



**Request for Qualifications – Architect/Engineer  
(for CM/GC Delivery)**

**New Sierra Grande PK-12 Replacement Facility**

**Sierra Grande R-30  
17523 East Highway 160  
Blanca, Colorado 81123**

**Darren Edgar, Superintendent  
(719) 379-3259  
[dedgar@sierragrandeschool.net](mailto:dedgar@sierragrandeschool.net)**

# ARCHITECT/ENGINEER REQUEST FOR QUALIFICATIONS



## I. PURPOSE OF REQUEST

Sierra Grande Schools is requesting statements of qualifications from Architect/Engineer (AE) teams to assist the District in the design and construction of a new PK-12 School. In November 2018 our community passed a bond for the replacement of our existing 1956 structure and was recently awarded a matching BEST Grant in the 2019-20 cycle. Information regarding our successful BEST Grant application and Facilities Master Plan can be found on the District webpage at [www.sierragrandeschool.net](http://www.sierragrandeschool.net) under the Facility tab. The purpose of this Request for Qualifications is to select an Architectural and Engineering team that will work with our community to provide the highest quality educational facility to support our student's and staff's pursuit of excellence.

## II. PROJECT DESCRIPTION

The Sierra Grande School District serves the communities of Blanca and Fort Garland, in the San Luis Valley at the foot of the majestic Mount Blanca. The area has a rich history in Colorado dating back to the mid 1800's with the establishment of Fort Garland, which became better known as the "Gateway to the San Luis Valley". Our hard-working community understands the importance of spending wisely, and the new replacement PK-12 school should provide a balanced solution that delivers lasting value, while being the most responsible investment of bond and grant funds. The project is funded in part by a BEST Grant approved in the May 2019-20 cycle and is required to meet or exceed the grant guidelines. The selected Design Team shall work closely with Sierra Grande staff, students, Board of Education members, CDE BEST Grant representatives, and other team members to deliver the new facility. Our goal is to provide an exceptional learning environment in which to provide students a quality education that puts them on a path for success as they pass thru the "Gateway".

### *New PK-12 Replacement School and associated Site Improvements*

Building Square Footage	84,389 SF (approx.)
Site Size approximately	20 acres (approx.)
Student Population	293 (Year 2019-20)
BEST Grant Award	\$35,213,785.
District Match	\$13,779,307.
Total Project Cost	\$48,993,092.
Design Start date:	July 2019
Construction Start:	April 2020
Occupancy Date:	August 2021

The new facility is proposed to be constructed on the current athletic field, directly north of the existing school complex. Once the new facility is constructed and occupied, the current facility will be demolished, and site improvements built in its place. The District intends on delivering the project through a Construction Manager/General Contractor (CM/GC), with potential early Construction Document packages for site work, foundations, and other elements needed to support the completion schedule. The project will be designed and constructed to achieve USGBC/LEED Gold Certification, CO CHPS Certification or Three (3) Green Globes as required by BEST. The construction budget for the new PK-12 school is approximately \$42,554,341.96, including existing building demolition, and site improvement construction.

### III. **RFQ TIMELINE AND GENERAL REQUIREMENTS** (Dates are tentative and subject to change)

1. Release of Architect Engineer RFQ/P – Tuesday, May 28, 2019
2. Mandatory site walk -Tuesday, June 4, 2019 at 10:00AM
3. Deadline for receipt of requests for clarification – Friday, June 7, 2019 by 2:00 p.m. MST
4. Responses provided to requests for clarification – Wednesday, June 12, 2019
5. RFQ responses due – Tuesday, June 18, 2019 by 4:00 p.m. MST
  
6. Notify short listed A/E teams for interviews – Monday, June 21, 2019 (if deemed necessary)
7. AE interviews with District committee – Wednesday, June 26, 2019 (Time TBD)
  
8. Notify AE team of intent to award contract – Friday, June 28, 2019
9. District Negotiates Contract with Choice AE candidate – Week of July 8, 2019
10. Contract Execution, Project Scope Commencement – Week of July 22, 2019

### IV. **INSTRUCTIONS TO A/E TEAMS**

All questions should be directed via email to the Owner at:

Sierra Grande Schools  
Attention: Darren Edgar, Superintendent  
17523 East Highway 160  
Blanca, Colorado 81123  
Phone: 719-379-3259  
Fax: 719-379-2572  
E-mail: [dedgar@sierragrandeschool.net](mailto:dedgar@sierragrandeschool.net)

**All interested Applicants must provide notification to the District stating their interest in submitting qualifications prior to the site walk deadline of Tuesday, June 4, 2019 at 10:00 a.m. Notification of interest shall be provided via email to [dedgar@sierragrandeschool.net](mailto:dedgar@sierragrandeschool.net)**

