

# USD 447

*Learning*

*Leading*

*Leaving a Legacy*

Dr. Shelly Kiblinger  
Superintendent  
618 E 4th Street  
Cherryvale, KS 67335  
620-336-8134  
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## Request for Proposal

Proposal Due: October 2, 2017 at 5:00 p.m.

Submit To: Cherryvale-Thayer, USD 447  
618 E. 4<sup>th</sup> Street  
Cherryvale, KS 67335

Attention: Dr. Shelly Kiblinger  
Superintendent  
Cherryvale-Thayer USD 447

USD 447 is seeking proposals from Registered Architects to provide architectural and engineering services for the planning, design, and construction of one elementary school and possible miscellaneous remodeling and improvement projects on other district facilities, for a bond issue no sooner than the spring of 2018.

All Proposals must be received no later than October 2, 2017, 5:00 p.m.  
Proposals not received by this time will be returned unopened.

### 1. Background

The Cherryvale-Thayer school district is located in Southeast Kansas 5 miles south of the junction of US Highways 400 and 169. The district has approximately 825 students. The mission of Cherryvale-Thayer Public Schools is "USD 447 develops students' academic, technical, and social skills; empowering them to build healthy relationships and to lead productive and fulfilling lives."

## **2. Purpose of Solicitation**

USD 447 is issuing a Request for Proposal (RFP) from qualified Architects and Engineers to offer their relative skills, expertise, and technical capabilities in serving as a consultant in planning, design, and construction phases of work on one or all areas as described in **Statement of Work**.

### **Statement of Work**

District project will include design and construction of one elementary school with capacity for 450 students and possible various other upgrades to existing buildings. The elementary school project may include new parking lots, loading zones, landscaping, play areas, and demolition of the existing building after construction of the new buildings. Various other upgrades may include, but are not limited to, new roofs, window replacements, flooring, HVAC, plumbing, and electrical.

The proposed updates and upgrades will be addressed on a site-by-site basis and may include but may not be limited to roof demolition and replacement, window replacement, HVAC replacement and upgrades, and plumbing and electrical upgrades.

The consultant(s) chosen shall provide industry normal architectural services such as;

1. Project administration services
2. Support services
3. Evaluation and planning services, to include facilitation of community input
4. Design services
5. Consult on procurement of construction services for projects
6. Provide contract administration services as requested by the District

## PROPOSAL CONTENT:

Please organize your Proposal in the following format and limit your entire proposal including cover letter and Attachment A to no more than 50 single-sided or 25 double-sided 8-1/2" x 11" pages. All Proposals shall be bound. In addition, an electronic copy must be sent in a PDF document on a USB flash drive.

1. Cover letter which will also identify the project or projects the proposal is intended to cover
2. Attachment A (Proposal Form), signed by a Principal of the Firm
3. General Firm Description
4. Resumes of Architectural Team Members:
  - a. Provide resumes of key project personnel of the firm including the names of the key personnel, their certifications, and experience. All key personnel listed shall be project team members and are expected to participate actively throughout all aspects of the project. Changes in key personnel will not be permitted without District approval. All key personnel must be listed. If any key personnel become unavailable, all parties shall mutually agree upon appropriate replacement.
5. Capabilities
  - a. K-12 Educational project experience
  - b. Experience with energy-efficient and sustainable design
  - c. Cost control methods and change order history
  - d. References: Provide contact information for each project included letters of reference from past project clients
6. Proposed Consultant Team
  - a. Provide general firm descriptions, representative project descriptions, and qualifications of key project personnel for the following:
    - i. Civil engineer
    - ii. Structural engineer
    - iii. Mechanical engineer
    - iv. Electrical engineer
    - v. Acoustic engineer
    - vi. Landscape architect

Include a summary of the prime firm's experience in working with each consultant listed with specific reference to educational projects.

7. Representative Project Descriptions:

- a. Provide a general description and photographs or renderings of past or current projects which are representative of the architect's experience. Educational and other public facilities projects are of greatest interest, especially elementary schools of similar student capacity.

8. Project Approach

- a. Provide a general description of your firm's approach and methodology demonstrating specialized experience, capabilities, and technical competence to meet the project requirements, including public input facilitation and project management techniques.

SELECTION PROCESS:

The following steps shall be taken to analyze and rank the proposals and finalize the selection process:

1. Written Proposals submitted to the District will be evaluated by a review committee.
2. Proposers will be ranked by the review committee in order of their capabilities to perform the requested services
3. Interviews will be conducted with top-ranked finalists
4. The interview committee will submit its rankings to the USD 447 Board of Education for approval.

ATTACHMENT A  
PROPOSAL FORM

The Proposer makes the following statements and representations as part of the proposal:

Proposer Location (to be used for all legal and contractual correspondence)

Proposer Name: \_\_\_\_\_

Proposer Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

General Information

1. Federal ID Number: \_\_\_\_\_

2. How long has the Proposer been in business? \_\_\_\_\_

3. Under which names? \_\_\_\_\_

\_\_\_\_\_

4. Proposer is a subsidiary of, or is wholly owned by:

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5. If a corporation, list the date, state, and type of incorporation.

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6. List the names of Firm Principals.

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Has the Proposer been the subject of any legal action as plaintiff or defendant regarding architectural or engineering services for projects completed during the past 15 years? If yes, describe action and outcome.

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Signature of Firm Principal \_\_\_\_\_

Date: \_\_\_\_\_