JOPLIN SCHOOLS

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

Joplin Schools requests proposals for architectural services to assist in a proposed project financed with $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the City of Joplin and $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the State of Missouri.

Background and information:

Note: This RFQ is dated January 27, 2016

Joplin Schools is soliciting qualifications for architectural services to design and oversee construction of a new early childhood center with the capability of serving children from three to five years of age. The architect's team will work as part of the owner's team, along with the MEP Engineer to design and construct the new facility. **This will be a qualification based selection**.

The new early childhood center is expected to be approximately 40,000 square feet at an estimated cost of $10 million (both hard and soft costs) and will include such amenities as playground, parking lot, tornado safe room and other amenities yet to be determined. **Only Firms with proven experience and success in designing and building state of the art, 21st Century school facilities will be considered.** As the students the Joplin Schools Early Childhood Center are currently displaced due to the May 2011 Joplin tornado, Firms will need to show their ability to produce a bid ready design within One Hundred and Sixty (160) days once awarded the project. Qualifications will determine the successful applicant. The architect is expected to provide Geo-Tech, Structural and Civil Engineering, Interior Design, Audio/Visual Design Services, and Landscape Design components within their scope of qualifications. MEP Engineering will be outside of the Architects scope. If a Firm is interested, please submit the information required in this request to:

RFQ– ARCHITECTURAL SERVICES for EARLY CHILDHOOD CENTER
C/o Mike Johnson, Joplin Schools Construction Manager
Joplin Schools
1301 Picher
Joplin, MO 64804

No RFQ's will be accepted after 3pm (CST) on February 22, 2016.

Submission of RFQ's:

Firms shall submit three (3) copies of their qualifications in accordance with the instructions contained herein. The information to be submitted shall be organized as shown below, and will be limited to a maximum of 50 (fifty) 8 ½" x 11" numbered pages (or 25 such pages printed on both sides), exclusive of front and back covers, forwarding letter, table of contents, and experience information provided in response to Item #3. An electronic version of this information should also be submitted via flash drive. All information should pertain to the categories listed and have relevance to this program.

Joplin Schools is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned Firms.

Any questions concerning this RFQ shall be directed to:

Mike Johnson
Construction Manager
Joplin Schools
1301 Picher
Joplin, MO 64804
mikejohnson@joplinschools.org

Firms may submit questions by e-mail to mikejohnson@joplinschools.org. Joplin Schools will post answers to questions on its website. Questions/Inquiries may be submitted at any time until the question submission deadline, and answers will be posted to Joplin Schools' website as questions are answered. Joplin Schools will use its best efforts to answer questions within seven (7) calendar days of submittal, and the last date for submission of questions will be fourteen (14) calendar days prior to the last date for submission of proposals.

Addendums Pertaining to this RFQ

Joplin Schools will post any RFP addendums to its website at www.joplinschools.org, Please check the website often for updated information.

Qualification proposal content:

1. Firm background
    a. Name of Firm
    b. State of incorporation and location of principal and branch offices
    c. Length of time in business
    d. Number of in-house AIA Certified Architects
    e. Number of total employees (including architects)
    f. List all projects, including project type, construction budget, and size of project, currently in the design and development phase by the proposed Firm. Additionally, list any other projects that have been awarded to the Firm that will be in the design and development phase within the next 6 months.
    g. Firm ownership

2. Provide a brief narrative of the Firm's approach to the following:

    a. Communication
    b. Project estimating and cost control during design & construction
    c. Sustainable design and cost management
    d. Value engineering
    e. Scheduling
    f. Information management and control system
    g. Bidding strategy and bid phase administration
    h. Change order management/procedures/negotiations
    i. On-site supervision
    j. Final start-up, testing, occupancy, and close-out

3. Provide experience in new construction of 21st Century schools for public school districts similar to the program required for Joplin Schools, including size, cost and type of projects, where services were provided. A 21st Century classroom is defined by flexible learning environments supported by a technology infrastructure indicative of the information age. In Joplin we expect to see schools that are engaging, supportive of teaching and learning, reflective of today's demands related to real world applications and comfortable for students and staff. We also envision spaces within the schools that can be shared with the community with the desire these spaces become hubs of community activity. Print resources which further define the expectations of the Joplin Schools related to 21st Century Design are: **The Language of School Design – Design Patterns for 21st Century Schools** by Prakash Nair, Randall Fielding and Jeffery Lackney. **Architectural Record's** special report, Schools of the 21st Century.

4. Consideration will be given to award winning companies with a proven track record in 21st century design and construction of early childhood centers.

5. References for 5 (five) Pre-K through 12 public school districts in the State of Missouri where the Firm has designed a new facility. One of which **MUST** be in a district where the Firm has designed an early childhood center.

6. Project organizational chart and qualifications of in-house personnel who will be assigned to the project**. Regarding key personnel: describe a contingency plan to ensure program quality and continuity in the event of a termination over a project life of 36-60 months.**

7. Describe the Firm's in-house capability, approach and historical performance to provide Architectural Design including, Interior Design, Quality Control, Project Scheduling, Cost Control, Estimating, Landscape Design, Geo-Tech, Civil and Structural Engineering, Audio/Visual Experience, FEMA 404 Mitigation Projects and Building Information Modeling. Please describe the Firm's key personnel's educational background, certifications and experience in the design and construction of 21st Century school facilities.

