

**MIAMI R-1 SCHOOL DISTRICT
MIAMI, MISSOURI**

REQUEST FOR QUALIFICATIONS – ARCHITECTURAL AND ENGINEERING SERVICES

Introduction

This is a formal Request for Qualifications (RFQ) for Architectural and Engineering Services from the Miami R-1 School District. The purpose is to provide comprehensive services to design and oversee the construction, improvement, repair, remodeling, renovation, and equipping of District facilities. The architect is expected to provide Structural Engineering, MEP Engineering, and Interior Design components within their scope of qualifications. The architect's team will function as part of the owner's team to in the design, construction and/or renovations of the facilities as set out below.

Qualifications meeting the needs of the Project (see detail below) will determine the successful applicant.

All qualifications submitted must be delivered to:

Miami R-1 School District Superintendent's Office
c/o Rayetta Self
34520 North Highway 41
Miami, Missouri 65344

All submissions must be received on or before 3:00 pm CST on March 6, 2020. Qualifications received after this time may not be accepted and may be returned to the sender unopened.

Summary of Key Dates:

| | |
|-----------------------------|---|
| Schedule as needed | Site Visit - Central Office |
| March 6, 2020 | Proposals Due |
| On or before March 16, 2020 | Interviews (Schedule with Superintendent) |
| March 16, 2020 | Final Selection |

Any questions concerning this RFQ shall be directed to:

Rayetta Self, Superintendent of Schools
34520 North Highway 41
Miami, Missouri 65344
660-852-3269
rself@miami.k12.mo.us

To ensure equal treatment of all participating firms, the names listed above are the only designated representatives for this RFQ. Firms are expected to utilize these representatives for all information regarding this RFQ. Firms who contact any other district employee or representative of the Miami R-1 School District regarding the subject of this RFQ are subject to disqualification.

Potential Scope of Services: **the Project**

The architectural service provider will provide comprehensive services to design and oversee the construction, improvement, repair, remodeling, renovation, and equipping of an addition to the District's elementary school, including, without limitation construction of a new gymnasium, including a concession stand, two bathrooms and two dressing rooms, as well as four additional classrooms (the "**Project**").

Submittal Requirements

It is preferred that all submission documents are submitted using an electronic format, PDF or Word document via a flash drive. In addition to the electronic format, proposers shall submit one (1) paper copy of their submission. All information should pertain to the categories listed and have relevance to this program.

Qualification proposal content:

A. Firm Background

- 1) Name of firm
- 2) State of incorporation and location of principal and branch offices
- 3) Length of time in business
- 4) Number of employees
- 5) Firm ownership

B. Provide a brief narrative of your approach to the following:

- 1) Communication
- 2) Project estimating and cost control during design & construction
- 3) Sustainable design and cost management
- 4) Value engineering
- 5) Scheduling
- 6) Information management and control system
- 7) Bidding strategy and bid phase administration
- 8) Change order management/procedures/negotiations
- 9) On-site supervision
- 10) Final start-up, testing, occupancy, and close-out

11) Conflict resolution procedures, including mediation and arbitration, and the length of time after project completion you continue to work with the District.

Experience Profile and References

Consideration will be given to companies with a proven track record working with Missouri school districts.

- a) References for 5 (five) K-12 public school districts your firm has worked with in the state of Missouri, preferably on similar projects.
- b) Project organizational chart and qualifications of in-house personnel who will be assigned to the Project. Regarding key personnel: describe contingency plan to ensure program quality and continuity in the event of a termination over a Project life of 12-24 months.
- c) Describe your in-house capability and approach to provide Structural Engineering, MEP Engineering and Interior Design.
- d) Please describe your firm's key personnel's educational background, certifications and experience in the design and construction of school facilities.
- e) Describe your firm's experience and capabilities with Sustainable Design and Construction Practices and LEED Certified projects.
- f) Discuss your company's current financial condition and provide three (3) financial references.
- g) Acknowledgement of intent to make a good faith effort to comply with all applicable federal, state, and local affirmative action requirements.
- h) Discuss why your firm is best qualified to provide architectural services for this Project.
- i) Please provide information on your firm's ability to complete projects within budget parameters and time schedules.

Review Procedure

The process for review of the RFQ's will be generally as follows:

The Miami R-1 School District is obtaining professional services only and reserves the right to reject any proposal and to waive, or not waive, any or all technicalities for any reason deemed not aligned with the goals of the District based on its sole discretion.

The RFQ's will be individually reviewed by members of a selection committee established for this purpose. The committee will select the top three firms to go on to the final selection process. References may be contacted and results provided to the selection committee for consideration. After individual reviews of the RFQ's and interviews, the committee will recommend a firm to the Board of Education for approval.

Standard Terms and Conditions

The following terms and conditions shall prevail unless otherwise modified by the District within this document.

1. **Completing the Submittal:** Submittals must be submitted as requested in this document. All information must be legible. Any and all corrections and/or enclosures must be initialed. Each submittal must be signed by the authorized representative and required information must be provided.
2. **Accuracy of the Submittal:** Each bid is publicly opened and is made part of the public record of the District. Therefore, it is necessary that any and all information presented is accurate.
3. **Submission of the Submittal:** Submittals are to be sealed and submitted to the location provided above.
4. **Late Submittals, Modifications & Withdrawals:** Submittals received after the deadline designated in this document may not be considered.
5. **Safety:** All practices, materials, supplies and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent federal, state, and local safety or environmental codes.
6. **Hold Harmless:** The selected will agree to protect, defend, indemnify and hold the Board of Education, its officers, employees, and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or any and all causes of action of every kind and character in connection with or arising directly or indirectly out of the resulting agreement between the District and the selected firm and/or the performance thereof.
7. **Law Governing:** All contractual agreements shall be subject to, governed by and construed according to the laws of the state of Missouri, and the District and the selected firm will agree that exclusive venue for any disputes between the two shall be in the Circuit Court of Saline County, Missouri.
8. **Nondiscrimination. Clause:** No entity on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

Contract Award

The District will select the firm best aligned with the goals and expectations of the Project and negotiate a contract with the same. In the event that a contract cannot be agreed upon, the District will select the next best firm that is aligned with the goals and expectations of the project and attempt to negotiate an agreeable contract. If an agreeable contract still cannot be agreed upon, the District will continue to move to the next best qualified firm and attempt to negotiate an agreeable contract.