



Conway Public Schools

Request for Qualifications

(RFQ 10/7/22)

Architectural Design Services

September 23, 2022

2220 Prince Street
Conway , Arkansas 72034

Conway Public School District
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Section 1 - ADVERTISEMENT

The Conway Public Schools of Faulkner County requests qualifications from Architects to furnish design services required for Demolition, Renovation, Additions and/or New Construction to Conway Public School facilities. Responses to the (RFQ) will be received until **1:00 pm (Central Time Zone) on October 7, 2022 by the CPSD Director of Support Services, address 2220 Prince Street, Conway, Arkansas 72034 to the attention of Jason Lawrence.** Four (4) copies plus one (1) signed original and one electronic copy of the response to the RFQs must be submitted as required, and shall be clearly identified on the exterior of the package with the firm's name, address, and State license number. All questions should be sent electronically via e-mail request to Jason Lawrence at e-mail: lawrencej@conwayschools.net.

Any proposals received after this date and time will be returned unopened.

The Request for Proposal can be viewed on the CPSD Purchasing Department's website:
www.conwayschools.org

Design Contracts shall be awarded only to Design Teams licensed by the State Licensing Board of Arkansas and/or equivalent reciprocity certification, as required by the Code of Arkansas.

CPSD reserves the right to select, re-advertise and/or reject any proposal for any reason.

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Section 2 - INTRODUCTION AND OVERVIEW

The Conway Public School District (CPSD) is a school district based in Faulkner County, Arkansas. The system currently serves approximately 10,000 students. After extensive evaluation of each school's physical condition and the current and projected future program space needs, CPSD has determined that the existing schools identified below must either be extensively renovated, added onto, or demolished with a new replacement facility constructed on the same or new site. CPSD is soliciting statements of qualifications from Architectural firms interested in providing design services for the complete renovation and/or new construction of Conway Public School facilities. Scope of services will vary based on specific project requirements and will include architectural, mechanical, electrical, plumbing, civil and structural components. The design and construction of the schools/ facilities will be phased to take place over a 36-40 month period and Designers for all projects will be selected in this procurement for Design Services.

Potential Projects: (all projects are subject to renovations and/or new construction)

Elementary 400-600 Student Capacity- Renovation & Addition Package or New Construction Secure Entry/Office and Media Center, New Cafeteria and Kitchen Remodel, Existing Admin, Media, Cafeteria, Gymnasium, Classrooms, Storm Shelter, etc.

Junior High School 1600-1800 Student Capacity- Renovation & Addition Package or New Construction Secure Entry/Office and Media Center, Expanded Cafeteria Remodel, Existing classrooms to Admin, Enclose corridor between Main building and Science Building, Storm Shelter, Gymnasium, Football/Soccer Fields, etc.

Career and Technology Center 800-1000 Student Capacity- Flexible lab spaces and classrooms for classes in Health Care, Information Technology, Manufacturing, Culinary Arts, and other programs, etc.

Baseball/Softball Facility 800-1000 (Baseball) and 600-800 (Softball) seat stadium capacities, concession, restrooms, locker rooms, turf, lighting, etc.

*Proposed projects may be divided into Phases and/or split into separate packages

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Section 3 - GENERAL INFORMATION

The selection of the Architectural Design Service provider(s) will be based on the Proposer's entire response to the entire RFQ; including all questions in Section 6 with some being graded on a point system. An Architect Selection Committee (ASC) will review and evaluate the RFQ responses. The shortlisted firms may be invited to interview, make a presentation of their qualifications and answer questions the ASC may have. Following review of the firm's qualification presented in their response to the RFQ and possible Interview Session, the Architect Selection Committee will reach a consensus on a final selection of the firm most qualified for a specific project or projects at their discretion.

Firms located outside of the State of Arkansas are encouraged to include LOCAL PARTICIPATION on the project team. Responding firms should identify any and all local firms included in the project team along with the anticipated percentage of work to be completed by the local participating team members.

Responding firms should identify any and all MBE/WBE/DBE firms on the project team along with the anticipated percentage of work to be completed by the MBE/WBE/DBE team members.

For firms presenting comparable qualifications and experience, preference will be given to firms who have incorporated local participation and MBE/WBE/DBE participation into their responses.

