

**Grand County School District  
Douglas G. Cannon, Business Administrator  
264 South 400 East  
Moab, Utah 84532  
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**Request for Proposals for  
Architectural Services**

**July 8, 2008**

**BOARD OF EDUCATION OF  
GRAND COUNTY SCHOOL DISTRICT  
K – 6 Elementary School and  
High School Vocational  
Facility Design**

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## NOTICE TO ARCHITECTS

The Board of Education of Grand County School District (the District) is accepting Request for Proposals (RFP) from qualified firms to perform architectural and engineering services for the following project consisting of the following facilities:

**New K-6 Elementary School.** The facility will be constructed on a (12.7) acre site located just north of the existing Helen M. Knight Elementary School at 168 West 4<sup>th</sup> North, Moab, Utah. This facility will house approximately 875 students and 120 staff members. Total square footage is anticipated at approximately 113,000 square feet. The total construction cost is budgeted at \$22 million. (This is construction only and does not include FF&E, fees and soft costs.)

**New High School Vocational Education Building.** The facility will be constructed on a three (3) acre site located just east of the existing Grand High School at 608 South 400 East, Moab, Utah. This facility will house vocational programs for Grand County High School students. Programs include, but are not limited to: auto shop, construction, business / technology, media, and family and consumer science. Total square footage is anticipated at approximately 33,000 square feet. The total construction cost for the facility is budgeted at \$6 million. (This is construction only and does not include FF&E, fees and soft costs.)

The RFP information packets, including the submittal requirements and selection process, will be available beginning on **Tuesday, July 8, 2008**, at Grand County School District Office, 264 South 400 East, Moab, Utah, 84532. The RFP submittals will be accepted until **5:00 p.m. on Wednesday, July 23, 2008**, attention Douglas G. Cannon at the office of the District set forth above. For questions regarding this solicitation for architectural services, please contact Douglas G. Cannon, at telephone number (435) 259 - 5317. No others are to be contacted regarding this solicitation.

The District reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of the District.

Douglas G. Cannon, Business Administrator  
GRAND COUNTY SCHOOL DISTRICT  
264 South 400 East  
Moab, Utah 84532  
Telephone No.: (435) 259 - 5317

### **SUBMITTAL REQUIREMENTS**

The submitting Architectural and Engineering (AE) firm shall provide twelve (12) copies of their proposal pursuant to this Request for Proposals (RFP), which must be **received** by the District on or before **Wednesday, July 23, 2008, at 5:00 p.m.**, addressed to the following:

**Douglas G. Cannon  
Business Administrator  
Grand County School District  
264 South 400 East  
Moab, Utah 84532**

Questions, interpretations, or clarifications regarding this RFP shall be directed to Douglas G. Cannon, Business Administrator, Grand County School District, (435) 259 - 5317.

## ARCHITECTURAL SERVICES AND GENERAL PROVISIONS

The Board of Education of Grand County School District a body corporate under Utah Code Section 53A-3-401, located at 264 South 400 East, Moab, Utah, 84532 (the District), is interested in contracting with a qualified, licensed AE to provide professional Architectural and Engineering services for the following project.

### **I. Project Introduction**

In June of 2008, the citizens of Grand County, Utah passed a \$31 million bond to construct two (2) school facilities – a K-6 elementary school and a high school vocational building. There is much community interest in the design of these facilities. Grand County citizens are known for their creativity; their desire to think outside the box and their determination to be frugal, yet efficient. The use of technologies promoting renewable energy and sustainability is of paramount importance to the community. It is expected facilities will be designed with the aggressive use of passive architectural features (heating, cooling, ventilation, lighting, etc.) and with the capabilities to accept photo-voltaic and other renewable systems as grant monies become available. The intent of the Board is to have the new facilities in operation beginning the fall of 2010.

### **II. Project Objectives**

- A. Use of state-of-the-art technologies and design methodologies. While any type of environmentally sound innovative school building technologies and methodologies may be proposed during design, the District is particularly interested in the following:
  - 1. Provide welcoming, learning and gathering spaces for students, staff and the community.
  - 2. Make the facilities accessible and safe.
  - 3. Support contemporary instructional needs of teachers.
  - 4. Promote student achievement.
  - 5. Maintain the rural, natural character of Grand County's environment, but create notable and distinctive presence as school facilities.
  - 6. Support the use of minimum energy and resources over time.
  - 7. Reflect economical construction **and** consideration of environmental and social implications in designs and selection of materials and systems.
  - 8. Emphasize durability, simplicity and sustainability.
  
- B. Design criteria during design will include the following:
  - 1. An integrated design approach. The District will assign project stakeholders to work with the AE team in a collaborative project development process throughout all phases of the project.
  - 2. Facilities designed for future expansion. The District desires up-front planning of facility design to meet the needs of future programmatic growth, enrollment growth and technology advances.

