

**AVON COMMUNITY SCHOOL CORPORATION RFQ FOR ARCHITECT SERVICES FOR  
FUTURE PUBLIC WORK PROJECTS**

**Proposal Submission Deadline: September 29, 2022<sup>1</sup>**

This is a Request for Qualification and Information ("RFQ") issued by AVON COMMUNITY SCHOOL CORPORATION ("School").

Due to increasing enrollment growth, and lack of school building capacity, School is exploring building projects. The school corporation intends to explore designing and constructing future school buildings with the following parameters: construction of new school building with enrollment that could range from approximately 750-1000 student capacity.

School is issuing this RFQ to explore future selection and use of an architect(s) based upon possible use of a construction manager as advisor (<http://iga.in.gov/legislative/laws/2022/ic/titles/005/#5-16-10-1>), construction manager as constructor (<http://iga.in.gov/legislative/laws/2022/ic/titles/005/#5-32-2-5>), and/or design builder (<http://iga.in.gov/legislative/laws/2022/ic/titles/005/#5-30-1-4>) models to facilitate possible, future public work projects on real estate owned by School for the construction of a new school building.

This RFQ is intended to publicize the possible, future availability of architect opportunities for projects using CMA, CMC, or Design Build models. School creates no obligation, expressed or implied, by issuing this RFQ or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFQ shall be at the sole discretion of School and subject to available funding. Neither this RFQ nor any proposal submitted in response hereto is to be construed as a legal offer. No contract will be awarded without further discussion and negotiation with the responding firms or until after the issuance of a competitive bid, RFP, and/or School board award. School will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

**CONFIDENTIAL INFORMATION**

Unless marked and treated as confidential under IN public record laws, potential offerors are advised materials contained in their proposals are subject to the Indiana Public Records Act, Ind. Code § 5-14-3 et. seq., and after the execution of any contract,

may be viewed and/or copied by any member of the public, including news agencies and competitors.

### **SCOPE OF POTENTIAL WORK**

School may construct a new school building with 750-1000 student capacity, full-service dining facilities, cafeteria/event space, gym, and outdoor athletic/activity/playground/event spaces.

We seek a qualified architectural firm(s) to work with all stakeholders to assist with selected public work projects, provide project administration, and facilitate project close-out for a possible new school building with 750-1000 capacity.

Additionally, the school may seek to create a 30,000-35,000 square foot adjoining building to accommodate offices for school personnel.

### **SITE**

The site of the public work projects will be within School boundaries in Avon, Indiana. Potential sites are located on land currently owned by School which can be searched and viewed using <https://beacon.schneidercorp.com/>

### **PROGRAMMING REQUIREMENTS FOR PUBLIC WORK PROJECTS**

The public work projects will have a character and aesthetic that respects and is informed by the natural and cultural heritage of surrounding School buildings, and by the building history of School.

The space programming requirements include:

- 750-1000 student capacity building
- Full-service dining room with seating
- Gymnasium space
- Indoor activities including the following:
  - Large Group Classroom
  - STEM room
  - Flexible Classroom Space
- Full-service kitchen including prep areas for salad and desert, beverage station, plating area for banquet service of students, appropriate storage for dry goods, freezer, cooler, blast chiller, and receiving dock.
- Administration/Clerical Office Area.
- Back-house operations of cafeteria workers, housekeeping, maintenance and purchasing offices; and break/ training room and staff locker-rooms with restrooms.

- Laundry facilities.
- Additional storage, maintenance, mechanical, and other tertiary spaces as required for the efficient functioning and serviceability of the lodge and ease of operation.
- Additional outdoor spaces/ functions (all ADA accessible):
  - Covered entry for student arrival/ check-in/drop-off; Bike racks; Outdoor seating area; Open area for playground, games, basketball court, athletic fields; Parking for 250 vehicles; Fully concealed and secured delivery and utility service courtyard
  - The school may seek to create a 30,000-35,000 square foot adjoining office building to accommodate offices for school personnel.