Addenda and Supplements to RFQ 10/7/22

If a Proposer who is contemplating submitting a response is in doubt as to the true meaning of any part of this RFQ or other requirements, they must submit a written request for clarification to CPSD, Jason Lawrence at email: lawrencej@conwayschools.net no later than (7) days prior to the deadline for submission of the RFQ. Any clarification or revisions of the RFQ will be made only by an addendum which will be posted on the CPSD website no later than five (5) days from the due date.

The Proposer is required to acknowledge receipt of any/all addendum on the response acknowledgment form.

Request for Explanation and Information

Email questions regarding the response process to:

Conway Public School District

Attention: Jason Lawrence

lawrencej@conwayschools.net

CPSD has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. CPSD reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.

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Selection Schedule (dates subject to change)

Friday, September 23, 2022	Advertise for qualifications and post on website
Friday, October 7, 2022 @ 1:00 PM	Qualifications submittal deadline
Monday, October 10, 2022	Selection of firms for interview/notification
Tuesday October 18, 2022	Firm interviews
Wednesday October 19 - Nov. 1, 2022	Campus visits
Wednesday, November 2, 2022	Selection of Architect (Internal Procedure)
Tuesday, November 8, 2022	Notification to successful firm (Board Meeting)
Wednesday, November 9, 2022	Notification of Selection Letters
Tuesday, December 13, 2022	Introduction of Architect to Board

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Section 4 - SUBMISSION REQUIREMENTS

Responses should be prepared and submitted as described in this section.

Proposers bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. The Responders shall prepare his/her response and provide five (5) copies with one being a marked original plus (1) electronic copy on CD or other electronic media. All costs incurred in the preparation and submission of proposals shall be covered by the Proposer. All blank spaces on the Proposal Execution Page and all requirements outlined in this RFQ must be filled in and completed. Submittals shall be made on 8.5" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Response is limited to 50 pages single sided excluding engineer qualification information. All pages are to be consecutively numbered. Proposers shall submit proposals in a sealed envelope to Conway Public Schools, 2220 Prince Street Conway, Arkansas 72034. ATTN.: Director of Support Services, Jason Lawrence. Please include RFQ 10/7/22 on the exterior of the envelope.

Each Responder must answer all questions and provide all requested information. If the answer to any questions is "none" or if the question is not applicable, please state "none" or "not applicable" in writing. Any Proposer failing to do so may be deemed non responsive with respect to this qualification at the sole discretion of CPSD.

A selection committee will make reasonable investigations as deemed proper to determine the ability of each proposer to perform the work. The Proposer shall be responsible to furnish all information and data requested by the RFQ. CPSD reserves the right to reject any proposal if the information submitted by or investigations of the Responder fail to satisfy CPSD.

When sent by mail, the Responder shall be responsible for their delivery of proposals before or on the advertised date and hour requested. If the mail is delayed beyond the date and hour set for the response receipt, submittals thus delayed will not be considered and will be returned unopened. **Submittals must include, at a minimum, the following:**

1. **Executive Summary** limited to three (3) pages including the name of the Proposer, location of Responder's principal place of business, a brief narrative description including the age of the business, type of business organization and services offered. The Summary should also describe the Responder's approach to providing design services for the projects described in the Introduction and identify the Responder's strengths and any special qualifications the proposing firm may possess related to the program described. Describe the firm's approach to pre-design, design and construction administration phases of a project, and if the Proposers have any preferences of projects they are interested in please indicate in the summary.
2. Completed response to Section 6 – **Qualifications/Responders Information**.
3. Completed Section 7 - **Proposal Execution Acknowledgement Form**.
4. **Insurance Requirements** – Responders must show proof of insurance coverage meeting the requirements identified in Section 5 (submit a copy of insurance certificate).
5. **MBE/DBE Diversity Participation Information** addressed in Section 3 General Information.

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6. Identification of any and all local firms the proposing firms' included in the proposing firm's team forms
7. Sub-consultant's qualification forms.

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Section 5 - INSURANCE REQUIREMENTS

Minimum limits for the following types of insurance are required:

Worker's Compensation:

1. Arkansas Statutory Requirements
2. Employers Liability
\$500,000 – Each Accident
\$500,000 – Disease Policy Limits (Aggregate)
\$500,000 – Disease Each Employee

Comprehensive General Liability:

Limits of coverage shall not be less than:

1. Bodily Injury Liability including contractual liability coverage \$1,000,000 each
occurrence assumed under the indemnity agreement of the contract,
products/completed operations and underground property \$2,000,000 annual aggregate
damage XCU where applicable.
2. Property Damage Liability including contractual liability \$1,000,000 each
occurrence coverage assumed under the indemnity agreement of the
contract, products/completed operations and undergoing \$2,000,000 annual aggregate
property damage XCU where applicable.