1. All qualification statements must be received in a sealed envelope and clearly marked:
  - ❖ Request for Qualifications Response for AE Services  
Sierra Grande Schools – New PK12 Replacement School
2. All qualifications statements must be received at the **Sierra Grande School District Office, Attention Darren Edgar at 1753 East Highway 160, Blanca, Colorado 81123** by 4:00 p.m. on Tuesday, June 18, 2019.
3. Four (4) hard copies and one (1) electronic copy of the completed Qualification Statement must be provided in the submission. No faxed, e-mailed, or telephone responses will be accepted. No late submittals will be accepted. Qualifications statements received after the deadline shall be marked late and returned unopened.
4. Applicants must sign and date the submittal.
5. The District intends to notify the selected A/E team of their decision and award on or after Friday, June 28, 2019. All other applicants will receive notification of the selection via email after the selected applicant is notified.
6. The District reserves the right to accept or reject, any or all submittals, and select the AE team that is deemed to be in the Owner's best interest.
7. If deemed necessary, short listed firms will be identified from the responses to the RFQ and invited to interview with the District's selection committee. The interview process will be used to make the final selection from among the short-listed firms. If interviews are held, the final ranking of the firms will be based on the interview with the owner's interview team. Each interviewee shall prepare a fee proposal based on the schedule below:

Conceptual and Schematic Design Phase	Fifteen	percent (	15	%)
Design Development Phase	Twenty-Five	percent (	25	%)
Construction Documents Phase including LEED/CHIPS/Green Globes Tracking	Thirty-Five	percent (	35	%)
Agency Submittals	Two and One-Half	percent (	2.5	%)
Construction Phase	Twenty-Two and One-Half	percent (	22.5	%)

Proposal and any fee clarifications shall be received in a sealed envelope at the interview. The fee proposal shall include a detailed reimbursable expense allowance covering the full project duration from project initiation through the 11-month warranty walk. The District will select the firm based on the interview.

Following final rankings of the interviewed firms, the District will open the fee proposals from the interviewed firms. If contract terms and fees cannot be agreed upon, the District shall reserve the right to negotiate with the second ranked firm. Please bring the key staff members that will orchestrate the project to the interview, which can include sub-consultants at the applicant's discretion. A limit of six (6) Team members is requested.

8. In the case of project experience, you should list the most relevant projects and may supplement this with a more extensive list or description if you wish to do so. Failure to provide complete information in the format requested may result in your submittal being rejected.
9. In order to focus efforts on qualifications deemed important to the selection, respondents should limit their responses to no more than 60 pages.

## **V. SCOPE OF SERVICES**

1. A/E services will include traditional schematic design, design development, construction documents, bidding assistance, and contract administration services, working in concert with the District's selected CM/GC and DAG teams.
  - Review of the program and other existing project criteria, and confirm all aspects of the Project requirements with the District.
  - Conceptual Designs, consisting of a basic site plans, building footprint/floor plans, and exterior design concepts. Conceptual design options presented are expected to conform to budget and schedule within the Sierra Grande School BEST Grant funding limits.
  - Schematic Design, consisting of drawings, outline specifications and other documents illustrating the scale and relationship of Project components. SD documents shall be provided to the CM/GC to prepare an estimate of the cost of construction, and the A/E shall assist the CM/GC in reviewing and verifying such estimates of construction cost.
  - Design Development, consisting of drawings, outline specifications, and other documents to fix and describe the size and character of the entire Project as to site civil and landscaping, architectural, structural, kitchen, interior design, mechanical, electrical/low voltage systems, materials, and such other elements as may be appropriate. The Design Development Documents shall be developed in sequence replicating the proposed bidding packages. DD documents shall be provided to the CM/GC to prepare an estimate of the cost of construction, and the A/E shall assist the CM/GC in reviewing and verifying such estimates of construction cost.
  - Construction Documents, consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project. These shall include complete set of architectural, civil, landscaping, site development, structural, kitchen, acoustical, interior design, mechanical and electrical/low voltage drawings and specifications. Assist the

- CM/GC in preparation of a written report summarizing the estimates of construction costs and value engineering activities through the completion of this phase of the work.
- LEED/CO CHPS/Green Globes tracking/consulting services are required throughout each phase of design and construction.
  - The A/E is also required to design to the budget throughout the Project so that both the A/E and CM/GC are working together to maintain accountability to the budget throughout the design process.
  - Assist the CM/GC in obtaining bids by rendering interpretations and clarifications of the drawings and specifications in appropriate written form. The A/E shall assist the CM/GC in conducting mandatory pre-bidding conferences with all principal bidders and pre-award conferences with successful bidders.
  - Assist the CM/GC in administration of the project by reviewing submittal and shop drawings, providing observation during construction, attending Owner, Architect, Contractor construction meetings either weekly or bi-weekly and as needed based on the stage of construction, providing project documentation in the form of supplemental instructions, requests for information, change orders, etc.

