

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: Hardin County Schools

Project: Central Hardin High School HVAC Renovations

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I. ANNOUNCEMENT

Date: December 29, 2011

- A. The Hardin County Board of Education will receive Proposals from qualified Architect/Engineer firms for design services.
- B. The intended project is:

Central Hardin High School HVAC Renovations

- C. Interested and qualified firms can receive a copy of the official Request for Proposals (RFP) by submitting a one-page letter of interest to:

**Hardin County Board of Education
c/o Mr. Gary Milby, Associate Supt. Finance and Support Services
65 W.A. Jenkins Road
Elizabethtown, Kentucky 42701**

- D. The Owner will not retain the services of a Construction Manager for this project.
- E. An authorized representative of the School Board will receive A/E Proposals until **2:00 pm local time on January 18, 2011. Proposals received after this date will not be accepted.**
- F. Proposals shall be **submitted in the Architect's/Engineer's standard methods that meet requirements of both this RFP and KDE requirements.**
- G. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Architect/Engineer Services.
- H. Proposing A/Es will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:
 - 1. **Experience in Designing HVAC Systems for Educational Buildings;**
 - 2. **Experience in Performing Architectural Renovations for Educational Buildings that are to Receive HVAC Renovations;**
 - 2. **Errors and Omissions Insurance;**
 - 3. **Ability to Provide Experienced Staff;**

Questions concerning Request for Proposals or the project should be addressed to:

**Mr. Gary Milby
Hardin County Board of Education
65 W.A. Jenkins Road
Elizabethtown, Kentucky 42701**

II. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

1. The proposer is expected to comply with all specifications, terms, conditions and instructions contained in the Request for Proposals (RFP). Failure to do so will be cause for rejection.
2. The proposal should be prepared simply and economically, providing a forward straight concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal, and all documentation submitted with the proposal, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by proposer in preparing or presenting proposals.
3. Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.

B. Fees:

Fee and schedule for this project shall be established at the completion of the selection process utilizing the attached A/E Fee Guidelines or SFCC maximum fees and/or may be negotiated by the Hardin County School Board.

C. Submission of Proposal:

Proposals shall be addressed to:

**Hardin County Board of Education
c/o Mr. Gary Milby, Associate Supt. Finance and Support Services
65 W.A. Jenkins Road
Elizabethtown, Kentucky 42701**

D. Number of Copies:

The proposer shall furnish **ten (10) copies** of the proposal.

E. Form of Agreement:

The Form of Agreement to be used shall be the "Standard Form of Agreement Between Owner and Architect, AIA Document B101-2007 with KDE amendment.

III. PROJECT DESCRIPTION

The Project will consist of HVAC Renovations to the 1990 high school addition section of the building as well as additional reconfiguration of the new security vestibule/administration area.

IV. TENTATIVE PROJECT SCHEDULE:

Advertise for A/E Proposals	December 29, 2011
Pre-Proposal Conf. at Central Hardin High School	3:45 pm
	January 5, 2012
Receive A/E Proposals	January 18, 2012
Award Contract for Design Services	January 19, 2012
Design and Prepare for Bidding	Jan. 19 – March 15, 2012
Submit and Obtain Approvals:	
HCSB approval	March 15, 2012
KDE approval	March 16 – March 21, 2012
Advertise for Bids	March 24, 2012
Receive Bids	April 17, 2012
Award Contract; Begin Construction	April 19, 2012

V. GOALS FOR THE ARCHITECT/ENGINEER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Design within the defined time schedule, approved budget, and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the project.

VI. ARCHITECT/ENGINEER QUALIFICATIONS

- A. Knowledgeable of current applicable statutes and codes related to educational building projects in Kentucky.
- B. Maintains Professional Liability Insurance with minimum coverage as stated in the KDE Amendment to Standard Form of Agreement Between Owner and Architect AIA B101-2007.
- C. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.
- D. The prime architect must directly employ personnel in-house to perform seventy-five percent (75%) of the actual architectural work.

