



LONDELL R-14 SCHOOL DISTRICT

Success; Nothing Less!

Jenny Ulrich, Superintendent

Shannon Banderman, Principal

James Heideman, President of the Board

Sarah Grus, Board Secretary

April 13, 2023

To Whom It May Concern:

Enclosed please find a Request for Qualifications (RFQ) issued by the Lonedell R-14 School District. The district is seeking to establish a relationship with an architectural firm for the purposes of designing facility improvements. The district will place a \$2.2 million, no-tax-rate-increase bond issue on the ballot in April, 2024.

The district will host an informational meeting at 10:00 a.m. on Wednesday, April 26, 2023, at the district Central Office, at 7466 Highway FF, Lonedell, MO 63060. The purpose of the meeting is to answer questions and provide background information pertaining to this RFQ. All are welcome to attend.

The deadline for submitting your response will be no later than 4:00 PM on May 18, 2023. After the initial screening process, selected firms will be invited to present to the Board of Education. Presentations are tentatively scheduled for the week of June 12-16, 2023. Selection of a consultant is anticipated for the June 26, 2023 Board of Education meeting.

Thank you for your interest in the Lonedell R-14 School District. If you have questions or would like additional information, please contact the district central office at (636) 629-0401.

Sincerely,

Jenny Ulrich
Superintendent
Lonedell R-14 School District

Request for Qualifications

For

Professional Architectural/Engineering/Consulting Services

Lonedell R-14 School District
Board of Education
7466 Highway FF
Lonedell, Missouri 63060
Telephone: (636) 629-0401
Fax: (636) 629-5561

Mrs. Jenny Ulrich, Superintendent of Schools

April, 2023

Purpose

The Lonedell R-14 School District (District) is seeking to establish a relationship with an Architectural and Engineering firm (Consultant) for the purpose of making renovations and additions to the existing K-8 building. The projects will be considered for a financing proposal to taxpayers in April 2024. The major project would be a classroom expansion to expand preschool and early learning opportunities in our district as well as adding bathrooms and sinks to our current Kindergarten and First Grade classrooms. If possible, we would like to consider our options in constructing an addition that can also be considered a hardened area of refuge (cost dependent). There is also consideration of adding a shop for our middle school woods class. The District desires to select a full-service firm or team who will be available to assist with all aspects of planning, architectural design, engineering and construction administration services.

The purpose of this Request for Qualifications (RFQ) is to gather qualifications from architectural and engineering firms interested in working with the School District. The Lonedell R-14 School District will select the most qualified firm(s) from those submitted, and will determine a number of firms to interview.

POTENTIAL PROJECT SCOPE

The selected firm will assist the District in:

- 1) Evaluating current facilities.
- 2) Considering appropriate demographic information and projections.

The following services may also be considered by the District:

- 1) Assistance in evaluation of the existing sites for planned renovations and additions.
- 2) Providing cost estimates and graphic support for Bond election campaigns for any renovations/additions.
- 3) Provision of a single source consultant having full responsibility for the project. Other approved consultants may be used in the process, but will be under contract with the successful firm.

SCOPE OF WORK

- 1) Provide all architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, technology planning and other building design services in connection with the development of the identified facility improvements.
- 2) Make available initial conceptual design drawings for use (if necessary) in seeking bond election support.
- 3) Require all standard services covered by the American Institute of Architects (AIA) Standard Form of Agreement between the District and Architect.
- 4) Describe in detail, proposed delivery of facility planning and programming and any other additional required services not covered by the AIA Standard Form of Agreement.
- 5) Provide construction administration services and represent the District's interests in the construction phase of resulting projects, to specifically include evaluating compliance with contract documents, monitoring progress, and enforcing warranties.

PROPOSAL REQUIREMENTS

The formal proposal response shall contain the following information, in the following sequence and format.

Title Page
Letter of Introduction
Table of Contents

- 1) **Prime Consultant's Firm Profile and Philosophy**
All of the information submitted should be related to the Prime Consultant. Do not include information for any sub-consultant in this section. Sub-consultant information is to be included in Section 7.
- 2) **Prime Consultant's Approach to Designing and Completing School Facility Projects**
Submit a project approach regarding your firm's understanding of the project, its goals and objectives. In detail, describe your firm's planning process and how you propose to include District Administration, Professional Staff and the Board of Education.
- 3) **Consultant's Personnel Assigned to the Project**
Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team, and identify their level of experience with K-12 projects.
- 4) **Prime Consultant's Experience with Similar Projects**
Prime Consultant should provide information about its experience on similar projects and its overall qualifications to carry out the projects. Please provide project descriptions, locations and color photos on relevant projects that have occurred in the last seven (7) years. All of the projects submitted should be projects completed by the Prime Consultant. Do not include past projects for any sub-consultant that may be included on your team.
- 5) **Technology Planning Experience**
Consultant should provide information about its technology planning experience and capabilities on similar projects.
- 6) **Consultant References**
The Prime Consultant will provide a reference list from five (5) recent projects of similar scope. Include district name, contact name and telephone numbers. All of the references submitted should be projects completed by the Prime Consultant. Do not include references for any sub-consultant that may be included on your team.
- 7) **Information on Other Sub-Consultants Your Firm Will Employ for this Project**
Please include relevant information including: firm(s) history and profile, philosophy, specialization, experience, and references.
- 8) **Why the Lonedell R-14 School District Should Utilize Your Firm/Additional Information**
Please feel free to include information describing what makes your firm or team unique.

Detailed plans, proposals, fees and schedule(s) are not requested by the School District as part of this solicitation and are not to be included in your response.

SUBMITTING YOUR RESPONSE

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could remove your response from consideration. It will be the responsibility of the Prime Consultant to submit ten (10) copies of your proposal. Parties are requested to sign the proposal with ink, and, when in the name of a company, by some officer whose title is shown. Submissions should be sealed and packaged with clear identification to read as follows:

“REQUEST FOR QUALIFICATIONS, LONEDELL R-14 SCHOOL DISTRICT”

“Professional Architectural and Engineering Design Services”

Mrs. Jenny Ulrich, Superintendent of Schools
Lonedell R-14 School District
7466 Highway FF.
Lonedell, Missouri 63060

The deadline for submitting your response will be no later than 4:00 PM on May 18, 2023. Proposals received after that date and time may not be considered. No electronic proposals or electronic modification of proposals will be considered.

Questions or clarification may be directed to Mrs. Jenny Ulrich, Superintendent of Schools, Lonedell R-14 School District, telephone: (636) 629-0401 ext.400

SELECTION

For a period of approximately fifteen (15) days following the submittal deadline, an Initial Screening Team will evaluate the proposals prior to submittal of recommendation(s) for a “short list” of Consultant(s) to the Board of Education. The period of evaluation of proposals may be extended. Firms will be evaluated according to their response to the Request For Qualifications. The “short list” Consultant(s) will be invited to a presentation with the Board of Education. Presentations are tentatively scheduled for the week of June 12-16, 2023. Selection of a Consultant is anticipated to take place on June 26, 2023.

RESERVATIONS

The Initial Screening Team and the Lonedell R-14 Board of Education reserve the right to reject any and all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgment, best meets the requirements of the project.

All costs incurred in the preparation of the response to this Request For Qualifications will be the sole responsibility of, and borne entirely by, the submitter. All responses to this Request For Qualifications become the property of the Lonedell R-14 School District and will be part of public record.

CONTRACT NEGOTIATIONS

The Lonedell R-14 School District will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.