3. Facilities designed for energy efficiency. The integrated design process will allow for eco-charettes wherein specific subsystem efficiencies will be determined and finalized. The District intends to use LEED (Leadership in Energy and Environmental Design) principals to meet the following energy efficiency goals:
  - An energy efficiency goal of a minimum of 35% better than code.
  - A water savings goal of 50% or better on exterior water use and 40% on interior water use.
  - A lighting connected load goal of 1.0 watt per square foot or less.
  - A priority placed on systematic integration of low cost and no cost efficiency into the designs.
4. Use of Energy Modeling to optimize cost and performance.
5. Facilities designed as 'buildings that teach.' The District desires its new facilities to be 'tools' used to demonstrate curricular concepts involving renewable and sustainable energy to students.
6. The AE team shall assist the District in obtaining and coordinating with the District's commissioning agent for the project.
7. The AE team shall assist the District in the hiring of local, qualified contractors, subcontractors and/or suppliers whenever possible and practical.

### **III. Selection Criteria**

Each AE firm submitting a proposal should include, but not be limited to, the following information:

- A. The name of the firm and location of all its offices, specifically indicating the principle place of business
- B. A brief history of the firm and the range of services offered.
- C. The age of the firm, the total number of years experience providing AE services for both educational and non-educational projects, and the average number of employees over the past five (5) years.
- D. A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.)
  1. The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the design, sustainability, energy efficiency, and for field supervision during the construction. Include an organization chart.
  2. How the firm intends to manage their responsibilities and provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
  3. Proposed project production schedule showing critical dates and other information in sufficient detail for the selection committee to determine the feasibility of the time frames indicated.

4. The experience, qualifications, and expertise of the firm with these types of projects, specifically the design services for elementary schools and high school vocational buildings in climates similar to those of Grand County. Reflect management plans, community relations, innovative ideas, technical capabilities, project experience, and ability to perform the services as reflected by workload and having adequate personnel, equipment, and facilities.
5. The plan should also clearly identify the AE Teams methods for providing the following:
  - Comprehensive AE services from pre-design through construction.
  - Deliverables review and approval by the District at various stages of project development.
  - Construction administration.
  - Analysis and consultation with the District in the determination of the best construction delivery method for this project.
6. Indicate all firms or individuals the firm anticipates to utilize to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- E. Provide a statement of Fee Compensation based on a percentage of the total budgeted construction cost for both facilities.
  - New K-6 elementary school - \$22 million budget.
  - New High school Vocational building - \$6 million budget.
  - Total construction budget is \$28 million.

At the end of the Design Development stage of production the AE shall be required to convert the percentage fee into a lump sum fee based on the accepted Design Development cost opinion.

- F. The names of at least five (5) clients who may be contacted, including at least two (2) for whom school facilities of the size and nature indicated above were designed in the past five (5) years.
- G. Indicate the present level of professional liability insurance coverage for the firm.
- H. Include drawings of floor plans of similar type projects the firm has designed, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, educational benefits, etc.
- I. Personnel accessibility of AE to the District.
- J. Experience with integrated design process.
- K. Describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past ten (10) years.

- L. Provide financial statements reflecting the firm's financial resources to adequately perform the work described herein. These financial statements may be submitted in a separate, sealed envelope.
- M. Provide any other pertinent information regarding qualifications and performance data requested by the District.
- N. To be considered responsive to the requirements of this RFP, all AE firms shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Utah and meet all the requirements and qualifications described herein. The District reserves the right to request additional information which, in the District's opinion, is necessary to assure that the AE firm's competence, business organization, and financial resources are adequate to perform the work described herein.

#### **IV. Scope of Services**

Depending on possible partnerships with higher education and other entities, the scope of the design for the high school vocational building may expand. The work of the selected AE firm shall include but not be limited to the following Services:

- A. Program Verification
- B. Civil Engineering Design and Documentation
- C. Structural Engineering Design and Documentation
- D. Mechanical Engineering Design and Documentation
- E. Electrical Engineering Design and Documentation
- F. Food Service Design and Documentation K-6 Elementary School
- G. Architectural Design and Documentation
- H. Schematic and Design Development Submittals
- I. Contract Document Production
- J. Bid and Award Services
- K. Construction Administration Services including weekly On-site Reviews during construction
- L. Project Close-out Services including Punch Lists, Warranties Review, Record Drawing Development and equipment start-up coordination.

## V. Required Schedule

| <u>ITEM</u>                                    | <u>DATE</u>            |
|--|------------------------|
| RFP - Architect                                | July 8, 2008           |
| Proposals Due - Architect                      | July 23, 2008          |
| GCSD Interviews - Architect (optional)         | Week of July 28, 2008  |
| GCSD Board Approval - Architect                | Week of August 4, 2008 |
| Notice to Proceed on Design                    | August 8, 2008         |
| Programming and Selection of Delivery Method   | September 8, 2008      |
| Schematic Design                               | October 6, 2008        |
| Owners Review/Approval of Schematic Design*    | October 6, 2008        |
| Design Development/Value Engineering           | November 3, 2008       |
| GCSD Board Review/Approval of Schem. Design*   | November 3, 2008       |
| Construction Documents                         | January 15, 2009       |
| 50% Construction Documents Review              | December 3, 2008       |
| GCSD Board Review of Final Constr. Documents   | January 29, 2009       |
| Regulatory Agencies Review*                    | January 29, 2009       |
| Ready for Construction Bid Process to Begin    | February 2, 2009       |
| Follow Mgmt. Plan thru Construction Completion | July 1, 2010           |

*\*assumes on-going review*

## VI. Submission Format

Content of the Submitted Proposal (Note: Any cost for developing the submitted proposal is entirely the responsibility of the submitting AE firm.)