Comprehensive Automobile Liability:

Comprehensive Automobile Liability Insurance shall be maintained by the Architect as to the ownership, maintenance and use of all owned, non-owned, leased or hire vehicles with limits of not less than:

1. Automobile Liability – All owned, non-owned and hired \$1,000,000
each vehicles
2. Automobile Property Damage Liability – all owned, \$1,000,000
each non-owned and hired vehicles

Architects Professional Liability Insurance \$1,000,000

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Section 6 - QUALIFICATIONS AND PROSPER INFORMATION

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your responses. A separate Engineer’s pre-qualification questionnaire and submittal is provided and will be required from each consulting firm(s) proposed as sub-consultants.

1. Company history, size and background
 - a. Provide current organizational structure information, date of company formation and the number of years providing design services of projects of similar size and value to that identified in the RFQ.
 - b. Provide the name, position, percentage ownership and years with the organization for each officer or partner.
 - c. Provide names and professional background of other company principals intended to be used on the proposed CPSD work.
 - d. Provide the total number of staff directly employed by the firm regularly engaged in Educational K-12 Design work. Identify the number of registered Architects and all other disciplines contained in this group of personnel. Identify the location of the offices that will provide the services called for. Identify the staff that will directly participate in this work and their office location. Provide an organizational chart that represents this staffing and their relationship to the organizational management structure.
 - e. Provide your annual revenue for design work over the last seven (7) years (2015 – 2022) including the number of projects per year.
 - f. Provide a list of the public projects your firm is currently committed to, which includes the following information for each project:
 - i. Name of project
 - ii. Location
 - iii. Value
 - iv. Phase of work you are in as of the date of this submittal (Design Phase or Construction Phase)
 - v. Completion date
2. Financial Information – Proposed Architectural firms are required to submit Audited financial statements for the last three years if shortlisted and awarded work with the district. Confirm the ability to provide if awarded a project.

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3. Provide information on no less than five (5) K-12 renovation/addition or new projects in Arkansas for which your firm has provided complete design and construction administration services during the past five years. Projects should be of similar size, scope and value as projects identified in the RFQ. Information should include:
 - a. Name and address of project
 - b. Names of design staff (Senior Executive, Project Architect, Project Manager, Construction Administrator)
 - c. Name, address and phone number for Owner's Representative (Current contact information only. If the Owner's Representative is no longer with the school system then provide a contact with the school system that is knowledgeable regarding the performance of the A/E responsibilities for the given referenced project).
 - d. Type and size of project
 - e. Cost
 - f. Design duration
 - g. Construction Administration duration
4. Provide experience and background information on key individuals proposed for the project including the Principal in Charge of the project (Project Executive), proposed project manager (the person who will be directly responsible for the design and production of working drawings), Project Architect and Construction Administrator (person who will be directly responsible for the construction phase administration).
 - a. Name 5 projects similar to the project identified in the RFQ completed by your proposed project key individuals in the last 5 years.
 - b. Describe their role in these projects.
5. List the consulting member firms you propose to use should you be selected including the project designer for each who will be responsible for the close supervision of this design work. If performed in house, please indicate and include resumes. Indicate which of your consultants are MBE/DBE owned businesses. **A separate prequalification questionnaire should be conducted by the architect for consulting member firms and must be submitted as part of the RFQ submission and included in an appendix.** These will not count as part of the 50 page limit. Firms providing in-house services for these disciplines and not using outside consultants shall complete the prequalification document and submit with the RFQ.
 - Civil Engineering
 - Landscape Architect
 - Structural Engineering
 - Food Service Designer
 - Mechanical Engineering: HVAC Systems

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Mechanical Engineering: Plumbing Systems

Electrical Engineering

Traffic Impact Analysis

Acoustical Engineering

Facility Master Planning

Other

Note: Consulting firms presented in the proposal should not be changed without good cause and notification to CPSD. It shall be CPSD's understanding that the consultant firms are integral to the proposal and shall not be changed subsequent to contract negotiations. The Prime Designer shall provide the prequalification documents to the consulting firms and retrieve them in time to incorporate them into their RFQ submission.

6. Bidding Process

- a. Describe your firm's approach in generating subcontractor/supplier interest, particularly as it relates to encouraging bid participation by local entities.
- b. Describe your firm's procedures related to self-performing portions of the work.
- c. Describe your firm's philosophy related to evaluating bids, and the process used to select subcontractors and suppliers after bids are received.

