

REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS

Roseville Area Schools is soliciting Request for Proposals and Statement of Qualifications from interested firms for the implementation of architectural services related to renovation projects and building additions within the district. Sealed proposals must be received at the Roseville Area Schools District Office, 1251 County Road B2 West, MN 55113, no later than 4:00 p.m. on December 1, 2017. No late, faxed, or emailed bids will be accepted.

Proposals submitted must include the information as outlined in the Request for Proposal and Statement of Qualifications and will provide the basis of award. The district retains the right to reject any and all proposals and to re-solicit if deemed to be in the best interest of the district.

Questions pertaining to the specifications may be emailed to Shari Thompson, Director of Business Operations, at shari.thompson@isd623.org no later than November 24, 2017.

REQUEST FOR PROPOSALS (RFP) AND STATEMENT OF QUALIFICATIONS

ARCHITECTURAL SERVICES

Roseville Area Schools
1251 County Road B2 West
Roseville, MN 55113

PROPOSAL DUE DATE/DELIVERY REQUIREMENTS - before 4:00 p.m., December 1, 2017.

Provide one digital (pdf file on CD Rom or flash drive) and one physical copy to:

Roseville Area Schools
Director of Business Services (Attn: Shari Thompson)
1251 County Road B2 West
Roseville, MN 55113

FINALIST INTERVIEW

Short-listed candidates selected upon review of response to RFP may be contacted and interviewed the afternoon of December 12, 2017.

AWARD OF PROJECT

Final Roseville Area Schools Board approval will be December 19, 2017. Successful candidate shall be notified by December 15, 2017.

APPROXIMATE PROJECT SCHEDULE

- RFP Available November 14, 2017
- Deadline for RFP Questions November 24, 2017
- RFP Responses due December 1, 2017
- Interview Invitations on December 6, 2017
- Interviews will be held on December 12, 2017.
- Notify recommended Awardee pending board approval December 15, 2017.
- Roseville Area School Board approval of awardee December 19, 2017.

Project implementation is to begin immediately upon notification of award of the architectural services related to renovation projects and building additions within the district. Projects are a result of a voter-approved referendum on November 7, 2017, and will be implemented over a 3 to 4 year period.

BACKGROUND INFORMATION

Roseville Area Schools serves approximately 7,600 students encompassing all or part of the following communities within approximately a 21.65 square mile boundary: Roseville, Falcon Heights, Little Canada, Maplewood, Lauderdale, Arden Hills, and Shoreview. Roseville Area Schools currently operates 12 sites.

- 7 - kindergarten through sixth grade elementary schools
- 1 – Pre-K through eighth grade school
- 1 - Seventh and eighth grade middle school
- 1 - Ninth through twelfth grade high school
- 1 - Alternative high school, early childhood site (also serves as community center location)
- 1 - Administrative district office building

Roseville Area Schools, working in partnership with all families and the community, is a learning organization of engaged, motivated, and high achieving lifelong learners. We demonstrate this Vision when:

- Each learner thrives in a safe, equitable, and respectful learning environment that fosters confidence, excellence and a sense of belonging while honoring difference.
- Each learner receives high quality, personally relevant instruction enhanced by all members of the learning community.
- Each learner studies a challenging academic curriculum, which enhances social, emotional, physical and ethical development.
- Each learner meets rigorous academic standards and is prepared for future learning and success in a multicultural society.

Roseville Area Schools is committed to a comprehensive, 21st Century educational approach and delivery system. To effectively achieve the district goals, the commitment to meet the Minnesota

requirements to prepare the "World's Best Workforce," and the district's efforts to align educational experiences to community needs, Roseville Area Schools is focused on several key elements: the Achievement Gap, Kindergarten Readiness, Reading by Third Grade, Graduation, and College and Career Readiness.

