

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: _____

Project: _____

RFP Date: _____

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1. **ANNOUNCEMENT**

- A. The _____ Board of Education will receive proposals from qualified Architect/Engineer (A/E) firms for design services.
- B. The intended project is:
(Owner to Complete this Section)
- 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:
(Owner to Complete this Section)
- D. The Owner (will/will not) _____ retain the services of a Construction Manager (CM) for this project and if so will involve that entity in both the design and construction phases of the work.
- E. An authorized representative of the Board of Education will receive A/E Proposals until _____ on _____, 20_____.
Proposals received after this date will not be accepted.
- F. Proposals shall be submitted only on the form as received from the soliciting Board of Education.
- G. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Architect/Engineer Services.
- H. Responding 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 Educational Buildings;**
 2. **Professional Liability Insurance;**
 3. **Ability to Provide Experienced Staff**
(Owner to Add Other Specific Project Qualifications if Required)
- I. Questions concerning Request for Proposals or the project should be addressed to:
(Owner to Complete this Section)
- J. This Request for Proposals is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

1. The respondent 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 respondent'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 RFP, should be bound in a single volume where practical. The Owner will not be responsible for any costs incurred by respondent in preparing or presenting the RFP.
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 respondent will meet, in every detail, the conditions stipulated in this RFP.

B. Fees:

Fee and schedule for this project shall be negotiated at the completion of the selection process utilizing the Architect / Engineer Fee Guideline for Basic Services for A/E services.

C. Submission of Proposal:

The responding A/E shall complete a RFP package which includes responses to this document.

Proposals shall be addressed to:
(Owner to Complete this Section)

D. Number of Copies:

The respondent shall furnish six (6) copies, minimum, or _____ () copies of the proposal.

E. Form of Agreement:

The form of agreement to be used shall be the current American Institute of Architects (AIA) Owner and Architect agreement required by 702 KAR 4:160 based upon the project delivery method.

3. PROJECT DESCRIPTION
(Owner to Complete this Section)

4. TENTATIVE PROJECT SCHEDULE
(Owner to Complete this Section)

5. 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.

6. 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 appropriate A/E or CM current AIA document(s) and associated KDE amendments required by 702 KAR 4:160.
- 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 architect of record must directly employ personnel in-house to perform seventy-five percent (75%) of architectural project document preparation and 100% of the architectural work of the construction administration work.

7. RESPONSE TO REQUEST FOR PROPOSALS

INSTRUCTIONS

All items below should be included in the response in the same order and in similar format. Include the certification and signature at the end of this section.

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
 - Principal-In-Charge Contact Name and Email Address, Architect Registration Number
 - Designated Contact Name, Architect Registration Number
 - Designated Contact's Email Address
 - Type of Organization (Sole Proprietorship, Professional Corporation/Association, Corporation, Partnership, Joint Venture*, Other* - If Joint Venture or Other provide details)
 - Number 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 Section 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 design activities*
- *Actual months for design activities*
- *Scheduled months for construction activities*
- *Actual months for construction activities*

CONSTRUCTION MANAGEMENT

Describe your experience with construction management and how you plan to interface with such services on this project, if CM services are utilized.

EXPERIENCE WITH THE KENTUCKY DEPARTMENT OF EDUCATION

Describe your experience working with the Kentucky Department of Education staff and how you view their role in the design and construction process.

SCHOOL FUNDING

Generally describe your understanding of the funding sources that drive decisions made on Kentucky school construction projects.

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 qualified for this project.

DOCUMENTS UTILIZED WITH CONTRACT

The following documents will be utilized to execute a contract based upon project delivery method.