7. Client References

- a. Provide a minimum of three (3) client references. Two (2) of the client references should be from Owners similar in function to CPSD.
- b. Information should include contact name, address, phone number, email and a description of services provided.

8. Describe your firm's experience in and approach to management of the following:

- a. Maintaining a design schedule.
- b. Utilizing/ updating CPSD's facilities standards handbook.
- c. Monitoring and maintaining budget.
- d. Verification and validation of Owner's Design Guideline incorporation into the design and communication of proposed modifications to those guidelines.
- e. Coordinating a design with multiple stakeholder groups.
- f. Tracking, responding to and incorporating design review comments by the Owner, commissioning agent or other reviewers at each design phase.

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- g. Coordinating with contractors and providing prompt CA responses to RFI's, submittals, proposal and claim evaluations, change orders, etc. throughout construction.
 - h. Coordinating with separately contracted designers and consultants throughout design and construction (telecommunications, commissioning, etc.).
 - i. Verification and expediting project closeout and contractor punch list completion.
 - j. Verifying building components are properly installed, function as designed and specified, and meet contract document requirements and the Owner's expectations for quality.
 - k. Evaluating contract change order proposals, claims, and processing change orders.
 - l. Method of managing RFI's and problems
 - m. Scheduling of site visits by you and your consultants during construction.
9. Describe your firm's process for quality control throughout the design and construction process.
10. Describe your firm's knowledge of and experience in integrating the following items into the design:
- a. Owner provided technologies (voice, video & data).
 - b. Energy conservation
 - c. Flexibility (spatial/multi-use adaptability).
 - d. Indoor air quality (humidity, CO2, out-gassing of building materials etc.).
 - e. Stormwater management.
 - f. School security requirements.
 - g. Green environmentally conscious sustainable buildings and site design.
 - h. Any historical design requirements required by local municipalities.
 - i. Storm Shelters.
11. Describe your experience in the preparation of educational facility surveys, feasibility studies, facility standards, and educational specifications.

In addition, please answer the following questions:

12. Describe previous litigation, mediation or arbitration pertaining to your design services in which your firm has been involved during the past five (5) years.

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13. In the past five (5) years has your firm ever had a claim filed due to errors or omissions found in the work or have you ever paid a client due to errors or omissions?

14. Indicate any project(s) where your firm has been terminated and the reasons for termination.

15. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law related to construction?

If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

16. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

17. Indicate any prior or current design contracts between your firm and Conway Public Schools.

18. Does your firm or any associate consultant own any business or financial interest that would place the firm in a conflict of interest in either the design or procurement phase of the capital improvement project?

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Section 7 - PROPOSAL EXECUTION ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges having received and completed a proposal package containing a full set of documents, including but not limited to:

1. Advertisement
2. Introduction and Overview
3. General Information
4. Submission Requirements
5. Insurance Requirements
6. Qualifications/Proposer Information
7. Proposal Execution Acknowledgement Form
8. Engineer's Pre Qualification Information

FOR A SOLE PROPRIETOR OR PARTNERSHIP: If a sole proprietorship, the sole proprietor must sign this proposal. If a partnership, the proposal must be signed by a general partner and indicate authority of the partner's signatory by attaching a copy of partnership agreement or other authorizing document.

FOR A CORPORATION: If a Corporation, an officer of the Corporation authorized to sign_____. The signature of the corporation signer must be attested to by the Secretary of the Corporation.

The undersigned warrants that they are duly authorized to bind the Proposer to fully perform all duties and deliver all services in accordance with the terms and conditions set forth herein. The undersigned declares under penalty of perjury that all of the information submitted is true and correct, that the Proposer fully understands this information is being considered for this RFQ only and that being declared non-qualified for this project excludes the Proposer from award of this project.

The undersigned acknowledges receipt of addenda (if any) :

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I, the undersigned, certify and declare that I have read all the foregoing responses to this RFQ and know their contents. The responses are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of Arkansas, that the foregoing is correct.

All signatures to be sworn before a Notary Public

Signed _____

Firm _____

Name _____

Title _____

Address _____

Telephone _____

City _____

State _____

Zip _____

Firm Organizational Business Structure:

Sole Proprietor

Partnership

Corporation

SUBSCRIBED AND SWORN to before me this

Date of _____ 2022 _____

STATE OF _____

COUNTY OF _____

Notary Public Signature _____