In 2016, Roseville Area Schools undertook a major facilities planning initiative to study physical conditions of the buildings, work with the community to understand and develop the educational needs, and position its schools and facilities to support integration of a 21st Century educational experience that embeds the key elements of the district's goals. The district established a Comprehensive Long-Range Facilities Task Force to oversee and support the development of the Comprehensive Long-Range Facilities Plan. A wide range of input from district administrators, district teachers, staff, students, parents, community members, business leaders, educational partners, and organizations worked to identify needs as well as potential issues and evaluate alternatives. The outcome of this process was a comprehensive facilities plan that identified recommendations for future new construction, expansion, renovation, and/or other options for buildings and properties in support of the district's educational vision. These initiatives are being implemented by the district through a 10-year plan for addressing physical conditions in the buildings utilizing LTFM funding at \$12 million annually. The school board also authorized a bond referendum totaling \$144 million referendum to address capacity, programming, and other strategic goals identified as part of the process. The LTFM projects were awarded by board action on November 14, 2017. This RFP covers the projects authorized by the bond referendum.

Roseville Area Schools intends to design and build multiple construction projects including the repair, upgrade, and construction of improvements and additions to various school sites and facilities districtwide, including improving safety and security, addressing aging buildings, adding space to accommodate increasing student enrollment, updating learning spaces, and enhancing community resources.

Roseville Area Schools is seeking to hire an Architectural firm to:

- Work with the District's Construction Manager
- Work with the engineering firm to be determined by the District
- Manage the overall planning and design process for the project(s) desired
- Develop architectural designs and documents
- Work with Roseville Area Schools staff and community
- Work with the District Facilities Oversight Team (DOT)
- Report to and meet with the School Board, Superintendent and Director of Business Operations
- Assist with the preparation of all required submittals to MDE and other agencies

RFP SUPPORTING DOCUMENTS

Please see attached Exhibit A (Minnesota Department of Education Review and Comment submittal dated July 20, 2017) for further details as to the scope of the proposed projects.

SELECTION PROCESS

The selection committee will consider the following criteria in selecting an architectural firm to recommend to the Board of Education:

- Design and construction experience with construction projects in excess of \$100M
- Experience working with the Minnesota Department of Education
- Design experience requiring phased approaches over multiple years of design and construction
- Demonstrated knowledge of Minnesota and relevant building codes pertaining to schools
- Capacity of firm to handle projects and integrate multi-disciplinary professionals
- Capacity and experience in large renovations and additions on student occupied sites
- Ability to translate Roseville Area Schools' ideas and programs into creative workable concepts and designs
- Practicality and functionality of designs
- Design aspects for safety and security
- Communication processes
- Project quality assurance
- Fees and fee structure
- Evidence of projects completed within budget and on time
- Accuracy and attention to detail
- References

ORGANIZATION OF SUBMITTAL PROPOSAL

Submit RFP responses as outlined in the "Firm Profile & Approach to Projects" (see below).

Proposal quotes may be amended if received prior to the submission deadline. It is the sole responsibility of the proposer to deliver the amendment. Amendments will not be accepted by email either before or after the submission deadline.

A. Firm Profile & Approach to Project-General

1. Quantity: One original print copy and one digital pdf copy on a flash drive or CD-ROM.
2. Answer all items/questions or state "N/A" if not applicable.
3. Please number and re-state each subheading or question, followed by your response. This improves clarity and makes it much easier to evaluate proposals.
4. Number all pages.

PROPOSAL REQUIREMENTS

Responses shall include the following:

1. Proposals to have no more than 30 face pages, not including the front cover, table of contents, cover letter and back cover.

2. Firm Background/Organization

- List company name, address, and description of firm.
- How many years has your company provided professional architectural services?
- List the professional and trade associations represented by in-house architectural personnel in your firm
- Lead Contact

3. Experience/Workload

- List up to (5) five architectural projects for public educational facilities. Include a description and project size in area and budget
- List the name of the Construction Manager if one was involved.
- What is your present architectural firm workload? Based on your professional organization, can you manage the project as described by the School District?

4. Project Team

- Identify all project team members who will be committed to this project and their role in the project. Present their qualifications, resume and their areas of expertise. Include all consultants.
- Explain your philosophy of the owner, construction manager, and architect and how it related to the team approach of project organization.

5. Scope of Services

- The scope of services should include all phases of design and construction including the following:
 - a. Schematic Design Phase:
 - i. Review, analyze and update owner's programming needs and requirements to understand the requirements of the project and develop schematic design documents and preliminary cost estimates with the Construction Manager.
 - ii. Develop alternatives for consideration.
 - iii. The Architect will work with the construction manager in coordinating cost estimates and budget analysis.
 - b. Design Development Phase:
 - i. Provide design development documents for owner review and approval including updated cost estimates.
 - ii. Provide all applicable code and compliance reviews including, but not limited to, ADA compliance and MN Department of Education.
 - c. Construction Document Phase:
 - i. Provide owner approved construction documents for bidding and construction.
 - d. Bidding Phase:

- i. Assist the owner and construction management firm in obtaining bids.
- ii. Work with the owner and construction management firm in the preparation of contracts for construction.

e. Construction Phase:

- i. Provide construction administration services as outlined in AIA

f. Include a typical timeline for the work.

