

REQUEST FOR QUALIFICATIONS

for

Professional Design Services

HVAC Modifications and Renovations

for

Coffeyville Public Schools

**615 S Ellis St
Coffeyville, KS 67337**



June 28, 2023

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I. INVITATION FOR QUALIFICATIONS

- A. The Coffeyville Public Schools proposes to retain a qualified firm/team for the professional design of the new HVAC modifications and renovations to various district school buildings.
- B. To facilitate the selection of the consultant for this project, interested firms are invited to submit qualifications for consideration. Your submission should contain, at a minimum, the information requested in Section VI of this Request for Qualifications.
- C. Three (3) hard copies of the qualifications must be submitted to and received by the office listed below no later than 2:00 PM on July 7, 2023. An electronic copy must also be emailed to the Michael Speer at michael.speer@cilleschools.com

Coffeyville Public School
Attention: Michael Speer, Deputy Superintendent
615 S Ellis St,
Coffeyville, KS 67337

- D. All proposals must be in a sealed envelope or package and be clearly labeled:

Qualifications for Professional Design Services: Coffeyville Public Schools

II. PROJECT DESCRIPTION

Replacement of existing mechanical systems at Field Kindley High School, Roosevelt Middle School, and Community Elementary. The district intends to work directly with an Energy Services Company to implement and construct final design documents.

III. SCOPE OF SERVICES

The design team will provide complete construction documents to the selected Energy Service Company to bid out:

- A. MEP Plans and Specifications
- B. Construction Administration

IV. SELECTION PROCESS

Coffeyville Public Schools – RFQ Professional Design Services

- A. The School District intends to award the contract to the most qualified Consultant which best demonstrates the commitment and application of experience, resources and methods to the unique project requirements.
- B. Your written response to this RFQ will be used to evaluate your firm’s or team’s qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project.
- C. Selection Schedule

1. RFQ Issuance	06/28/23
2. Receipt of Responses	07/07/23
3. Board Approval	07/10/23
- D. Upon board approval, the selected firm will be notified by the District of their successful selection. Following the notification, the selected firm and the district will discuss appropriate fees and contract terms for the project requirements. In the event that the selected firm and the District do not reach an agreement on fees and contract terms, the District may select the next most qualified firm.

V. STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked “Supplemental Information”. Please provide:

- A. Brief history and general overview of your company. Please include the name, address, email and phone number of your primary point of contact.
- B. Introduction of any and all subconsultants required for the completion of the Project. Clearly define your past history of working together.
- C. A list of related project experience designing court facilities by the lead firm. Please provide a similar list for each subconsultant. List the project, project description, client, client contact information, date completed, description of project/services completed and who from your proposed project team was involved.
- D. Organizational Chart of key personnel.
- E. A narrative describing who will be leading and supporting each major task identified.

- F. Resumes describing the experience and capabilities of key personnel involved. Please note that the District is an advocate for sustainable design and construction. Though it is not the District’s intent to achieve LEED Certification.
- G. Provide a management plan that sufficiently defines your project understanding and how you would approach completing the services.
- H. Provide a schedule for the completion of services and by doing so confirm whether or not you believe in the following “tentative” milestones set by the District.

1. Consultant Selection/Commission Award	07/10/23
2. Design Completed (2 Months)	09/08/23
3. Project Bidding	Sep 2023
4. Construction Completed	Summer 2024
- I. Provide information, references, reference letters and any other data that substantiates your record of performance.
- J. Provide a sample contract for the District to review.

VI. MISCELLANEOUS INFORMATION

- A. Nothing contained herein will create any contractual relationship between the Owner and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.
- B. Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
- C. Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- D. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- E. The Owner reserves the right to accept or reject any or all qualifications and to waive any irregularities.
- F. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.

- G. As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.
- H. The selected Firm shall agree to indemnify and defend and hold harmless the Owner, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.