

Request for Proposal (RFP)
For
Architectural Services
And
Construction Administration Management Services

Issued by: Fremont County School District #24

Proposals must be submitted No later than
12:00 Noon May 5, 2023

to:

Fremont County School District #24, 404 Wrangler Way, Shoshoni WY

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact Bruce Thoren
At (307) 876-2583

Email: bthoren@fremont24.com

Issued April 18, 2023

RFP FOR ARCHITECTURAL SERVICES FREMONT CSD#24

Fremont County School District #24 is soliciting proposals for architectural services on a new gym space and connecting corridor that will be located on our campus area located at 404 Wrangler Way, Shoshoni, WY. This RFP is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

Proposals submitted by the required deadline will be reviewed by administration and Board representatives. If needed, architectural firms will be invited to further discuss their proposal with school district representatives.

Background:

Fremont CSD#24 moved into our new K-12 building in August of 2016. The building is located at 404 Wrangler Way, Shoshoni, WY 82649. The school is the hub of the community and provides services to its students and their families. The Board desires to add a gym space that can be utilized by the district and the community for years to come.

Building Goals:

The board would like the building to be accessible to the community to use after hours and on weekends when the facility is not being used by the district. The project has a limited budget and may require that it be completed in phases as funds are available.

Project Details:

Pre Engineered metal building approximate size 145'L X 75'W X 24'H

Gym Floor space 105' X 75' - Concrete floor with rubberized treatment

Weight room space 40' X 40'

Bathrooms, Mens and Womens

Storage and Mechanical rooms with remaining space

Project will be located North of the existing Elementary Gym

Connecting storefront-type corridor to connect the new Gym to the existing building

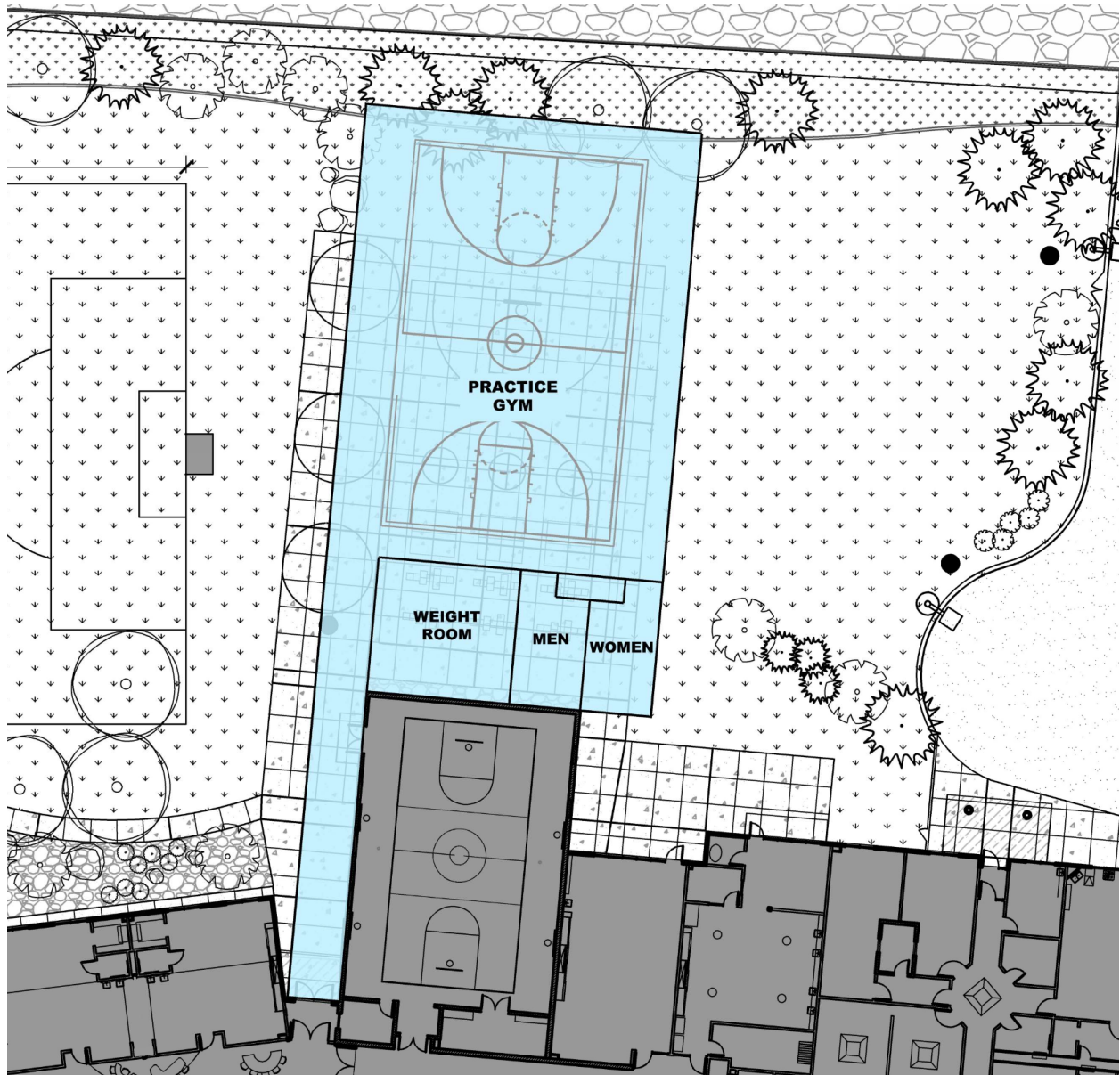
Parking spaces for the public north and east of the facility

