



**Project Title: KSD 2021 Request for Qualifications (RFQ)
for Architectural Services**

for the
Kirkwood School District (KSD)
11289 Manchester Road
Kirkwood, MO 63122

April 21, 2021

Kirkwood School District, Facilities Department
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RFQ INVITATION

Project Name: Kirkwood School District (KSD) 2021 Request for Qualifications for Architectural Services

Proposals Due: May 5, 2021 at 10:00am CDT

Bid Place: Proposals shall be submitted to the Kirkwood School District, Facilities Department, Attn: Russ Leary, Director of Facilities 200 Thomas Avenue, Kirkwood MO 63122 (*behind Nipher Middle School*)

Outline of Project:

Kirkwood School District, in St. Louis, Missouri, invites your firm to submit a Statement of Qualifications related to providing a district-wide professional consulting for Architectural services for the Prop R capital improvements projects and maintenance projects. Professional services would include (but is not limited to) consulting, programming, conceptual planning, budget estimating, preparation of contract documents, and construction administration

Types of Proposals:

Award of projects will be based on best qualified candidates for individual projects at the owner's discretion.

Obtaining Documents:

Proposal documents will be available from the Owner beginning on Wednesday, April 21, 2021 at 9:00am. Qualified Professional Consultants are encouraged to obtain documents at least 48 hours prior to the scheduled due date. Documents can be downloaded from the District website at www.kirkwoodschoools.org/Domain/80 or call the Facilities Office at 314-213-6185 to obtain printed proposal documents.

Requirements:

Each Respondent who submits a proposal shall hold any licenses as required by law. No proposals will be read or considered that do not fully comply with the provisions as to licenses and insurance.

The Owner:

Kirkwood School District (District Main Offices), 11289 Manchester Road, Kirkwood, MO 63122. Facilities Department, 200 Thomas Avenue, Kirkwood, MO 63122.

Questions should be directed to the Facilities Department, 314-213-6185: Russ Leary, Director of Facilities.

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INSTRUCTIONS FOR PROPOSAL SUBMISSION

PART 1 - GENERAL

To be considered, Proposals shall be made in accordance with these Instructions.

1.1 PROPOSAL REQUIREMENTS

- A. Kirkwood School District, in St. Louis, Missouri invites your firm to submit a Statement of Qualifications related to providing a district-wide professional consulting for Architectural services for the Prop R capital improvements projects and maintenance projects. Professional services would include (but is not limited to) consulting, programming, conceptual planning, budget estimating, preparation of contract documents, and construction administration.
- B. All proposals shall be submitted to the Kirkwood School District, Facilities Department, 200 Thomas Avenue, Kirkwood, MO 63122, Attn: Director of Facilities by **May 5, 2021 at 10:00am CDT.**
- C. Submit three (3) copies of all required materials.
- D. After review of the firms' qualifications, the intent is to invite firm(s) to interview.
- E. Procurement of Documents: Documents will be available from the Owner beginning on Wednesday, April 21, 2021. Call or email the Facilities Department office at 314-213-6185 or Shirley.beshel@kirkwoodschoools.org.
- F. Other Requirements: Each applicant who submits a proposal shall hold any licenses as required by law. No proposal will be considered which do not fully comply with the above provisions as to licenses, and any deficient materials required by this RFQ.
- G. Equal Opportunity in Employment: Owner is an equal employment opportunity employer. Unless exempt, Contractor shall comply with the Equal Employment Opportunities of the Civil Rights Act of 1964 (as amended), Executive Orders 11246 and 11357 (as amended), Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, and the Vietnam Era Readjustment Act of 1974, and with all other governmental laws, orders and regulations relative to wages and hours of labor and other matters which may refer to Contractor in connection with its execution of this order.
- H. Contact Information: Questions shall be directed to the Kirkwood School District, Facilities Department.
Russ Leary, Director of Facilities, 314-213-6185 or russ.leary@kirkwoodschoools.org.

1.2 DISTRICT HISTORY

- A. In partnership with its dynamic communities, the Kirkwood School District has built a solid reputation as a district where children and their needs come first. Kirkwood schools and communities share a proud heritage and respect for tradition as well as a progressive attitude toward education for all children. District staff, parents and community members work together to provide innovative educational programs which focus on what today's youth must know and learn to become tomorrow's leaders.
- B. The district, chartered in 1865, is among the oldest in St. Louis County and one of the oldest, west of the Mississippi River. It is located in southwest St. Louis County approximately 15 miles from the city of St. Louis. Kirkwood School District covers an area of 15 square miles and serves all or portions of the following suburban communities: Des Peres, Frontenac, Glendale, Huntleigh, Kirkwood, Oakland, Sunset Hills, Town and Country, and Warson Woods. The district also

welcomes eligible students from the city of St. Louis through participation in the St. Louis Voluntary Transfer Program.

- C. With sidewalks and tree-lined streets, many Kirkwood School District neighborhoods are within walking or biking distance of the district's five elementary schools, two middle schools, and one high school, and one alternative learning program. In addition, the Kirkwood Early Childhood Center and Parents as Teachers program serve the needs of children, ages birth through seven years.