VII. PROPOSER'S RESPONSE

Note: *If more than one firm is involved in a joint-venture, a complete response from each firm is required.*

- A. Firm Identification: Please provide the following information about your firm:

Name
Address
City, State ZIP
Telephone Number
FAX Number
Designated Contact
No. of years firm has been in business
Location of any branch offices

B. Personnel:

1. Provide firm organization chart. Include names of all officers.
2. List firm's total number of personnel by discipline.

C. Sub-Consultants:

If outside consultants are utilized to perform any of your A/E services, list firms and the services they will provide on your behalf. See Firm Identification in A above.

OVERVIEW

State when the firm was founded, how it is organized, and its operating philosophy.

EXPERIENCE

Provide the following information on completed projects of a comparable nature over the past three (3) years. (Maximum of ten projects)

Name of project

Location by city and state

Brief description of the project

Construction cost and year project was completed

Name of owner's representative with address and telephone number

Names and addresses of contractors for project

PROJECT ORGANIZATION

Provide an organization chart which illustrates the key staff members of your firm and the roles they will perform including the Principal-In-Charge and the Project Manager. Similarly, illustrate your consultant's key staff members and their roles on the project. Identify the contact person to be called by the Owner.

ABILITY TO COMPLETE PROJECTS WITHIN BUDGET AND ON TIME

Choose not more than five projects listed above, that are most similar to this project and provide the following additional information:

Owners Construction Budget (in dollars)

Architect's Construction Estimate

Total Contract Award Amount

Scheduled months for construction activities

Actual months for construction activities

REFERENCES

List not more than ten (10) client references of similar projects. Provide Owner name, contact name, address and telephone number.

SUMMARY STATEMENT

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best suited for this project.

APPENDIX

<u>Cost of Construction</u>	<u>1993 Fee Proposal (%)</u>
Up to \$25,000	15.5
\$25,000 to \$50,000	13.4
\$50,000 to \$75,000	12.3
\$75,000 to \$100,000	11.3
\$100,000 and under \$200,000	9.8
\$200,000 and under \$300,000	8.7
\$300,000 and under \$400,000	8.4
\$400,000 and under \$500,000	8.0
\$500,000 and under \$600,000	7.7
\$600,000 and under \$700,000	7.5
\$700,000 and under \$800,000	7.4
\$800,000 and under \$900,000	7.3
\$900,000 and under \$1,000,000	7.0
\$1,000,000 and under \$1,250,000	6.9
\$1,250,000 and under \$1,500,000	6.8
\$1,500,000 and under \$1,750,000	6.7
\$1,750,000 and under \$2,000,000	6.6
\$2,000,000 and under \$2,250,000	6.5
\$2,250,000 and under \$2,500,000	6.3
\$2,500,000 and under \$2,750,000	6.1
\$2,750,000 and under \$3,000,000	6.0
\$3,000,000 and under \$4,000,000	5.8
\$4,000,000 and under \$5,000,000	5.7
\$5,000,000 and under \$7,000,000	5.6
\$7,000,000 and under \$9,000,000	5.6
\$9,000,000 and under \$11,000,000	5.6
\$11,000,000 and over	5.6

Renovation: $1.25 \times$ Fee Percentage (applicable to renovation only)

Repetitive Design: $.75 \times$ Fee Percentage

The undersigned agent, being duly sworn, states that neither he nor his firm has any relationship (financial or through kinship) to:

☐ Any school board member or the superintendent.

☐ Any person of authority working for the school district who would be involved in the execution of this project.

He further states that he has not entered into any agreement or collusion with any person relative to the price bid by anyone nor has he attempted to induce anyone to refrain from bidding.

Explain below any kinship or financial relationship you may have to any parties as mentioned above on this project.

Architect

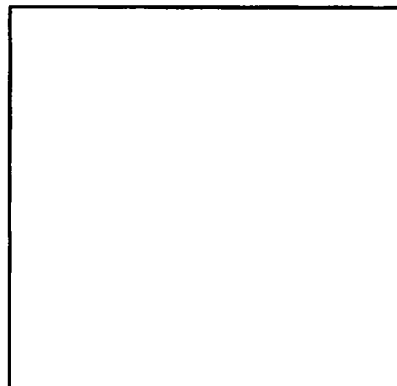
Subscribed and Sworn to Me this

_____ day of

_____, 19_____.

My Commission expires:

_____, 19_____.



Notary Seal