- A. Submittals should be concise and appropriate to the scope of the proposed project. The submitted proposal should only contain information relevant to the proposed project.
- B. All pages are to be numbered and indexed.
- C. The submitted proposal should represent the AE firm's ability to provide the professional services described herein.
- D. Terms, conditions and fees required by the firm to complete the projects described in this RFP should be included.

## VII. Evaluation Procedure

The District will evaluate each proposal submitted based on responsiveness to the District's needs and this RFP. The District will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. The award of contract, if made, will be the AE firm who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria are as follows:

- Response to RFP – 5 points
- Experience – 10 points
- Management Plan – 60 points
- Strength of Team – 10 points

- Sustainable Design Capability – 15 points
- Project Development Method – 10 points
- Construction Administration Services – 15 points
- Production Schedule – 10 points
- References – 10 points
- Fee - 15 points
- Total – 100 points

## **VIII. Contractual Information**

- A. Licensure. The AE firm and its employees, representatives, agents, consultants, subcontractors, and sub consultants, shall comply with the license laws of the State of Utah.
- B. Termination or Debarment Certifications. Each AE firm must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by the District. Firms are to submit these certifications with their proposals.
- C. Insurance. The selected AE firm shall, at its expense, purchase and maintain in full force and effect, for the duration of the agreement, such general liability and errors and omissions insurance as will protect itself and the District from and against liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation and attorneys' fees) of every nature arising out of or in connection with the AE firm's, or any of its employees, representatives, agents, subcontractors, or sub consultants performance of the professional services to be provided hereunder.
- D. Contract Documents. The selected AE firm will be required to sign an Agreement with the District for the project. The Agreement shall be signed by the selected AE firm and returned, along with any required documents, to the District within five (5) working days. The Agreement is of no effect until approved and signed by the appropriate officials of the District. Any work performed by the AE firm prior to receipt of a fully executed Agreement shall be at the firm's own risk. Failure to execute the Agreement or comply with other requirements within the time periods identified herein shall be sufficient cause for voiding the award. If the selected AE firm refuses the award or fails to execute the Agreement, the District may award the contract to the next qualified highest ranked AE firm.
- E. Indemnification. The selected AE firm shall indemnify, hold harmless, and protect the District, and its employees, representatives, agents, and volunteers, from and against any and all liability, loss, damage, expense, cost (including without limitation to costs and fees of litigation and attorneys' fees) of every nature arising out of or in connection with the AE firm's, or any of its employees, representatives, agents, consultants, subcontractors, or sub consultants negligent performance of the professional services to be provided hereunder or failure to comply with any of its obligations contained in the Agreement, except as to such loss or damage which was caused by the sole negligence or willful misconduct of the District.

## **IX. Selection Committee**

A selection committee will be composed of individuals from Grand County School District and others as may be deemed appropriate by the District.

The selection committee may select a firm based on the information contained in the RFP submittal. If necessary the selection committee may elect to interview up to three (3) AE firms evaluated as being professionally and technically qualified. Interviews will provide an opportunity for the selection committee to seek clarifications from the AE firms. If interviews are required, AE firms selected will be notified of the date, time, and place of the interview. The selection committee shall make a recommendation to the Board of Education. The Board of Education shall make the final determination of the selected AE firm.

## **X. Questions Regarding this Solicitation for Architectural Services**

Questions, interpretations, or clarifications regarding this solicitation for architectural services shall be directed to Douglas G. Cannon, Business Administrator, Grand County School District, (435) 259 - 5317. If any architectural firm or individual detects any discrepancy, conflict, omission, or other error in these documents, or in any addenda or attachment hereto, they shall immediately notify the District in writing and request clarification or modification of these documents. Clarifications or interpretations pertaining to these documents will then be given by numbered addenda to all parties who have been provided a copy of these documents. Any addenda submitted prior to the submittal deadline shall become part of this RFP and any information required shall be included in your submittal.

Except as authorized by the Business Administrator or as otherwise stated in this RFP or any pre-submittal meeting, communication during the selection process shall be directed to the Business Administrator. In order to maintain the fair and equal treatment of everyone, architectural firms shall not contact or offer gifts or gratuities to the District or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the project is awarded, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement may result in a disqualification in the selection process. Architectural firms should be aware that selection committee members will be required to certify that they have not been contacted by any of the architectural firms in an attempt to influence the selection process.

## **XI. Reserved Rights**

The District reserves the right to reject any or all submittals, or to waive any formality or technicality in any submittal, in the best interests of the District. While it is the intent of the District to proceed with this appointment, this solicitation does not obligate the District to enter into a contract. The District reserves the right to cancel this request for RFP in whole or in part at any time if it is in the best interests of the District to do so.