8. Describe the Firm's experience in working with local, state and federal codes, laws, rules, and regulations related to licensed early childhood centers as well as HUD requirements Community Development Block Grant Program (CDBG) and/or Community Development Block Grant-Disaster Recovery Program (CDBG-DR) funded projects.

9. Describe the Firm's experience and capabilities with Sustainable Design and Construction Practices and LEED Certified projects.

10. Discuss the company's current financial condition and provide the Firm's latest financial balance sheet (one copy), the Firm's most recent CPA-certified annual report (one copy), and 3 (three) financial references.

11. Acknowledgement of intent to make a good faith effort to comply with all applicable federal, state, and local affirmative action requirements.

12. Discuss why the Firm is best qualified to provide architectural services for this program.

13. ~~Attach a fee schedule for this project~~.

EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS

Qualification of Firms

The Firm may be required before the award of any contract to show to the complete satisfaction of Joplin Schools that it has the necessary facilities, ability, and financial resources to provide the services specified herein and in a satisfactory manner. The Firm may also be required to give a past history and references in order to satisfy Joplin Schools in regard to the Firm's qualifications. Joplin Schools may make reasonable investigations deemed necessary and proper to determine the ability of the Firm to perform the work, and the Firm shall furnish to Joplin Schools all information for this purpose that may be requested. Joplin Schools reserves the right to reject any offer if the evidence submitted by, or investigation of, the Firm fails to satisfy Joplin Schools that the Firm is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Firm's qualifications shall include:

A. The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required;
B. The ability of the Firm to perform the work or provide the service promptly or within the time specified, without delay or interference;
C. The experience and efficiency of the Firm, and;
D. The quality of performance and previous contracts or services.

A Selection Committee made up of qualified Joplin Schools staff shall review and evaluate all responses. The Selection Committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that Firms emphasize specific information pertinent to the work. Final authority of the selection ultimately lies with the Joplin Schools Board of Education and is subject to not being in agreement with the recommendation from the Selection Committee.

Factors to be considered are as follows:

A. Company Profile: (15 Points) Scoring will emphasize management, organization, availability of staff, skill, financial and other necessary resources to perform the work or provide the services required.
   Firms must provide a listing of the personnel who would be assigned to this project, including and explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required.

B. Commencement: (15 Points) Scoring will emphasize the Firm's ability to commence services promptly or within the time specified by Joplin Schools, without delay or interference. Firms shall provide a proposed project timeline outlining all phases and factors related to the project, including yet not limited to its alignment with the two HUD CDBG-DR grants' 2-year expenditure deadline (in accordance with the applicable Federal Register).

C. Experience: (25 Points) Scoring will emphasize direct CDBG (not exclusively CDBG-DR) program understanding, experience and success with the specific items listed in the proposal as well as a variety of programs including all aspects of CDBG and CDBG-DR programs and efficiency of the Firm.

D. Approach Strategy: (20 Points) Scoring will emphasize project approach for each service requested and proven implementation and/or management strategies by the team for the local Joplin School. Services requested are found in the RFQ/RFP.
Additionally, please explain the local presence that the Firm will have in the community.

E. References: (25 Points) Scoring will emphasize quality of references as well as the quality of performance of previous contracts or services.

Other Requirements

1. Qualifications submitted past the deadline date and time will not be accepted. Caution to those submitting qualifications; those not in the proper form may be rejected.

2. The selected A/E firm will be required to stay within the limits of the budget set forth by Joplin Schools.

3. Professional Liability Insurance - The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

4. Respondents are advised that a Prevailing Wage Determination prepared by the Missouri Division of Labor Standards is in effect on this project. Respondents are further advised to follow guidelines as set forth by Community Development Block Grants and/or HUD Grants (reference 24 CFR 570). Successful candidates must register and pass a federal disbarment check through SAM.Gov.

5. Unauthorized Aliens Workers Act- The successful firm will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with Joplin Schools, and will provide an Affidavit of Compliance to the Joplin Schools stating the same.

6. No Lobbying; Respondent acknowledges and accepts that from the date of issuance of the RFQ until a final decision has been made by Joplin Schools, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFQ in the favor of the respondent. This includes direct contact with the Joplin School Board and staff, City Council, City Manager and staff of the City of Joplin, and others who may be engaged in the process. Additionally, the respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc., as a means of attempting to influence the RFQ evaluation or decision making process. Any respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

7. Disbarment; By submitting qualifications, the respondent certifies that it is not currently disbarred from submitting qualifications for professional services agreements issued by any political subdivision or agency of the State of Missouri or the federal government, and that it is not a person or entity that is currently debarred from submitting qualifications for consulting services agreements issued by any political subdivision or agency of the State of Missouri or the Federal government.

Notices of the RFQ's were published in regional newspapers on 01/27/16 & 02/03/16.

