

# **Request for Architectural Services**

## **Bid #1305**

The Capital School District is seeking qualification materials for Architectural services for the partial renovation and addition to the KCCS Main Building, partial renovation of the Central Middle School, and partial renovation and 15,000 sq.ft. addition to Booker T Washington Elementary School.

The selection process will be conducted in accordance with Delaware Code Title 29 Section 6982. Professional services may be issued to more than one firm. For a copy of the "Request for Qualifications" or, if there are any questions, contact Sean Sokolowski, Business Manager, at 302-857-4205. Selection will be based upon; Construction Management experience, expertise, capacity, reputation, experience with Delaware public works projects, geographical location, and a listing of most recent projects accompanied by specific information listed in the "Request for Qualifications".

A mandatory pre-proposal qualifications meeting will be held in the offices of the Capital School District, 198 Commerce Way, Dover, Delaware on Monday, April 8, 2013 at 3:00 pm Eastern Standard Time. Mandatory submission of letters of interest are due at that time.

Eight (8) copies of proposals are due by Thursday, April 25, 2013 at 2:00 pm Eastern Standard Time to the Capital School District, 198 Commerce Way, Dover, Delaware, 19904.

# **CAPITAL SCHOOL DISTRICT**

## ***Qualifications and Evaluation Criteria for Architectural Services***

### **Project Description**

Kent County Community School (KCCS) is designed to meet the needs of students with Autism and other more severe disabilities. KCCS serves approximately 131 students that range in age from three to twenty one who exhibit a variety of disabilities that include physical, sensory, cognitive, communication, and those that are medically fragile. The program has outgrown its current location and is therefore looking to enhance its main site as well as expand some of its auxiliary areas at other school locations; namely Booker T Washington Elementary and Central Middle. Consequently, the construction project will entail renovations and additions at three different locations.

The KCCS Main Building Project will include additions and renovations to include but not be limited to the addition of two early childhood classrooms, replacement of some mechanical systems, divide two classrooms into four, install a gas fired generator for the entire facility to accommodate physically fragile children in case of a power outage, and install a public address system.

The KCCS Booker T Washington Project will include additions and renovations to include but not limited to asbestos abatement of existing area, renovations to existing area, parking lots and lanes, sitework, and the addition of four classrooms. The Booker T Washington Project is renovating the most notable African American school built in the 1920's by P.S. DuPont. The school was the first modern building to house the Dover African American student population at that time. Because of the significance of this structure, the building holds an important place in the history of Delaware and Capital School District. Consequently, the design should incorporate some of this historical perspective.

The KCCS Central MS Project will include additions and renovations to include but not limited to renovation of basement area into instructional space to accommodate KCCS students.

Because of the fragile nature of these children the timing of construction must be considered.

### **Mandatory Pre Bid Meeting**

Brief letters of interest describing the qualifications of the firm shall be submitted at or before the mandatory pre-bid meeting on Monday, April 8, 2013 at 3:00pm at 198 Commerce Way, Dover, DE 19904.

### **Submission Requirements**

Eight (8) detailed proposals are due by Thursday, April 25, 2013 at 2:00pm at 198 Commerce Way, Dover DE 19904. Bearer assumes the risk of late delivery and late submissions shall be returned unopened.

### **Evaluation Criteria**

***Understanding of the project*** (2 page limit) - 0 points

- State your firms understanding of the project and the issues surrounding the successful delivery of renovations and additions for the three KCCS projects.

***Experience*** (10 page limit) - 20 points.

- Demonstrate the firms experience in Construction Management services for Educational (K-12) Major Capital Projects.

***Expertise*** (8 page limit) - 15 points.

- Provide an organizational chart identifying all of your key staff members and demonstrate how each member will interact with other staff members assigned to this project. Provide a brief resume of key individuals (including, but not limited to project executive, project managers, field superintendents) describing at a minimum:
  - Role on project
  - Education
  - Professional registrations
  - Relevant Experience

***Capacity*** (8 page limit) - 20 points.

- Provide a brief description the size of the firm, estimate of manpower required for the execution of the project, the total number of professional and technical personnel by discipline, and current listing of work in progress. In addition, provide an estimate of the time required for the construction and renovation of existing and potential new facilities. Provide a copy of your last audited financial statement and a letter from your bonding company stating your maximum bonding capacity and your bonding capacity currently available.

***Reputation*** (6 page limit) - 15 points.

- Submission of documents or references substantiating the reputation of the firm. Listing of any litigation brought against the firm or principals of the firm in the last five (5) years.

***Experience with Delaware Public Works Projects*** (5 page limit) - 5 points.

- History of successful projects to include project cost, public agency involved, address of public agency involved, and name and telephone number of contact person.

***Geographical Location of the Firm*** (1 page limit) - 5 points.

- Main office and any branch offices beyond 1 hour response time or 35 miles = 0
- Main office beyond 1 hour response time or 35 miles with branch office responsible for work within 1 hour response time or 35 miles = 1
- Main office within 1 hour response time or 35 miles = 3
- Main office within 30 minutes response time or 15 miles = 5

***Recent Project History*** (10 page limit) - 20 points.

- Tabulation of ten most recently completed projects accompanied by brief description and the following information:
  - Owners' name
  - Owners' address
  - Name and telephone number of contact individual
  - Initial estimate of project cost
  - Final project cost
  - Name, address and telephone number of Architectural and Engineering Firms accompanied by name of appropriate contact individual.
  - Percentage breakdown of change order documents due to architectural or design errors, architectural or design omissions, field conditions and owners' request.

**Appendix**

- Provide any supplemental information in support of your team's qualifications (articles, awards, etc.)

**Selection Process**

The proposals for each firm will be reviewed and a shortlist of the most qualified firms will be invited to interview. The interviews will consist of a presentation to the selection committee and a brief question and answer period. Key members of the staff to be assigned to the project are expected to attend and perform the lion share of the presentation. The District will then enter into negotiations with the preferred firm. If negotiations cannot be completed to the satisfaction of the District, then the owner will be notified in writing, and the District will enter into negotiations with the next highest ranked firm.