Project Description

1. Concept Design and Opinion of Probable Cost for the new gym space –The selected firm will work with Fremont CSD#24 Building Committee to evaluate current needs, gather input, and analyze available options for this facility. To allow sufficient time for multiple meetings, the district anticipates this Concept Design phase to take place from May through June 2023.
2. Schematic Design, Design Development, and Final Design Phase - The district anticipates this phase to take place from June through August 2023.

3. Bidding and Contract Award Phase
4. Construction and Project Close-out Phase

Concept representation of the project:



Scope of Services

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the District values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a building that will also be used for municipal purposes.

Phase 1: Preliminary/Concept Design and Opinion of Probable Cost – Full Project Complete a space needs assessment to verify building size and site requirements.

Conceptual Site Layout:

- Architect shall develop the layout for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by the district in this document.
- The layout of the site needs to account for existing infrastructure, the parking needs of the building and community use
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work.
- Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to use available space and incorporate the pre-engineered steel building.
- Grading and Stormwater Management – Grade the site and design adequate stormwater management facilities to minimize the risk of flooding or excessive ponding utilizing existing storm drainage and grading.
- Utilities - Provide for all required utilities and, where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, site communications, and potential backup power. Coordinate with relevant contractors.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards around the building.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the Fremont CSD#24 Board to review and approve the plan. Drawings shall include but not be limited to the site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Consideration of solar power should also be considered, and options provided.

- Constructability issues: The Architect shall be responsible for the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the district, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

Schedule: Fremont CSD#24 is targeting the building to be finished and operational by June 2026

- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.
- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- Promptly notify the District Building Committee of any delays that will impact the successful completion of the work.

Construction Cost Control: The District is anticipating a total project cost in the range of \$2,500,000 for the project, including all soft and hard project costs. Controlling the total project cost is critical to project success.

- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with the district Building Committee to control costs. The Architect will be keenly aware of project costs throughout all phases of the project.
- If an adjustment in the project budget is required to meet the overall objectives of the Board, the Architect shall promptly notify the district Building Committee and provide the necessary supporting documentation to allow the Board to make a decision. The Architect shall not proceed with the completion of the project without the prior written authorization of the Board and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the Architect shall work with the District Building Committee to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible for maintaining the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, the Board may direct the Architect to redesign the facility at no additional cost to bring the work within the budget.

Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

Architect's Minimum Responsibilities for Phase 1 - Preliminary Design

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the district Building Committee and Board.
- Retain a Geotechnical Engineer licensed in the State of Wyoming to analyze site conditions and recommend foundation configuration and loadings.
- Gather and compile all necessary data required from the District's records, from field reconnaissance, and other sources as is necessary to complete the work.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not be limited to interim submittals and review meetings with District Building Committee or their designated members.
- Provide preliminary conceptual designs for review and comment to assist the District's Board in determining the preferred site layout and building configuration.
- Provide an Opinion of Probable Cost for all alternatives and preferred site layouts and building configurations.
- Provide regular reports to the Board about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist the Board in finalizing and adjusting the project budget as needed.
- Any other work considered normal for a project of this type and scope as required to meet the needs of the Board.
- Provide project meeting minutes.

The Architect shall provide the District Building Committee with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the Board. The Architect shall not proceed with Final Design until receipt of written approval of the conceptual design from the Board.