## VI. RFQ - APPLICANT QUALIFICATIONS AND STATEMENTS

A/E firms are requested to provide the following information to the District in response to this Request for Qualification Statements. Do not include fee proposals with your response to this RFQ.

1. Provide information about your **Firm History** including:
  - Address and phone number of home and branch offices.
  - Contact person, direct phone number, email address.
  - Years established.
  - Average staff size for each primary team member firm.
  - Name, contact person and phone number for every Colorado School District your firm has worked for in the past five years.
  - Names and responsibilities of principals within your organization.
  - Insurance coverages/limits currently in force, policy renewal dates, and agent's name and telephone number.
  - Describe any claims, lawsuits or legal settlements your firm has had during the past five years or which are currently pending.
2. Provide information about the **Project Team** and all individuals you will assign to this project including at minimum, your principal architect, architectural project manager, project architect, and key personnel from each of your sub-consultants. Describe their roles on the project and previous experience with similar work. Attach resumes for each. The District will expect the noted staff to be involved in the roles proposed throughout the duration of the project. Any changes must be reviewed and approved by District and Owner's Representative. The District is requesting information about your entire design team including architectural, interior design, landscaping, civil, mechanical, electrical, structural, kitchen, LEED/CO CHPS/Green Globes, and high-performance design services. If prior experience has occurred as an A/E team with some (or all) of your proposed sub-consultants, provide details about those projects and

relationships. Identify scope of services not covered by the sub-consultants which you think the District might consider and describe any from the above list that you believe are not necessary for this project.

3. Provide information about your **Current Workload** and your ability to accept this assignment for A/E services in relation to other projects currently active within your firm. Include an understanding as to how the location of the project will impact your operating procedure.
4. Describe your **Project Approach** to performing A/E services required in this RFQ. Include any unique capabilities or qualities of your firm that would make your approach stand out. Provide a narrative describing how the project will be managed. Include how you will meet the timeline, and how you will keep the project within budget. Describe ways to keep the District and community updated with the progress of the project, and any other design tools that may be utilized. Include examples of 21<sup>st</sup> Century learning environments that your team has assisted with and incorporated into a school project.
5. Provide examples of relevant **Project Experience** for projects in progress or completed by your firm during the past five years. Include experience in design and construction administration in which a CM/GC delivery method is being employed. Provide cost of project, project budget, client contact information, start and completion dates of design and construction, size and unique project features. Consideration will be given to the firm that shows the most well-rounded experience and how the team will engage the District in developing a 21<sup>st</sup> Century Learning Environment & Facility. Provide no more than seven examples of relevant projects for the District's consideration.
6. It is the District's intent that the selected A/E will provide consulting services and administration of the USGBC LEED, CO-CHPS or Green Globes process in pursuit of a LEED Gold (or similar.) certification for the project. Describe your firm's USGBC **LEED / CO-CHPS / Green Globes project experience**, including the expertise of your sub-consultants. Does your firm employ LEED / CO-CHPS Accredited Professionals and if so, provide numbers and type of accreditation? Does your firm provide LEED / CO-CHPS / Green Globes consulting, or will your firm provide LEED / CO-CHPS / Green Globes consulting through a sub-consultant? Provide LEED / CO-CHPS / Green Globes credentials and experience for personnel and/or firms that will provide such consulting.
7. Provide any other information about your firm, experience or **Special Credentials** of interest to the District and how it might relate to the District's goals.
8. **References** should address past performance and success. Include references that are repeat clients if available. The District's selection committee will be looking for a history of commitment to owner and project interests, willingness to be a team player, keeping a project within budget and an ability to coordinate multiple points of view into a successful project. Provide a list of all school projects which are similar to the Sierra Grande School project, which are completed or in progress within the past five years, with contact information of the owner, architectural team, and contractor, including individual names and phone numbers.

## VII. RFQ SUBMITTAL EVALUATION CRITERIA

RFQ submittals will be evaluated according to the following criteria and points.