### **REQUIREMENTS**

Minimum requirements of the architect team:

- Prequalified with the State of Indiana Public Works Certification Board
- Prior experience providing services for construction project(s) of similar scope and size with an IN public school emphasis.
- Staffing capacity to perform services.
- Demonstrable experience in collaborative experience with other architects, engineers, and contractors related to facilities where critical environments exist.
- Knowledge and/or experience with bidding state or government public works projects.

### **TERMS**

The architect(s) selected should anticipate executing a standard AIA contract for services required under a CMA, CMC, or Design Build construction model.

### **RFQ RESPONSES**

Firms interested in providing these services to School should submit five printed copies and a digital copy of their written proposal to Dr. Michael Sullivan, Avon Community School Corporation, 7203 East U.S. Highway 36, Avon, IN 46123 and [MDSullivan@avon-schools.org](mailto:MDSullivan@avon-schools.org).

Proposals must be received no later than 12:00 pm EST on September 29, 2022. The outside of the envelope should be clearly marked: "RESPONSE TO 2022 REQUEST FOR QUALIFICATION"

No more than one (1) response per company should be submitted. Each

proposal should designate one person as the principal contact for the proposing company. Following a review of the responses, some of the responding companies may be requested to make oral presentations to the administration and/or Board of School Trustees. One question per day regarding this RFQ may also be submitted by email to [MDSullivan@avon-schools.org](mailto:MDSullivan@avon-schools.org) no later than 12:00 p.m. EST on September 16, 2022

Responses to any questions pertinent to the RFQ will only be responded to by email.

### **SELECTION PROCESS AND CRITERIA**

The Evaluation Team will review all the responses in the following manner:

1. Each response will be evaluated based on the criteria listed below.
2. Based on the results of the evaluation, the proposal(s) determined to be most advantageous to School, considering all the evaluation criteria, may be selected by School for further exploration and action.

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the RFQ in a cost-effective manner. Criteria considered includes but is not limited to:

1. Demonstrated experience and expertise in CMA, CMC, or Design Build models for a construction project of similar scope and size. Please be specific on previous projects.
2. Please indicate your company's capacity to provide adequate staffing, resources, technology, equipment, supplies, materials, technology, etc. for this project.
3. Experience and expertise with architecture, building requirements, government bidding processes, particularly with respect to school capital improvement projects.

### **RFQ SUBMISSIONS**

The response should address the selection criteria described herein and any other information which the offeror believes is relevant to the selection process. The response should include a statement of the philosophy of the company's approach to this IN public work projects. The response should include examples of similar projects and address the selection criteria. The response should identify the key persons to be assigned to the project and include a statement of the availability and commitment level for each person which the offeror is willing to include in the contracting

document.

**QUESTIONNAIRE**

1. Name and address of principal location and Indiana office(s), if any, for principal company and any consulting firms or individuals.
2. Please describe:
  - i. A brief history of the companies/individuals involved in this team.
  - ii. Experience, background, or expertise that qualifies your team for this project.
  - iii. Please list five (5) projects where your company has performed as an architect on CMC, CMA, or Design Build projects.
3. Indicate how your company will provide the services requested in this RFQ and an outline of procedures to be used by the company in providing a unified construction team approach. Provide any case histories or other information which is available to indicate past performance on similar types of services, including copies of typical reports (see also Item 5 below).
4. If selected as an architect, please explain and describe how a communication plan would be implemented that integrates School into the project.
5. Please indicate the typical fee structure your company would propose if selected to provide the architect services for this project.
6. Please provide the systems, applications, and other project support tools your company utilizes to track project elements (e.g. financial/budget, timeliness, projected costs).
7. References:
  - a. List several persons who can provide information about similar work your company has completed. \*References are likely to be contacted\*
  - b. Provide a list of financial references that can provide information about the company.