1.3 OBJECTIVES

- A. Kirkwood School District proposes to retain a highly qualified, capable firm(s) to act as the Professional Consultant (Architect) for the planning and implementation of the Prop R capital improvements projects and maintenance projects.
- B. The firm(s) who participates in the RFQ process will only be considered for projects initiated in the "schedule duration" as specified in Section 1.3E.
- C. Kirkwood School District will give prime consideration to the Professional Consultant(s) with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects.
- D. Kirkwood School District reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.
- E. Schedule Duration: May 25, 2021 through December 31, 2023.

1.4 SCOPE OF WORK

- A. The selected Professional Consultant(s) will be required to perform the basic architectural services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.
- B. Kirkwood School District scope of services shall include the following services as determined by the project program needs:
 1. Consulting.
 2. Pre Design: programming and information gathering.
 3. Schematic Design and production of computer generated renderings.
 4. Construction cost estimating.
 5. Design Development.
 6. Contract Document preparation.
 7. Construction Administration
- C. Kirkwood School District reserves the right to include additional project elements in the initial or subsequent professional services agreements as deemed necessary to fulfill the project requirements.
- D. Kirkwood School District may require the selected Professional Consultant to retain and be responsible for all basic Professional Consultant disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. Kirkwood School District reserves the right to approve proposed "sub-consultants" that will be associated with each project.

1.5 FUNDING SOURCES

- A. Funding for all projects shall be provided by the Kirkwood School District from the following sources:
1. Prop R Capital improvements bonds.
 2. Prop 2 Maintenance budget.

1.6 SELECTION PROCESS

- A. From a review of the statements of qualification received, Kirkwood School District intends to evaluate the proposals and invite one or more firms to be interviewed before making a final selection of a firm(s) for potential upcoming projects initiated during the “schedule duration” as defined in Section 1.3E. Kirkwood School District will notify firm(s) of the date and time of the interview. Kirkwood School District reserves the right to make a selection based solely on statements of qualifications received.
- B. As projects are defined by the Kirkwood School District Board of Education, the Professional Consultant will negotiate with the Kirkwood School District on fee and contract conditions.

1.7 EVALUATION CRITERIA

- A. For each firm submitting a proposal, the following criteria will be used to evaluate the RFQ responses (items listed below are not listed in order of importance):
1. Qualifications of Firm
Qualifications of firm, specifically team members assigned to these projects.
 2. Experience on Similar Projects
Related project experience (of the firm) with educational projects and other projects similar in programming requirements and scope. In addition, the individuals who would be assigned to the team and their related experience with educational projects and other projects similar in programming requirements and scope.
 3. Available Resources to Complete Project
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
 4. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
 5. Professional References
Provide names and contact information for professional references.

1.8 ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. All Information True: By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. Cost of Responses: Kirkwood School District will not be responsible for the costs incurred by anyone in the submittal of responses.

- C. **Contract Negotiations:** This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Kirkwood School District, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. **No Obligation:** Kirkwood School District reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Kirkwood School District's best interest; or cancel the entire process.
- E. **Professional Liability Insurance:** The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

1.9 SUBMITTAL INSTRUCTIONS

- A. Sealed submittals are required.
- B. Three copies of the responses are to be delivered to Russ Leary, Director of Facilities, at the address set forth below at or before 10:00 am. on Wednesday, May 5, 2021.
- C. All submittals must be labeled: **KSD 2021 RFQ for Architectural Services.**
- D. Deliver submittals to the following address:
Kirkwood School District
Facilities Department
200 Thomas Avenue
Kirkwood, MO 63122
- E. To enable Kirkwood School District to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated. Pages shall be no larger than letter size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider.

1.10 CONTENT OF SUBMITTAL

- A. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.
- B. A table of contents should be next, followed by dividers separating each of the following sections:
 - 1. Divider #1: Firm Information
 - a. Firm name, addresses, and telephone numbers of all firm offices.
 - b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
 - c. Years firm has been in business.
 - d. Name of principals in firm.
 - e. Primary contact.
 - f. Organizational description.
 - g. Description of firm's philosophy.
 - 2. Divider #2: General Company History/Qualifications
 - a. A brief history of the Professional Consultant and the services routinely provided.

- b. An organization chart that explains team member responsibilities.
 - c. Name of the Project Team Leader in charge of projects.
 - d. The resumes of all persons to be assigned to the District's projects with their prospective roles identified.
 - e. Documentation that the firms on the Professional Consultant team (architects and engineers) are registered in the State of Missouri.
3. Divider #3: Financial and Legal Status
- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
 - b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
 - c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
 - d. All insurance coverage that the firm has which would be applicable to the work.
4. Divider #4: Experience and References
- a. Discussion of Professional Consultant's experience in working with government agencies.
 - b. List of representative educational and governmental projects, whether ongoing or completed, including references. Please begin with projects in Missouri. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
 - v. Cost of Construction for project
 - vi. Names, addresses and telephone numbers of general contractor and engineer.
 - vii. Design and construction cost and whether or not it was completed on time.
 - c. List of projects with LEED accomplishments.
 - d. List of differentiating factors your firm possesses.
5. Divider #5: Management and Organizational Approach
- a. In three pages or less, please describe your management and organization approach to the described project types. The following should be addressed within this description:
 - i. Describe your firm's understanding of the projects.
 - ii. Describe how the firm will organize to perform the services.
 - iii. Describe your firm's approach to code analysis and jurisdictional approvals.
 - iv. Describe your firm's approach to quality control.
 - v. Describe your firm's proposed planning methodology and scheduling.

END OF SECTION