ADDENDUM #1

Joplin Schools RFQ for Architectural Services for Early Childhood Center

Date: January 27, 2016
To: All Potential Bidders
From: Mike Johnson, Director of Facilities, Joplin Schools

1. Disregard number thirteen (13) under the Qualification proposal content, page #4. This was inadvertently added in the original bid specs. A fee schedule should NOT be included in this RFQ.

Direct all questions to:

Mike Johnson
Director of Facilities
Joplin Schools
1301 S Picher Ave.
Joplin, MO 64804
mikejohnson@joplinschools.org

ADDENDUM #2

Joplin Schools RFQ for Architectural Services for Early Childhood Center

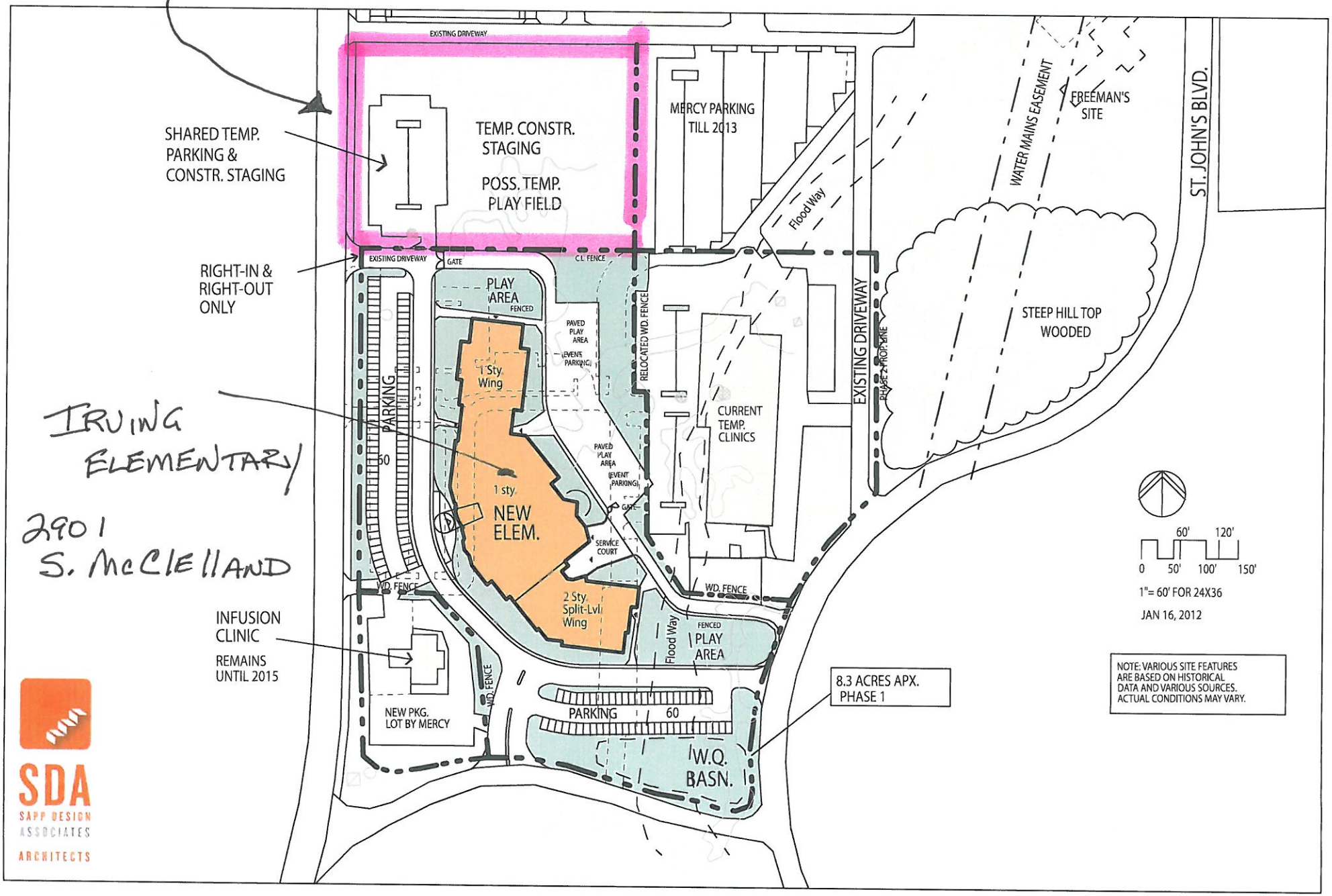
Date: January 29, 2016
To: All Potential Bidders
From: Mike Johnson, Director of Facilities, Joplin Schools

1. The question of building location was asked January 28th, 2016. The building location will be north of the current Irving Elementary, located at 2901 S McClelland Blvd. Joplin, MO. See attached map for description or area.

Direct all questions to:

Mike Johnson
Director of Facilities
Joplin Schools
1301 S Picher Ave.
Joplin, MO 64804
mikejohnson@joplinschools.org

EARLY CHILD HOOD SITE



SDA
SAPP DESIGN ASSOCIATES
ARCHITECTS