

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

for

ARCHITECTURAL/ENGINEERING SERVICES

School District: Henderson County Schools

Project: Design and Construction of New Jefferson Elementary School

RFP Date: May 15, 2018

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1. **ANNOUNCEMENT**

A. The **Henderson County** 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)

Design and construction of a new 400 student Jefferson Elementary School, including sports facilities and grounds. The facility will be built on the current South Middle School site and the middle school will remain operational. The selected Architect will lead the owner and design team from site approval through construction administration and will be required to do multiple site studies with cost opinions to get the Kentucky Department of Education's approval of the existing site. The existing middle school football field and track, grandstands, and restroom facilities will have to be relocated onsite.

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)

Steve Steiner
Henderson County Board of Education
1805 Second Street
Henderson, KY. 42420
270-831-5000
steve.steiner@henderson.kyschools.us

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 **10:00 A.M. on Tuesday, June 5, 2018.**

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)

Steve Steiner
Henderson County Board of Education
1805 Second Street
Henderson, KY. 42420
270-831-5000
steve.steiner@henderson.kyschools.us

- 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)

Marganna Stanley, Superintendent
Henderson County Board of Education
1805 Second Street
Henderson, KY. 42420

D. Number of Copies:

The respondent shall furnish **ten (10)** 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)

The Jefferson Elementary School is on a standalone site, which will be closed once the new facility is completed. The new 400 student Jefferson Elementary School will be built on the south end of the South Middle School site, which is the current location of the football field and track. The athletic facility will need to be relocated to the east on the South Middle School site.

The Kentucky Department of Education (KDE) has not approved the use of this site and the selected design team will be required to lead the district and design team through the site selection process, per KDE requirements. This will include review, preliminary site design, and cost opinions to gain KDE approval of the site. Architect and design team should be prepared to review up to 3 sites (South Middle School, Central, and other). The district has only completed a traffic study of the South Middle School site). The architect and design team will provide basic services from site design through contract administration, as well as the required site development cost during site selection.

4. TENTATIVE PROJECT SCHEDULE

(Owner to Complete this Section)

Request for Proposal:	May 15, 2018
Interviews:	Week of June 18, 2018
Architect Selection:	July 1, 2018
Design:	July 2018 through January 2019
Start Construction:	April 2019
Completion:	July 1, 2020
School Opens:	August 2020

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 AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect – KDE Version or AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition – KDE Version 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. AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect – KDE Version; or
- B. AIA Document B132-2009, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition – KDE Version
- 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: _____