

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES**

NOTICE

The Maries County R-1 School District will accept qualifications for architectural and engineering services as described in the attached request. Qualified organizations are invited to submit copies of a formal proposal as described herein.

PROPOSAL SHALL BE LABELED

“QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES”

AND ADDRESSED TO:

**Mark Parker, Superintendent
Maries County R-1 School District
300 4th Street
Vienna, MO 65582**

PROPOSALS MUST BE RECEIVED BY: February 28th, 2020

**Questions may be directed to Mark Parker at
Phone: (573) 422-3304
Email: mparker@viennaeagles.org**

**General District Information
<https://www.mariesr1.k12.mo.us/>**

PART I: INTRODUCTION AND PROCESS

PURPOSE

The District is seeking the services of an Architectural and Engineering firm/team to assist the District with the design and implementation of capital improvements, pursuant to an April 2020 Bond Referendum. These improvements include but are not limited to the following:

- Security and energy efficiency improvements for entrances and windows
- Building renovations for the weight room and band room
- A building addition for concessions
- Surface parking rehabilitation and expansion improvements
- Rehabilitation of the existing track and field
- Additional ADA Improvements

The selected firm or team will be retained to provide the professional design services necessary to implement the resulting capital improvement projects once funded. The District desires to select a full-service firm, or team, capable of assisting the District with all aspects of the design, and construction administration, of the resulting capital improvement projects.

RESPONSE DEADLINE

Those firms interested in submitting a proposal for consideration must comply with the following:

- A. All proposals must be received no later than February 28th, 2020, at 3:00 pm.
- B. A Pre-Proposal meeting will be held at the Vienna High School at 300 4th Street, Vienna, MO 65582 at 10:00 AM on February 19 for questions and clarifications on projects.
- C. Questions or clarification may be directed to Mark Parker, Superintendent, Maries County R-1 School District, 300 4th Street, Vienna, MO 65582, telephone (573) 422-3304.

SCOPE OF WORK

The selected architectural/engineering firm/team should be prepared to provide a minimum of the following services to the school district:

- A. Professional Services
 - a. Prepare necessary plans, drawings, and bid documents for selected and funded projects;
 - b. Assist the school district in selection of all contractors;
 - c. Oversee each project for compliance with specifications, quality of work, materials, construction schedules, and other services normally provided by architectural professionals to make certain that the best interest of the school district is guarded at all times.

AWARD CRITERIA

It is the intent of the District that the agreement for architectural and engineering services will be awarded to the firm that is best qualified and capable of performing the desired services. Each proposal will be independently evaluated. Final selection and approval will be made by the Board of Education. The following criteria will be used:

- A. The capacity and capability to perform the tasks requested, and the specialized experience and technical competence on similar projects; - *Max 40 Points*
- B. The past record of performance with respect to such factors as control of costs, quality of work, and ability to meet schedules. Include 5 references. - *Max 20 Points*
- C. The firm/team's proximity to and familiarity with the area in which the school is located. -*Max 10 Points*
- D. Understanding of the proposed improvements and project approach – *Max 30 Points*
- E. Other information deemed helpful in evaluating and differentiating your firm.

SUBMITTAL REQUIREMENTS

The response to this RFQ must include a minimum of the following items and information shall be concise and specific to address each request and be limited to a total of 20 pages (single sided). **Please note**, the cover sheet is not included in the page count.

- A. Contain a letter of interest (no more than one page long)
- B. Firm/Team Name/Address;
- C. Include three (7) bound copies of the Statement of Qualifications;
- D. Submittals received after the deadline will not be considered.
- E. The District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

SCHEDULE

It is anticipated that the District will notify the selected firm and begin negotiation of an agreeable contract. In early March. The District will provide a Notice to Proceed following passage of the proposed bond referendum.

A professional services agreement shall specify the scope of included services. The District reserves the right to enter into additional agreements with the selected firm or other firms for specific projects (e.g. the design or construction supervision of capital improvements). The District anticipates the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the District and the successful respondent.

SUPPLEMENTAL INFORMATION

Any information, which the District currently maintains, including blueprints of buildings, previous architectural studies, etc., will be made available to the selected firm.