6. Approach

- Describe your team's approach.
- Describe your team's experience in submitting school district projects for review and comment with the Minnesota Department of Education and for obtaining necessary code reviews and permitting as required.
- What is your team's experience with and commitment to Minnesota PK-12 education?
- Describe your team's approach to sustainable design. Provide a specific example of partnering with local, state and federal organizations to promote sustainable and cost-saving strategies.
- Describe your team's approach to designing instructional space for the 21st century. What considerations should be included?
- Describe your team's approach during the design phase in working with school staff, community and school board to reach common ground on school design features and themes?
- Describe your team's approach to school safety and how it is incorporated into the school's design?
- Describe your team's approach to project closeout, warranty and follow-up?

7. References

- List three references for school building projects, performing arts center construction, school remodel projects, and include owner/contact information

8. Unique Qualifications

- Why should your team be selected to provide architectural services for this project? What are the major strengths your team will provide to the project?

9. Basis of Compensation

- What is the fee for basic architectural services? What is included?
- What items are considered reimbursable expenses?
- What additional services do you feel the District may be interested in but which is not included?

Award of the Contract:

Roseville Area Schools will use a three-step process to evaluate the proposal responses and consider and award of contract.

A. Step One: Determination of Responsiveness.

- a. Proposal quotes must be prepared as described in *Firm Profile & Approach to Project*. The first step will be a determination if the proposal is responsive. The purpose of this step is to determine if the firm possesses the requisite experience and capacity to perform the services as specified in the scope of work and as demonstrated in the proposal.
- b. For a proposal to be determined responsive it must meet each of the following qualifications:
 - i. Be submitted on or before the time specified in the Request for Proposals
 - ii. Signed by the Owner or an Officer in the case of a corporation
 - iii. Indicate the addendums received by number
 - iv. Follow the format published in the RFP
 - v. Include all information requested
 - vi. Demonstrate the experience and capacity to perform the services required in the scope of work
- c. Roseville Area Schools reserves the right to waive any technicality or informality in the proposal process which is not of substantial nature.
- d. All proposals which are determined to be responsive will be moved to the evaluation of written proposal stage. All firms whose proposals were not found to be responsive will be notified.

B. Step Two: Evaluation of Written Proposals. An evaluation team will review written proposals based on the following evaluation criteria:

- a. Experience
 - i. Projects of similar scope of work
 - ii. Key consultant(s) experienced in similar scope of work
 - iii. Working with different groups –Roseville Area School Board, administration, parents, community, etc.
 - iv. Experience of subcontractors, if applicable
- b. Project Approach
 1. Focus on outcomes and process as identified in the scope of work
 2. Methodology to accomplish the outcomes
 3. Achieving buy-in from all identified groups
 4. Deliverables
- c. Total Cost

C. Identification: Based on the evaluation of written proposals firms identified for interview will be identified. All firms responding will be notified of the review and whether or not they were selected for interview.

D. Step Three: Structured Interviews. Firms chosen to be interviewed will be interviewed by an evaluation team chosen by the district.

- a. The interview provides the opportunity for the firm to address questions and to more fully describe how the approach to this project satisfies the evaluation criteria.
 - b. Firm representatives at the interview must include those individuals who will be key points of contact and have major responsibility for contract execution.
- E. Final Selection.**
- a. Final reference checks may be conducted with the apparent awardee prior to making the final selection.
 - b. An award will be made to the selected contractor pending approval of the Roseville Area School Board.

ADDITIONAL INFORMATION

- Roseville Area Schools is not responsible for any costs incurred by respondents to this RFP or for any work performed in connection therein.
- The district reserves the right to negotiate the contract and fee with the Architect &/or Engineer selected by the District.
- The district may wish to hire the Architect separately for any portion of the projects or work. By responding to this RFP you are agreeing to the possibility of working collaboratively with any other selected firm(s).