- A. Standard Form of Agreement Between Owner and Architect with KDE Amendment; or
- B. Standard Form of Agreement Between Owner and Architect, CM with KDE Amendment
- C. KDE Architect / Engineer Fee Guidelines for Basic Services
- D. KDE Non-Collusion Affidavit

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and may be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Principal-in-Charge: _____

Date: _____

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

CONSTRUCTION MANAGEMENT SERVICES

School District: _____

Project: _____

RFP Date: _____

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1. ANNOUNCEMENT

- A. The _____ Board of Education will receive Proposals from qualified Construction Managers (CMs) for *both Pre construction Phase services and Construction Phase services*.
- B. The intended Project is:
(Owner to Complete this Section)
- C. Interested and qualified CMs can receive a copy of the official Request for Proposal (RFP) by submitting a one-page letter of interest to:
(Owner to Complete this Section)
- D. An authorized representative of the Board of Education will receive CM proposals until _____ on _____, 20____. **Proposals received after this date will not be accepted.**
- E. Proposals shall be submitted only on the form as received from the soliciting Board of Education.
- F. Proposals shall be enclosed in envelopes which clearly indicate a Proposal for Construction Management services.
- G. Responding CMs will be required to meet 702 KAR 4:160 and certain qualifications set out in the RFP and which include the following:
 - 1. **CM Experience**
 - 2. **Payment and Performance Bonds**
 - 3. **Professional Liability Insurance**
 - 4. **Ability to Provide Experienced Office and Field Staff**
(Owner to Add Other Specific Project Qualifications Required)
- H. Questions concerning Request for Qualifications or the project should be addressed to:
(Owner to Complete this Section)
- I. This Request for Proposals is subject to KRS 45A.455 prohibition against conflict of interest, and gratuities and kickbacks.

2. INSTRUCTIONS TO PROPOSERS:

A. Preparation of Proposals:

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

B. Fee:

Fee and schedule for this project shall be negotiated at the completion of the selection process utilizing KDE CM Fee Guidelines for CM services.

C. Submission of Proposal:

The responding CM shall complete a proposal which includes responses to this document.

Proposals shall be addressed to:
(Owner to Complete this Section)

D. Number of Copies:

The respondent shall furnish six (6) copies, minimum, or _____ () copies of the proposal.

E. Form of Agreement:

The form of agreement to be used shall be the current American Institute of Architects (AIA) document(s) required by 702 KAR 4:160.

F. Conditions:

1. The selected CM shall furnish all utilities required for the CM's on-site office and/or operations for the duration of the contract. The temporary project utilities shall not be used by the Construction Manager for CM operations.
2. The selected CM shall furnish a Payment and Performance Bond, from a bonding institution listed in the current edition of the Federal Register, in an amount equal to 100% of the proposal price as surety for the faithful performance of this contract. Bonds shall be kept in force for the duration of the contract; and, executed by a resident agent of the Commonwealth of Kentucky; and, be in compliance with Kentucky Revised Statutes.
3. Existence of insurance required hereunder shall be established by the furnishing of a Certificate of Insurance issued by insurers duly licensed within the Commonwealth of Kentucky. Insurance shall be in force on the date of execution of the Contract and continued for a period equal to the duration of the project.
4. Insurance shall include coverage as stated in the current AIA documents and associated KDE amendments required by 702 KAR 4:160.
5. CM shall hold harmless and indemnify the Owner, the Architect, and other design consultants against all claims, suits, actions, costs, council fees, expenses, damages and/or judgement in decrees by reason of persons or property being damaged or injured by the CM or any of the CM employees/subcontractors in any capacity during the progress of the work, whether by negligence or otherwise.
6. All contracts for construction will be between the Owner and the successful bidding Contractors.
7. CM shall maintain Professional Liability Insurance with minimum coverage as stated in the CM current AIA documents and associated KDE amendments required by 702 KAR 4:160.

G. Late Proposal, Modification, or Withdrawal:

1. Proposals received after the designated date will not be accepted.
2. Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of the RFP. A proposal also may be withdrawn in person by a respondent or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of the RFP.

H. Compliance with State Laws:

Any contracts resulting from this solicitation shall be governed under the laws of the Commonwealth of Kentucky.

3. **PROJECT DESCRIPTION**
(Owner to Complete this Section)

4. **TENTATIVE PROJECT SCHEDULE**
(Owner to Complete this Section)

5. GOALS FOR CONSTRUCTION MANAGER

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To manage and complete the Project 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.

6. CM DEFINITION

A Construction Manager means a qualified and experienced contracting organization which provides the services of construction management and possesses a general trades workforce, staff and equipment, financial base, insurance coverage, bonding capability, a minimum of three (3) years construction management experience on projects of \$2,000,000 or more, and the ability to provide the services required.

