

# Requests for Qualifications

## Summary

The Appoquinimink School District is issuing an RFQ to engage an architectural/site design firm to complete a campus planning service for a 142 acre campus setting which will house 4 or more school buildings including a kindergarten center, elementary, middle and high school.

The District intends to engage with a firm who has previous experience in developing a campus setting.

## Selection Process

The District intends to adopt the campus plan through a two-step process. During the first phase, respondents will be required to submit qualifications that demonstrate their experience with campus and school planning. The Phase 1 RFQ should include (1) a summary of the respondent's previous experience and references; (2) resumes of key personnel; (3) an approach that describes the process the A/E will use for the campus planning.

During the second phase the District will provide a detailed design challenge, response instructions and specifics to the 142 acre site. The shortlisted firms will also be provided a stipend and purchase order to develop their plans which can then be invoiced at the conclusion of their presentation of their Campus plan. Firms will be required to submit a preliminary design that will incorporate existing topographical and environmental conditions it will also include the site entrance, internal roadways, indicate shared amenities between facilities such as parking and will establish the architectural aesthetic theme for all future buildings.

## Schedule

RFQ Deadline	October 19, 2018
Shortlist Notification	October 25, 2018
District meeting with short list firms	October 31, 2018
Interviews	November 19-20, 2018

The selection process will be conducted according to Delaware Code, Title 29, Chapter 69, Subchapter V, Section 6982.

Interested firms must submit 10 copies of their information no later than 2:00 p.m. on Friday October 19, 2018 to Robert D. Hershey, Construction Projects Manager, Appoquinimink School District, 118 South Sixth Street, Odessa, DE, 19730.

## **RFQ Designated Contact**

All requests, questions, or other communications about this RFQ shall be made in writing to the Construction Projects Manager. Address all communications to the person listed below; communications made to other Appoquinimink School District personnel or attempting to ask questions by phone or in person will not be allowed or recognized as

valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFQ designated contact.

**NAME: Robert Hershey**

**DEPARTMENT: Construction Projects**

**ADDRESS: 118 South Sixth Street, Odessa, DE 19730**

**EMAIL ADDRESS: bob.hershey@appo.k12.de.us**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used

### **Criteria Weight**

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

<b>Criteria</b>	<b>Weight</b>
<b>Experience and reputation</b>	<b>15</b>
<b>Expertise (for the particular project under consideration)</b>	<b>15</b>
<b>Capacity to meet requirements (size, financial condition, etc.)</b>	<b>15</b>
<b>Location (geographical)</b>	<b>10</b>
<b>Demonstrated Ability</b>	<b>15</b>
<b>Familiarity with public work and its requirements</b>	<b>15</b>
<b>Distribution of work to individuals and firms or economic considerations</b>	<b>15</b>
<b>Total</b>	<b>100%</b>