<u>Criteria</u>	<u>Points</u>
1. Firm History	5 points
2. Project Team & A/E Sub-Consultants	20 points
3. Current Workload	5 points
4. Project Approach	20 points
5. Project Experience	20 points
6. LEED / Co-CHPS Experience	10 points
7. Special Credentials	10 points
8. References	<u>10 points</u>
Total Points Possible	100 POINTS

Based upon Qualifications, the District may select up to three (3) firms to be short-listed for interviews.

## VIII. LEGAL REQUIREMENTS

### A. Verification of Information:

Applicants are hereby notified that Sierra Grande Schools will rely on the accuracy and completeness of all information provided in making its selection. As such, Applicants are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the District deems necessary and appropriate in its sole discretion, the District reserves the right to make any inquiries or other follow up required to verify the information provided. The District reserves the right to select any or reject any and all submissions in their best interest.

### B. Disclosure of Information:

All submissions and other materials provided or produced pursuant to this RFQ may be subject to the Colorado Open Records Law, CRS 24-72-201 ET. Seq. As such, Applicants are urged to review these disclosure requirements and any other exceptions to disclosure of information furnished by another party and, prior to submission to Sierra Grande Schools, appropriately identify materials, which are not subject to disclosure. In the event of a request by the District for disclosure of such information, the District shall advise the Applicant of such request to give the Applicant an opportunity to object to the disclosure of designated confidential materials furnished to the District.

### C. Discrimination in Employment:

In connection with the performance of work on this project, the selected A/E agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the selected AE further agrees to insert the foregoing provision in all subcontracts hereunder.



D. Applicable Laws:

This selection process and the performance of any selected shall be subject to, governed by and construed in accordance with applicable Federal Laws, the laws of the State of Colorado and the Charter, and other applicable regulations as the same may be amended from time to time.

E. Cost of Developing Qualifications:

Any costs associated with developing qualifications, preparing for and attending an interview is the sole responsibility of the respondents. The District assumes no liability for any costs incurred throughout the entire selection process.

F. Qualification Ownership:

All qualifications, including attachments, supplementary materials, sketches, etc. shall become the property of the District and will not be returned to the applicant.

G. Addenda:

As Sierra Grande Schools may require, addenda may be issued to supplement this RFQ. All Applicants who submit their intent and are in receipt of the RFQ are considered registered. The list of registered participants will be used to issue all communications regarding this RFQ, including formal addenda and date changes. It shall be conclusively presumed that each Applicant submitting a response has affirmatively registered with the District for this project and has received all subsequent communications relating to the project. Applicants will be responsible for all such information issued by this method.

H. Contract and Insurance Requirements:

The successful AE firm will be required to enter into a written contract with the District in a form acceptable to the District. The District intends to independently contract services of both an Owner's Representative Team and Construction Manager as Constructor Team. The AE firm should be familiar with the terms and conditions of the AIA B133 Contract, including programming, conceptual design, design development, LEED/CO CHPS/Green Globes tracking/consulting services, construction documents, permit applications, bidding and construction administration.

The AE Team shall maintain the following insurances for the duration of this Agreement :

- Professional Liability Insurance with limits of at least \$1,000,000 per claim and \$2,000,000 in the aggregate. If such policy is not written on an "occurrence" form, the policy shall be endorsed to provide for an extended reporting period for claims arising out of or related to the Project of at least two (2) year following final completion of the Project, and Architect shall provide a copy of such endorsement to Owner within ten (10) days after the execution of this Agreement.
- Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate, written on an "occurrence" form and not a "modified occurrence" or "claims made" form, including coverage for property damage and personal injury, covering operations by or on behalf of Architect (including operations of any Sub-consultant), and providing that costs of defense are covered in addition to and not as part of the limits of liability.

- Business automobile liability coverage for liability arising from any automobile (including owned, hired, and non-owned automobiles) with minimum limits of \$1,000,000 combined single limit each accident.
- Workers' compensation insurance with at least the coverages and limits required by state law and employer's liability insurance with minimum limits of \$1,000,000 bodily injury for each accident.

I. Employment Eligibility:

In accordance with CRS 8-17.5-101 &102, contractor certifies at the time of this certification:

1. That the contractor does not knowingly employ or contract with an illegal alien who will perform work under the public contract for services, and
2. That the contractor will participate in the E-Verify program or the Department Program in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services.
3. That the contractor will otherwise comply with provisions and procedures identified in CRS 8-17.5-101 &102.

## Questions and Communication:

All questions must be submitted in writing to Darren Edgar at [dedgar@sierragrandeschool.net](mailto:dedgar@sierragrandeschool.net) . The deadline for submitting questions is June 7, 2019 at 2pm. A one-time response to the questions will be provided to all registered RFQ holders no later than June 12, 2019.

Thank you for your time and effort in responding to this RFQ.

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