7. CM QUALIFICATIONS

- A. Knowledgeable of current applicable statutes, regulations and codes related to educational building projects in Kentucky.
- B. Knowledgeable of current Kentucky Department of Education (KDE) construction management contract requirements.
- C. Ability to provide Performance and Payment Bonds for 100% of the construction management contract amount from a bonding company licensed to conduct business in the Commonwealth of Kentucky.
- D. Ability to list successful completion of construction management services within the last three (3) years for work of a comparable nature; and, a total accumulative dollar value of these projects which is not less than the projected construction cost of this project.
- E. Ability to provide experienced office and field staff. Both the Project Manager and the Superintendent shall exhibit a minimum of four (4) years experience on similar size projects.
- F. Ability, through demonstration of past projects or written plan, to generate multiple bids for each required bid package.
- G. Ability to provide expertise in the services of conceptual estimating and budget control, constructability reviews, contractibility reviews, and value engineering

including life cycle costing analysis.

- H. Ability to prepare and maintain critical path method (CPM) or bar chart project schedules and update project schedules, as needed.
- I. Ability to prepare and submit for approval, to KDE, all required documents in proper form and in a timely manner.
- J. Willingness to sign a non-collusion disclosure affidavit as presented by KDE.

8. PRE CONSTRUCTION PHASE SERVICES REQUIRED

The CM shall provide pre construction phase services as stated in the AIA Standard Form of Agreement Between Owner and CM with KDE Amendments, including, but not limited to, the following:

- A. Identify project scope and construction budget from BG-1. Assist in preparation of BG-1 and BG-3.
- B. Participate and assist in program/planning meetings.
- C. Prepare and maintain CPM or bar chart schedules which include each phase of pre construction and construction; and, which show milestone dates for each phase of the project. Coordinate schedule generation with Owner and Architect.
- D. Provide dependable conceptual estimates from Schematic Design drawings and detailed estimates from Design Development drawings and from 50% completed Construction Documents.
- E. Provide constructability and contractibility reviews at each phase of design.
- F. Conduct a value engineering review, including Life Cycle Cost evaluations, for alternate materials and systems prior to the beginning of the Construction Documents phase.
- G. Coordinate materials ordering and delivery, including long lead materials.
- H. Provide assistance and recommendations to the Owner for obtaining any necessary specialty professional services or studies, if required.
- I. Assist the A/E in obtaining approvals of design from the Kentucky Department of Education.
- J. Assist the Owner in obtaining required permits.
- K. Prepare and submit cash flow analysis to Owner prior to bond sale, if applicable.
- L. Review design documents for clarity and completeness and make appropriate recommendations.

- M. Write the general conditions, supplementary/special conditions, the bid documents, and division 1 of the specifications for inclusion in joint or separate project manuals.
- N. Provide the proper construction management language for contract documents and bid packages in accordance with KDE procedures.
- O. Separate construction work into appropriate bid packages, done in such a manner that all work categories can be bid using a single compiled set of Construction Documents.
- P. Prepare bid documents and forms and distribute to potential bidders.
- Q. Review qualifications of potential bidders, generate interest, advertise, and solicit competitive bids for the Owner.
- R. Conduct pre-bid conference and assist in pre-construction meetings.
- S. Conduct public bid openings. Assist in reviewing and evaluating bids and in making recommendations to the Owner.
- T. Provide KDE with the bid tabulations, proposal forms, bid securities, proposed contracts, not less than ten (10) working days prior to scheduled bond sale.
- U. Collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to Owner, A/E, contractors, and KDE.

Kentucky Department of Education Construction Manager Scope of Services Checklist				
PRE CONSTRUCTION SERVICES	Provided by Construction Manager	Provided by Other Contractor	Provided by Owner	Provided by Architect/Engineer
Educational Specifications			●	
Financial Plan			●	
Program/Planning Meetings	▲		▲	●
Design Documents	▲			●
Construction Documents	▲			●
General/Special Conditions	●			▲
Division 1 Specifications	●			▲
Scheduling	●			▲
Estimating	●			▲
Value Engineering	●			▲
Constructability Reviews	●			▲
Contractibility Reviews	●			▲
Pre-bid Conference	●			▲
Pre Construction Meeting	●			▲
ADDITIONAL:				
● Primary Responsibility ▲ Assists in Task				

Diagram 8.1