

REQUEST FOR PROPOSALS – RFP #2-12-39 TV/RADIO STUDIO CONSULTANT SERVICES

The Red Clay Consolidated School District is seeking proposals from individuals and/or firms interested in providing TV/Radio studio consulting services to the District regarding the McKean High School in Wilmington, DE. The scope of work will include the following:

- Review of the existing facility from an acoustical, audio-visual, and technical TV/Radio Studio perspective.
- Meetings with McKean High School staff to determine their educational program needs with regard to this facility.
- Recommendations of renovations that will meet the educational requirements and provide a high-quality multi-use TV/Radio Studio space.

Responses to this RFP should include the following information:

- Letter of interest (required).
- Standard GSA Forms 254 and 255 (required).
- Additional materials as deemed appropriate (optional).

Selection criteria will include, but not be limited to:

- Experience and reputation.
- Expertise in TV/Radio renovation programming and design.
- Capacity to meet requirements (size, financial condition, etc.).
- Location (geographic).
- Demonstrated ability in similar TV/Radio consulting projects.
- Familiarity with public works, especially educational facility design and renovation.

Submissions must be received by 3:00 p.m. on Wednesday, January 12, 2012 at the following address:

Red Clay Consolidated School District
Facilities and Maintenance Office
1798 Limestone Road
Wilmington, DE 19804

A paper screening, followed by interviews of finalists will be conducted. Questions can be addressed to Sharon Rookard, CTE, ED Associate Restructuring at (302) 552-3700.

RFP FOR ARCHITECTURE/ENGINEERING SERVICES PAPER SCREENING FORM

Firm: _____

Rater: _____

Directions: Rank each of the criteria below based upon the “paper” submission on a scale of 0 to 5, with 5 being the “best” score. Multiply the score given by the weight and add the “TOTAL” column to get a total score for the particular firm.

CRITERION	SCORE	WEIGHT	TOTAL
Experience and Reputation: Does the firm have significant previous experience in school design? Have they provided examples in their proposal? Have they provided testimonials attesting to their ability? Does it appear that the firm is good at what they do? Are these people that you can trust?		5	
Expertise In School Programming and Design: Does the firm, including consultants, have a grasp of what the Red Clay Consolidated School District envisions for their schools? Have the examples that they have presented appear to be functional and efficient? Will the firm be a good “match” in Red Clay?		5	
Capacity To Meet Requirements: Does the firm have the human and material resources to perform work in a timely manner? Have they had much recent work?		3	
Location (Geographic): Will the firm, including consultants, be able to respond in a timely manner? Does it appear that the firm and consultants will not allow their geographic location to be an impediment to providing superior service? Is the firm a Delaware firm?		2	
Demonstrated Ability In Similar Projects: Does the team have prior experience working together? Has the firm included floor plans and/or elevations and/or photographs showing similar projects? Does it appear that they understand how schools function and can design to that end? Have they provided evidence of meeting client’s expectations, quality work, working within a budget and schedule, low change order percentages, and quality construction administration.		4	
Familiarity With Public Works, Especially Educational Facility Design: Has the firm had much experience in public works projects? Have they worked on school projects in Delaware? Do they have experience working with the various regulatory agencies in Delaware, including at both the State and County levels?		2	
		TOTAL =	

Notes: