



PALOUSE PRAIRIE
CHARTER SCHOOL

nurturing minds | inspiring leaders

Request for Statement of Qualifications For Architectural Services

March 4 2017

Modifications (addenda) to this RFQ, if any, will be posted on the Palouse Prairie School website at palouseprairieschool.org/facilities.html. It is recommended the responders to this RFQ check this page prior to making their submittal.

Return Completed Proposal To:

Physical Submissions: Palouse Prairie Charter School Attn: Nils Peterson-Facilities 1500 Levick St Moscow, ID 83843	Electronic Submissions: Limited to 10Mbytes email to Office@PalousePrairieSchool.org Subject Line: Response to RFQ Filename: made from applicant's name.PDF
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TO BE CONSIDERED, PROPOSALS MUST BE RECEIVED BY 2:00 P.M. (Pacific Time), MARCH 22, 2017

Anticipated Schedule:

Review of written responses: March 22-23

Notification of short list candidates by EOB Friday, March 24

Interviews by Palouse Prairie Board Monday, March 27

If the Board has too much regular business a special meeting will be set shortly after March 27.



Palouse Prairie Charter School in Moscow, Idaho in accordance with Idaho Code 67-2320 is soliciting “Requests for Qualifications” (RFQ) from architects to provide professional architectural and planning services.

PROJECT INFORMATION

The successful firm selected by Palouse Prairie Charter School (PPCS) through this Request for Qualification (RFQ) process will provide comprehensive architectural services for the new school project.

It is anticipated that the project will be funded with a combination of funds on hand, fundraising, and a conventional construction loan. The potential project is for a new school building and multipurpose building on a greenfield site in Moscow. The land purchase is in progress, and the required conditional use permit has been obtained.

Feb 27 the Board adopted a draft project timeline with the goal of opening in Fall 2018.

Activity	2017												2018								
	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September		
Select Architects	█																				
Design		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		
Permit					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		
Contractor Bid & Award																					
Grading and utilities																					
Structure																					
Building skin																					
Interiors																					
Site work																					
Commissioning																					
Punchlist																					
C of O (Substantial Completion)																					
Move-in																					
School Starts																					
Current lease ends (Move-out)																					

It is envisioned that the successful architectural firm will assist and guide PPCS in the design, permit, bidding, and construction process in addition to those responsibilities typically incorporated within school construction projects.

PPCS anticipates that the selected firm will provide a full complement of architectural services. Required services should be substantially similar to those identified in the American Institute of Architectural document, B141, with modifications to meet PPCS requirements.

The final school project must be designed to be cost effective and functionally efficient while supporting the school’s Expeditionary Learning (eleducation.org) model.

The successful architectural firm will be required to independently retain the services of adequately licensed engineers and landscape architects to provide PPCS with the professional services required for the project. PPCS reserves the right to approve engineering consulting service providers contracted directly with architectural service provider.



PURPOSE OF PROCEDURE

PPCS's "Qualification Based Selection" (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of:

- (1) Solicitation of professional qualifications,
- (2) Evaluation and ranking of qualifications,
- (3) Establishment of a ranked list of service providers, and
- (4) Negotiation of scope of services and fees.

PROPOSAL FORMAT, CONTENT AND EVALUATION CRITERIA

All submittals shall comply with the format outlined below. **Proposals need not be exhaustive in the information presented**, rather, the proposing firm is encouraged to present only concise information relevant to your pertinent qualifications. Respondents are encouraged to be as clear and concise as possible, avoiding standardized or boilerplate information. Submittal content should be as specific as possible with emphasis on the unique qualities that the respondent's firm can bring to educational projects. A selection committee will evaluate the written submittals and short-list firms by numerical ranking to determine the final approved list for presentation and interview. At a minimum, proposals must include the following information in the sequence listed. Proposing firm to submit technical information to meet the requirements stated below.

Illustrations are welcome, but in the interest of space (and file size for electronic submissions), submittals may include web links to illustrations and projects posted on the Internet.

1. General Information (Mandatory)

Cover Letter

Include a brief statement that explains why the PPCS would be best served by selecting your firm. – (1) page.

General Architectural Services Qualification Statement (Attached) – (1) page.



2. Company Profile (15 points)

Describe your firm's history, size, resources, philosophy of service, the volume of current work relative to the draft timeline, and management techniques and methods along with any other information that would be helpful to characterize the firm's ability relative to this project.

History, Size, Resources - (2) pages.

Philosophy of Service and Volume of Current Work – (1) page.

Management Techniques and Methods – (1) page.

3. Approach To Project and Team Organization (15 points)

Describe your approach to providing services for educational projects. Discuss how you provide leadership to facilitate teamwork and communication among all parties. Discuss the design criteria you consider most important when designing educational facilities. Include the steps that will be taken to ensure cost effective solutions and functionally efficient facilities.

Provide a professional resume for the Lead Principal who will be assigned to the PPCS's project.

Provide a brief description of each of your consulting firms' experience in K-12 school projects. Include an organizational chart of the proposed project team. Describe the proposed roles and responsibilities of key architectural and consultant personnel for the PPCS projects.

Approach to Project's "Required Services" – (2) pages.

Leadership, Teamwork, Communication, – (1) page.

Design criteria, cost effectiveness – (1) page

Principal Resume– (1) pages.

Consultant Firms' Brief Description – (3) pages.

Organization Chart – (1) page.

Roles and Responsibilities of Key Personnel – (2) pages.

4. Past Performance (30 points)

Briefly describe at least three recent projects executed by your firm that demonstrate relevant experience. For each project listed, include the name, address, and phone number of a person who may be contacted regarding your performance on the project.