Phase 2: Final Design – Full Project

Upon approval of the Preliminary Design, the Architect shall proceed to the Final Design and development of bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications suitable for public bidding. Based on the concept developed in Phase 2, the Architect shall prepare final design documents for the work to include but not limited to:

- Site Plan
- Site Utilities
- Site Grading
- Storm Water/Erosion Control Plan
- Landscaping
- Architectural requirements
- Interior space layout

- Telephone system and audio/visual low voltage systems
- Fiber Optic Communications
- Building material schedules
- Window and door schedules
- Room Finish Schedules
- Plumbing
- Sprinkler
- Electrical
- HVAC
- ADA Compliance
- Any other component and schedule necessary to complete the work Develop final drawings, which shall include but shall not necessarily be limited to:
 - Site Survey
 - Site Plan and Details.
 - Site Grading Plan and Details.
 - Storm Water/Erosion Control Plan
 - Floor Plans
 - Exterior Building Elevations
 - Roof Plan
 - Wall Sections and Details
 - Renderings
 - Interior elevations
 - Room Finish Schedules
 - Door and Window Schedules
 - Reflective ceiling plans
 - Structural Plans and Details
 - Sprinkler Plans (if needed)
 - HVAC Plans and Details
 - Plumbing Plans and Details
 - Electrical Plans and Details
 - Security System Plans and Details
 - other drawings needed to define work and allow competitive bidding

Constructability: The Architect shall be responsible for the constructability of the final design. The Architect shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the district, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

Geotechnical Investigation and Foundation Design: Architect shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine the required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of Wyoming. Based on these

soils' investigations, the Geotechnical Engineer shall make recommendations on the type and size of foundations for the complex utilizing and coordinating with the pre-engineered steel building requirements.

Site Surveying and Grading: Architect shall prepare a topographic and utility map of the property to serve as the base for design drawings. Survey shall extend a minimum of 100 feet beyond the limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize the impact on neighboring properties.

Permit Requirements: The Architect shall be responsible for providing information necessary to obtain required approvals and permits for the work. In the event that the design is not accepted, and a building permit or other required approvals cannot be obtained, the Architect shall redesign components of the project at no additional cost to the district to conform with the requirements and obtain the necessary permits. The Architect shall address and incorporate any comments received from review agencies into the final document. Architect shall complete any other tasks as needed to meet the project objectives of the Board and the district Building Committee. Anticipated tasks shall be noted in the Proposal.

Architect Responsibilities for Phase 3 - Final Design:

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the Board.
- Regularly meet with district personnel to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with district personnel or their designated staff.
- Provide regular written reports and communication with the Board about the progress of the work.
- At the completion of the work, provide a final opinion of probable costs for the project.
- Control project costs to keep the project within budget. Notify the district if the estimated cost of construction exceeds the project budget, including any contingency.
- Any other work as normally required for a project of this size and scope.
- Provide project meeting minutes.

The Final Design shall be reviewed and approved by the Board. If the Final Design is not approved, the Architect shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to the district. The project shall not proceed to the Bidding Phase without the prior written approval of the Board.

Bidding Services

Objective: The project developed during Phase 3 – Final Design shall be competitively bid through the district to contract with a qualified contractor at an equitable price with minimal change orders.

Architect's Responsibilities for Bidding:

- Provide all necessary personnel, resources, and sub-consultants to assist the Board in competitively bidding the work.
- Gather and compile all necessary data to bid the project successfully and competitively.
- Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Contractor and the Board. Architect shall use the AIA standard forms and contract, which may include modifications by the Board's legal counsel.
- Provide a PDF of the complete Plans and Specifications suitable for posting.
- Assist district personnel in answering questions from prospective bidders.
- Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
- Prepare Contract Addendums as required to clarify or modify the design.
- Assist the Board in opening and evaluating the bids and recommending an award.
Cost Limitation on Construction Costs: If the bid price exceeds the project budget, work with the Board to determine ways to cut costs.
- Assist in value engineering the project to reduce costs. Evaluate alternatives, provide cost information, and advise the District on the value of all revisions.
- Work with vendors/contractors in developing and evaluating cost-reduction alternatives.
- Assist the Board in re-design and re-bidding the project if required. Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost overruns.
- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.

Construction Administration Services

Objective: Assist the district in monitoring, recording, and administering construction activities.

Architect's Responsibilities for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to assist the district in administering the construction of the project.
- Construction administration and documentation to include but not limited to:
 - Shop drawings
 - Schedule compliance
 - Contract compliance
 - Regular construction meetings
 - Request for information
 - Request for change
 - Change Orders
 - Monthly pay requests

- Operation and maintenance manuals
 - Test results
 - Final inspection and punch list
 - Contract Closeout
 - Training
 - Startup and Commissioning
 - Final As-Built plans and documents
 - Other tasks normal to facility construction administration
- Construction Inspection Services or Resident Engineer:
- The District will work with the selected firm to discuss options for inspection services and make a determination based on cost and benefit.
 - Provide a reasonable amount of on-site coordination and inspection to adequately protect the District's interests and ensure the facility is constructed in compliance with the project's contract documents.

Tasks Due Date

Distribute RFP for Architectural Services April 2023. RFP Proposals Due May 5, 2023, by 12:00 noon.

Review of Proposals, Final Candidate Selection at the Board meeting on May 15, 2023

Phase 1: Concept Design and Probable Cost: Full Project July, 2023.

Phase 2: Schematic Design, Design Development, and Final Design February 2024.

Proposal Content and Evaluation

TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS.

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

A Cover Letter: (1-page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also, identify any unique approaches for the design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

B. Company Overview: (2-page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

C. Design Experience: (5-page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre-construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects with significant involvement from individuals who will be part of the proposed Project staff. Include the project's owner as a reference for each of the referenced projects.

D. Related Project Experience (5-page maximum)

Provide a list of specific project experiences with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project compared to the final cost and completion time. References should be provided for each project.

E. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work, along with a description of their experience and expertise. This person will be the main point of contact with the District and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise. Provide resumes and references for the staff to be assigned to this Project.

If selected, the naming of personnel as listed above will be considered by the Board to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone, and in person.

F. Understanding of the Project (2-page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time, and approach that will be required for each component of the project. Discuss the proposed planning, organization, and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from the award of the RFP to project closeout, particularly as it adheres to or strays from the schedule given.

G. Management Approach: (4-page maximum).

Provide your approach to the management of the Project parameters

H. Insurance: (1-page maximum)

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Wyoming, the District, its elected or appointed officials, and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

Commercial General Liability: General aggregate limit (other than Products-Completed Operations): \$2,000,000 per project Products-Completed Operations \$1,000,000 (aggregate) per project Personal and Advertising Injury \$1,000,000 Each Occurrence Limit \$1,000,000 Auto Liability: Combined single limit per accident \$1,000,000

Worker's Compensation Statutory limits

Employer's liability Sufficient to meet underlying Umbrella liability insurance requirements Umbrella: Each occurrence \$2,000,000 Aggregate \$4,000,000

Professional Liability: Each occurrence \$1,000,000 Aggregate \$2,000,000

All major consultants (e.g. structural, civil, and mechanical) shall have the same types of insurance coverage and the same limits as the Architect/CM, provided that such limits may be reduced upon prior written agreement of the Board.

I. Consultants: (1 page maximum)

Identify the engineering consultants with a brief introduction to their experience and capabilities

J. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, the Compensation Proposal, and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of the Design/CM Contract and agree with their provisions, other than the exceptions noted in the Response.

K. Confidentiality:

All proposals shall become the property of Fremont CSD#24 once submitted. As a public body, it cannot guarantee that it will remain confidential. The Board will inform you of a public records request to see such information. You may contest such a request at your sole expense. The Board assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

L. Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.

M. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. Fremont CSD#24 is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

Proposals should be complete but concise.

N. Fee Schedule

Fee quotations are to include the names, titles, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

Selection Process

The District will review proposals, attend presentations if needed, and make a recommendation to the Board for final approval.

Four (4) copies of the proposal should be received by May 5, 2023, at 12:00 noon. An electronic copy of all proposals should also be emailed to the Superintendent (see contact information below) by May 5, 2023, at 12:00 noon. All proposals and presentations will be reviewed based on the criteria listed.

No more than three firms will be selected to provide an in-person presentation to the District Building Committee if needed. The presentations, if needed, will be scheduled for the week of May 8-12, 2023, in the District Board Room. Each firm will have 20 minutes to present and 10 minutes to respond to questions. Upon approval by the Board, the selected firm shall provide a standard contract for the District to review and sign. The District reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the Board, will best serve the interest of the District.

Rejection of Proposals

Fremont County School District #24 reserves the right to reject any and all of the responses received as a result of this RFP. The District does not intend to award a contract solely based on responses to this RFP.

Proposal Cost and Duration/Proprietary Information

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of Fremont CSD#24 and part of the official public record. All restrictions on the use of data contained in a proposal and response to the RFP will be handled in accordance with the applicable Wyoming State Statute(s).

Point of Contact

All communication and questions regarding the project should be directed to the following:

Bruce Thoren - Superintendent, 404 Wrangler Way, Shoshoni, WY 82649

Office: 307-876-2583 bthoren@fremont24.com