responses to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this request. The response must be submitted no later than 2:00 PM on Tuesday, July 9, 2019.

PROJECT DEFINITION:

A. Project Description:

The proposed new elementary school will replace the current Bains Elementary School with a new, modern elementary school consisting of grades 1 – 6. Projected capacity for the new school is 1476 students. The new school will have classrooms, music and arts classrooms, special education classrooms, gymnasium, media center, cafeteria and kitchen, and administrative offices. Also in the design of the new elementary school will be a new plan for campus transportation to help ease the current traffic issues on Bains Road.

The work at West Feliciana High School will include a new Freshman Academy for a capacity of 288 students. The location of the Freshman Academy will also look at a new entrance to the high school along with a new administration area. There will also be renovations to the current vo-tech area.

B. Project Location

The site of the new elementary school is proposed to be located on property to the north/NE of the current West Feliciana Middle School campus (9559 Bains Rd, St. Francisville LA), off US Hwy 61 between Marydale Rd and Bains Rd.

The new Freshman Academy and other high school renovations will be located on the current West Feliciana High School campus, located at 8604 US Highway 61 in St. Francisville, LA.

C. RFQ Schedule

The RFQ schedule is as follows:

- Issuance of RFQ – Thursday, June 20, 2019
- Advertisement – Thursdays, June 20 & 27, 2019
- Receipt of Design Consultant Responses – Tuesday, July 9, 2019 2:00 PM
- Determine Short List of Design Consultants to be Interviewed – Thursday, July 18, 2019
- Interviews – Tuesday, July 30, 2019
- Design Consultant Selection – to be approved at August School Board Meeting

4. SCOPE OF SERVICES:

The Professional Design Services may include but are not limited to: assessing current facilities and operational needs; master planning of proposed new campus ; programming and/or program validation; development of conceptual plans, specifications and design criteria; assisting the Owner in evaluating statements of qualifications and technical and pricing proposals of contractor(s); standard design and construction document phase services; bidding phase, construction phase, closeout phase and post-closeout phase services; civil, structural, mechanical, electrical, plumbing, technology, sound and lighting, landscape design and engineering services; and such additional services as may be necessary or appropriate.

5. CRITERIA FOR SELECTION:

The purpose of this RFQ process is to identify qualified firms that are the most capable of providing the described services. The RFQ submittal should be organized to clearly address the

following questions/criteria which, among other factors, will be used in the evaluation of qualification:

- A.** Provide the following contact information for your firm:
 - 1. Firm's full legal name
 - 2. Firm's physical and mailing address(es)
Provide location(s) of local office(s) if applicable
 - 3. Contact person's name, telephone number, & email address
 - 4. Type of Organization (ie. Partnership, corporation, etc)
 - 5. Names of principals
 - 6. Registration Status
 - 7. Key Personnel
 - 8. Total number of staff and total number of registered architects
- B.** Provide a brief description of your firm's history and background.
- C.** Describe your firm's design philosophy and approach to design in general.
- D.** Describe your firm's approach to interaction with client and stakeholders in translating the Owner's needs into the master plan and design.
- E.** Describe your firm's approach to design development with respect to managing a client's overall program and amenities within established budget and schedule.
- F.** Describe your firm's experience providing master planning and design services to clients and projects of a similar nature, scale, and complexity.
- G.** Describe your firm's approach to project change management and mitigation of unexpected change orders, and describe your firm's track record with respect to change orders resulting from design errors and/or omissions.
- H.** Provide examples of relevant projects delivered by your firm in the last 3 years. Include the following information for each example project:
 - 1. Name and location of project
 - 2. Client reference name and contact information
 - 3. Brief project description, including project size
 - 4. Description of services provided by your firm
 - 5. Project schedule
 - 6. Project budget vs. actual construction cost
- I.** Provide qualifications/resumes/org chart of key project personnel within your firm, including your firm's proposed project manager for this client's project(s). Include a statement of your firm's commitment to provide your proposed project manager if selected.
- J.** List any current or pending litigation or disputes with Owners, Contractors, or Subconsultants.
- K.** Provide any other information, references and/or experience you feel is relevant to this client's evaluation of your firm's qualifications to perform the services described in this RFQ.

6. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully: A total of ten (10) hard copies of your response is required. Nine (9) of the hard copies shall be appropriately bound to ensure that pages are not lost. One (1) copy shall be clipped together to facilitate document reproduction if necessary. Also include one pdf copy of the response on a flash drive.

Submittals shall be delivered to the following on or before 2:00 P M , Tuesday, July 9, 2019:

Lee Hammer
Director of Facilities and Maintenance
West Feliciana Parish School Board

Mail to:

West Feliciana Parish School Board
attn: Lee Hammer
P.O. Box 1910
St. Francisville, LA 70775

or Hand Delivery:

4727 Fidelity Street
St. Francisville, LA 70775

B. Submittal Content:

Your response submittal should be organized and ordered to address the information requested in item 6 above. You may elect to also include a letter of introduction and/or other supporting information, but your total submittal shall not exceed twenty (20) total pages in length including your letter of introduction.

7. RESERVATION OF RIGHTS

- A.** The WFPSB and its duly appointed representatives reserve the right to evaluate the qualifications submitted and waive any irregularities therein if in their opinion, the Owner's best interests will be served.
- B.** Further, the WFPSB and its duly appointed representatives reserve the right to reject any or all respondents, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

8. COMMUNICATION REGARDING THE RFQ OR DESIGN TEAM SELECTION

All questions regarding the RFQ process and/or design team selection need to be forwarded to Volkert, Inc, who has been hired by the WFPSB as its Program Manager for this Bond Capital Program. There is to be NO communications with either West Feliciana Parish School Board members or any administration for the school system as of Thursday, June 20 until the final selections have been made and announced at the August School Board Meeting. Failure to abide by this can cause your response to be thrown out.

Volkert Contacts:

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