Describe any experience in the Moscow, Idaho market. Address how you will approach a project in a rural area with a more restricted labor pool.



Provide examples of how your firm has maximized the program for a limited budget and how those strategies could be applied to PPCS.

Provide a detailed outline comparison of a similar recent project cost estimate and the actual costs of the completed project. Include fees and owner's expenses, allowance for furniture, fixtures and equipment (FF&E) and any other costs, contingency, exclude land purchase. Explain steps you would recommend should project costs exceed budget

Recent and Relevant Projects including Owner References – (6) pages.

Experience with rural context and experience maximizing budget - (2) pages.

Recent facility cost estimate and actual cost (2) pages

5. Specific Information (25 points)

Briefly respond to each of the following items:

Describe your approach in facilitating the preliminary planning process including leading user group and stakeholder meetings. Indicate the individuals on your team who lead this process including their roles, responsibilities and techniques. If possible, give recent examples of working with schools to tailor the facility to that school's specific educational needs – (2) pages.

Provide a summary of your experience in working with a client with a tight project budget - (1) page.

PPCS classroom use of and method of instruction is different. Describe your experience /approach to supporting specific elements of the school's core principles (expeditions, adventure, character development) and elements of the ELEducation model– (1) page.

6. Evaluators Discretionary Rating (10 points)

Each selection committee member will have discretionary points to rate factors such as specificity, clarity and completeness of proposal, and level of professionalism.

7. Professional services fees, and reimbursables (10 points)

Provide a breakdown listing proposed design fees breaking out design phases, consultants, and reimbursables based on a \$1.7 Million maximum construction cost. (not including land purchase or street improvements by others) (no page limit)



EVALUATION CRITERIA

Submittal will be rated by the following point evaluation method; the total of all evaluators' points will be used to determine rankings.

1.0	General Information	Mandatory
2.0	Company Profile	15 Points
3.0	Approach to Project and Team Organization	15 Points
4.0	Past Performance	40 Points
5.0	Specific Information	25 Points
6.0	Evaluator's Discretionary Rating	15 Points
7.0	Professional services fees & reimbursables	10 Points
	Total	120 Points

SELECTION PROCEDURE

A selection committee from PPCS will evaluate all submittals, tabulate the results, and prepare a shortlist of 2-4 highest ranked respondents for presentation and interview by the selection committee and Board, who will make the final selection.

The PPCS will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the firm approved by the Board of Trustees. If unable to reach an agreement, the PPCS has the right to terminate negotiations and commence negotiations with the second most qualified firm.

PROPOSAL SUBMISSION PROCEDURES

1. Written proposals in response to this RFQ will be accepted until the deadline as described on the first page of this document. Written submittals shall include six (6) copies of the proposal. Proposals must be sealed in an opaque package and clearly marked: "Request For Qualifications, Architectural Services".
2. Electronic submittals shall be in a single file (prefer PDF format) limited to 10 megabytes in size. The file shall be named with the bidding firm's name (eg ABCArchitects.PDF). Email subject line should read "Response to RFQ"
3. Proposals shall be composed of not more than thirty (30) numbered pages, single-sided 8 ½" x 11", and printed in at least twelve (12) point font. The cover sheet is not included in the page count.



4. Questions regarding this project may be directed to Selection Team Coordinator, Nils Peterson
Email: Nilspete@gmail.com Phone (509) 336-1664 or Fax (208) 882-3689. Submitting firms shall not contact School Trustees, other School Administration, or School Staff.

SUBMITTAL GUIDELINES

1. PPCS will not be liable for any costs incurred in the preparation and production of a submittal or any work performed prior to the execution of a contract.
2. All submittals and other materials submitted will become the property of PPCS.
3. All information contained in this SOQ solicitation may be made a part of the executed agreement for services.
4. Upon request, respondents shall submit additional information as requested by the PPCS.
5. The PPCS reserves the right to:
 - Waive any informalities or irregularities and reject any or all submittals received as a result of this SOQ solicitation;
 - Negotiate changes in the scope of work or services to be provided;
 - Conduct investigations required to determine the respondent's performance record and validity of information provided as a part of this submittal;
6. PPCS is under no obligation to offer contracts to any or all firms on the approved list.
7. If, through any cause, a contracted firm shall fail to fulfill, in a timely and proper manner, its obligations under an agreement with PPCS, or if the firm shall violate any covenants, terms, or conditions of the agreement, PPCS may cancel the contract without prejudice by giving the firm at least five (5) days prior written notice of such termination



GENERAL ARCHITECTURAL SERVICES QUALIFICATION STATEMENT

General Information:

Firm Name

Address

City, State, Zip

Telephone _____ Fax _____

E-mail _____

Principal-In-Charge _____

Idaho License _____

Legal status of your company: [] Corporation [] Partnership [] Individual [] Joint
Venture

Questions:

What types of licenses in accordance with Idaho Code 67-2320 exist within your firm:

Does your firm carry errors and omissions insurance? [] Yes [] No

What is the amount of your errors and omissions insurance liability limits? _____

What is the amount of your errors and omissions insurance deductible? _____

If yes to any of the following questions, please attach a separate sheet of explanation.

Does your firm have any conflict of interests regarding any PPCS work? [] Yes [] No

Has your firm failed to complete a professional service contract? [] Yes [] No



Has your firm been involved in bankruptcy, litigation or arbitration proceedings? [] Yes [] No

Contact Regarding this Submittal (Principal, Partner, or Corporate Officer)

Name _____ Dated _____

Phone _____ Fax _____

Title _____

Signature _____